Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

Part - Partie 1 of - de 2
See Part 2 for Clauses and Conditions
Voir Partie 2 pour Clauses et Conditions

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

Request For a Standing Offer
Demande d'offre à commandes

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Title - Sujet ELECTRONIC PUBLISHING	
Solicitation No. - N° de l'invitation 19294-090124/A	**Date** 2013-01-17
Client Reference No. - N° de référence du client 19294-9-0124	**GETS Ref. No. - N° de réf. de SEAG** PW-$$CW-013-61970
File No. - N° de dossier cw013.19294-090124	**CCC No./N° CCC - FMS No./N° VME**

Solicitation Closes - L'invitation prend fin at - à **02:00 PM** on - le **2013-02-19**	**Time Zone** **Fuseau horaire** Eastern Daylight Saving Time EDT

Delivery Required - Livraison exigée

See Herein

Address Enquiries to: - Adresser toutes questions à: Papadatos, Tasia	**Buyer Id - Id de l'acheteur** cw032
Telephone No. - N° de téléphone (613)990-6690 ( )	**FAX No. - N° de FAX** ( ) -

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
DEPARTMENT OF JUSTICE CANADA
RM T11051
275 SPARKS ST
OTTAWA
Ontario
K1A0H8
Canada

Security - Sécurité
This request for a Standing Offer includes provisions for security.
Cette Demande d´offre à commandes comprend des dispositions en matière de sécurité.

Instructions: See Herein

Instructions: Voir aux présentes

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

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**

Canada

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

TABLE OF CONTENTS

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

B.   RESULTING CONTRACT CLAUSES

1.   Statement of Work
2.   Standard Clauses and Conditions
3.   Term of Contract
4.   Contracting Authority
5.   Payment
6.   Invoicing Instructions
7.   Offeror Performance Rating per call-up
8.   Handling of Personal Information
9.   Insurance
10.   SACC Manual Clauses

List of Annexes:

Annex A -   Statement of Work
Annex B -   Basis of Payment
Annex C -   Evaluation Grid
Annex D -   Technical Specifications
Annex E -   Field and Coding Specifications
Annex F -   Reporting Specifications
Annex G -   Acceptable Quality Control Tables
Annex H -   Non-Disclosure Agreement for Call-ups
Annex I -   Security Requirement Checklist
Annex J -   Sample Performance Form

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

PART 1 - GENERAL INFORMATION

1.   Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

Part 1   General Information: provides a general description of the requirement;

Part 2   Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3   Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4   Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;

Part 5   Certifications: includes the certifications to be provided;

Part 6   Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

Part 7   7A, Standing Offer, and 7B, Resulting Contract Clauses:

              7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

              7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Evaluation Grid, Technical Specifications, Field and Coding Specifications, Standing Offer Reporting, Security Requirements Checklist and Sample Performance Form.

2.   Summary

A National Individual Standing Offer (NISO) will be issued for the Electronic Publishing Services of Justice Canada for litigation support to convert Hard Copy Records (HCR) and Electronically Stored Information (ESI) on an "as and when required" basis. Knowledge of Ringtail® litigation support software is an asset for this work.

The period of the Standing Offer will be for eighteen months from the date of issue, with four (4) option periods of one year each.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian goods and/or services.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

3.   Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4.   Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing will be in writing.

5.   Key Terms

For the purposes of the Request for Standing Offer:

"Offeror" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an offer to provide goods, services or both under a call-up resulting from a Standing Offer. It does not include the parent, subsidiaries or other affiliates of the Offeror, or its subcontractors.

 For the Purposes of any resulting Standing Offer:

"Offeror" means the person or entity whose name appears on the signature page of the Standing Offer and who offers to provide goods, services or both to Canada under the Standing Offer;

Call-up Against the Standing Offer for Electronic Publishing for Litigation Support:
"Call-up" means an order issued by an Identified User duly authorized to issue a call-up against a particular standing offer. Issuance of a call-up to the Offeror constitutes acceptance of its offer and results in the creation of a contract between Her Majesty the Queen in right of Canada and the Offeror for the goods, services or both described in the Call-up.

"Contractor" means the person, entity or entities named in the Call-up/Contract to supply goods, services or both to Canada.

ALS - Automated Litigation Support:

ALS - Automated Litigation Support - A computerized approach to managing large evidentiary document collections to support litigation cases. ALS typically involves the digital imaging (scanning) of all paper documents, coding the documents to capture bibliographic and other descriptive and key information to improve search/retrieval, data extraction and image conversion of electronic files (Electronic Document Discovery, or EDD) and the integrated storage of this information in a computerized system.

The document acquisition plan may also specify the capture of source and location information regarding where the documents were collected, any original manual cataloguing information including box and folder ranges and descriptions, and the capture of original document physical boundaries (one or multiple levels).

The ALS system is used for a variety of purposes including:

1. Analyzing the evidentiary material relevant to a specific witness or issue
2. Fast and efficient searching for specific individual documents

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

3. Viewing, sorting and printing document records and images
4. Tracking the production and exhibit histories of documents
5. Providing the flexibility to update document records with issue or subject coding and attorney comments.

The Ringtail® system used by the Department of Justice also provides for the secured access of a centrally located database for one or many users, and allows real-time sharing of information among litigation teams working on related cases.

Blowback:

Once documents have been converted to an electronic image through scanning, they may be printed like any other electronic document.

Imaging (or Scanning):

Refers to a photo-copy-like process that results in an electronic record or "bit map" that can be stored on a floppy disk, hard drive, or CD. An electronic image of a document can be viewed on a computer screen. Scanned documents are linked to coded records for the same documents, and images are true representative copies of the original document pages.

Before image scanning became popular, the term "scanning" became nearly synonymous with OCR processing. In fact, scanning and OCR are two distinct document-processing steps.

Coding:

The process of cataloguing or indexing documents in an ALS system so they can be easily retrieved, sorted, reviewed, or prioritized. High quality coding protocols are built on a framework of effective design, standardized conventions, highly trained coders, appropriate technology, and multiple levels of quality control.

Document Reassembly:

The process of reassembling documents to their original binding elements and file, folder, bundle and/or box. It must be possible to reconstruct the file, down to the fastenings and the file boundaries. The integrity of the file must be guaranteed.

Normalization:

The process of consolidating multiple versions of a data entry (such as a name or an organization) into a single canonical form.

Unitization:

The process of determining the boundary of the document record by beginning and ending page, as intended by the author. There are several cues that can be followed to assist in this process:

1. Document Type: Does the document have one identifiable physical format, or are there several?

2. Document Title: Does the document have one title page, or are there several?

3. Document: Does the document have sequential pagination, or are there Pagination several pagination series?

4. Authorship: Does the authorship change from page to page?

When one or more of the above conditions are present, it is probable that the pages under scrutiny comprise multiple documents. Each document will be coded on its own merits. If the author has

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

specified attachments through logical inferences ("attached is..", "enclosed are..", "transmitted hereto.."), those documents are coded according to their own merits, and the entire range of documents is linked together by coding an attachment range. This attachment range will be coded for each record to alert the user that there are other documents in the range that might be of interest.

Quality Control:

Data captured at key stages of ALS document processing tasks, such as scanning, coding and electronic file processing, are assessed and measured for accuracy of results and conformity to procedures. Techniques used for quality control assessments include both automated and manual processes. Data that fails agreed upon thresholds is sent back for rework. Quality control is imperative in all stages of ALS processing, from document tracking (receipt through return) through scanning, coding and database loading and administration.

Transcription:

Keying - Full Text

Full text data conversion is the manual process of keying (and key verifying) the text of a hardcopy document into a searchable electronic file. Human operators visually read the source documents and create electronic files that can be linked to the images and/or coded records. These files can be created in a line-for-line mirror format, and descriptive messages can be inserted for hard-to-key data. As a measure of quality control, the files are keyed a second time, and the files are compared. Any discrepancies are researched and the file corrected (key-verification). Certain source document conditions affect the ability to accurately employ electronic OCR conversion technology, thereby making full text keying the best conversion option.

1. Documents that are in poor condition due to aging and/or storage conditions;
2. Documents that are handwritten, or are form-type documents that were completed by hand;
3. Documents that contain important non-textual information: graphs, charts, tables, graphics;
4. The documents that are multi-generation photocopies.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

> Delete: sixty (60) days
> Insert: ninety (90) days

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

PART 3 - OFFER PREPARATION INSTRUCTIONS

1.   Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer   (4 hard copies)

Section II: Financial Offer (1 hard copy and 1 soft copy on CD/DVD)

Section III: Certifications   (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

(a)   use 8.5 x 11 inch (216 mm x 279 mm) paper;
(b)   use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors are encouraged to:

1)   use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 Offer
In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer
Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications
Offerors must submit the certifications required under Part 5.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1.   Evaluation Procedures

(a)   Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

(b)   An evaluation team composed of representatives of Canada will evaluate the offers.

1.1.   Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex C.

OFFERORS MUST SUBMIT THEIR REQUEST FOR THE ESI DATA TEST SET IN WRITING TO THE STANDING OFFER AUTHORITY.

1.2   Financial Evaluation

To determine the total evaluated aggregate price, the prices and rates submitted in the Annex B: Basis of Payment of this Request for Standing Offer will be multiplied by the corresponding quantities for evaluation, and then added together as specified in the Annex B: Basis of Payment Excel spreadsheet being distributed through MERX.

2.   Basis of Selection

2.1   To be declared responsive, an offer must:

(a) comply with all the requirements of the Request for Standing Offers;

(b) meet all mandatory technical evaluation criteria;

(c) obtain the stated pass mark on each criterion within the Quality Assurance Test Set; and

(d) obtain the required minimum percentage on each of the points for the technical evaluation criteria which are subject to point rating.

Offers not meeting (a) or (b) or (c) or (d) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offers, from lowest evaluated price to average evaluated price plus fifteen percent, will be recommended for issuance of a standing offer.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1.   Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

1.1   Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

2.0   Certifications Precedent to Issuance of a Standing Offer

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

2.1   Federal Contractors Program - Certification

1.   The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at $200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2.   If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

> The Offeror or the member of the joint venture
>
> (a)   (   ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, 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, S.C. 1995, c. 44;
>
> (c)   (   ) is subject to the requirements of the FCP, having a workforce of 100 or more full- time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of $200,000 or more), in which case a duly signed certificate of commitment is attached;
>
> (d)   (   ) is subject to FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

2.2   Canadian Content Certification

> 2.2.1   SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

This procurement is limited to Canadian goods and Canadian services.

The Offeror certifies that:

> (   ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1.   Security Requirement

1.   At the Request for Standing Offers closing date, the following conditions must be met:

     (a)   the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;

     (b)   the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;

     (c)   the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2.   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 Web site.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved document Safeguarding at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CISD, PWGSC.

3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor/Offeror must comply with the provisions of the:

(a) Security Requirements Check List and security guide (if applicable), attached at Annex H;

(b) Industrial Security Manual (Latest Edition).

OR

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be per-formed at the level of PROTECTED B.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

4.   Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

5.   The Contractor/Offeror must comply with the provisions of the:

(a)   Security Requirements Check List and security guide (if applicable), attached at Annex H;

(b)   Industrial Security Manual (Latest Edition)

3.   Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in Standard 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

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2   Standing Offers - Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

First quarter: January 1 to March 31;
Second quarter: April 1 to June 30;
Third quarter: July 1 to September 30;
Fourth quarter: October 1 to December 31.

The data must be submitted to the Standing Offer Authority no later than five (5) calendar days after the end of the reporting period.

4.   Term of Standing Offer

4.1   Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to eighteen months afterwards.

4.2   Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) one-year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Tasia Papadatos
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
360 Albert Street, 12th floor.
Ottawa, ON

Telephone: 613-990-6690
Facsimile: 613-993-2581
E-mail: tasia.papadatos@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Contracting Authority

The Contracting Authority is the Justice Canada Contracting Officer named on page 1 of the Call-up document.

The Contracting Authority is responsible for the issuance of the Call-up and the management of the resulting Contract and any changes to the Call-up/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.

5.4 Offeror's Representative (to be completed with Offer)

Name: _____
Title: _____
Organization: _____
Address: _____

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Telephone: ____- ____-_____
Facsimile: ____- ____-_____
E-mail: _____

6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are the Litigation Support Centres/Services of Justice Canada defined as follows:

Atlantic Region
Montreal Region
National Capitol Region
Ontario Region
Prairie Region
British Columbia Region

7. Call-up Procedures

7.1   In accordance with the Offeror selection process outlined in 7.2 and 7.3, the Project Authority will provide particulars of a project requirement to the next qualified Offeror in the rotation as specified in 7.4. These particulars, to be referred to as "Project Acceptance Documentation", will be provided to the Offeror by the Project Authority in writing (via email or facsimile).

7.2   Standing Offers will be divided into 2 streams, based on the Security Level held by Offeror, at time of issuance of Standing Offer.

> Stream 1: Protected B Level
> Stream 2: Secret Level.

All Offerors holding a Security certificate at the Secret Level will automatically be included in both streams, Protected B Level. Should an Offeror be awarded a Standing Offer at the Protected B Level, and wish to obtain Secret Level clearance, PWGSC will sponsor the Offeror for the Security application.

7.3 Offeror Rotation

The Offeror rotation under both streams, will be established and managed by the National eDiscovery and Litigation Support Services Group. The initial rotation will be established by ranking Offerors by their evaluated price (resulting from the financial evaluation of the RFSO), from lowest to highest. Rotations for Stream 1 and Stream 2 Standing Offers will be managed independently. When a requirement is identified, the authorized Project Authority will approach an Offeror in the appropriate stream based on the pre-established rotation. Once all of the Offerors on the list have been offered an opportunity for a Call-up, the rotation will start again at the beginning of the list and the Offeror will then be offered their next opportunity in accordance with their positioning on the list

Although the pre-established list of Offerors for each stream will be used to determine the basic order for the rotation, an Offeror may be passed over based on any conflicts of interest with the Offeror as they pertain to the subject matter of the Call-up, the Offeror's self-identified capability to process the required ESI file types required as a part of the Call-up or the Offeror's self identified ability to provide on-site services (if required).

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

If the Offeror is passed over (i.e. not approached for a new call-up when it is their turn in the rotation) due to the scope of the call-up requirements (e.g. the new call-up logically follows-on to a previous or ongoing call-up with another Offeror, a requirement for onsite services in a region in which the Offeror does not deliver onsite services, the requirement to process specific ESI file types that the Offeror is not capable of performing), then this Offeror will be considered for the next call-up opportunity. This will be considered compliant with a fair opportunity to be considered for the call-up.

7.3.1   For each Call-up opportunity the identified Project Authority will consider:

(1) The Offeror's identification in writing of known or potential conflicts of interest (see section A6 of Annex "A");

(2) The security classification of the project in determining which stream 1 or 2.

(3) If the work relates to a previous or ongoing Call-up issued under the Standing Offer (to better manage project logistics in the same litigation matter and ensure consistency in the application of protocols and processes across what is to be a single evidentiary collection);

(4) The next Offeror identified in the pre-established Standing Offer rotation who has not yet been provided an opportunity for a Call-up;

(5) The Offeror's pre-identified capability to perform work/services for projects requiring onsite services if applicable - (see section A4.05 of Annex "A");

(6) The Offeror's pre-identified capability to process all ESI file types required for the processing and conversion present in the evidence collection as applicable to the work to the requirement (see section A3.00-3 of Annex "A");

7.3.2   If, when the Offeror is approached for a new call-up, it is the Offeror's opinion that the required work cannot be completed by them within Justice Canada's required completion schedule (e.g. due to the Offeror's other work commitments or deadlines), the Offeror will be deemed to have been given a fair opportunity and the Project Authority will approach the next qualified Offeror, as per the Standing Offer call-up rotation.

7.3.3   If, when the Offeror is approached for a new call-up, the Offeror declines the work due to a conflict of interest, the Offeror will be deemed to have been given a fair opportunity and the Project Authority will approach the next qualified Offeror, as per the Standing Offer call-up rotation.

7.3.4   In the event that no qualified Offerors are capable of meeting Justice Canada's required completion schedule, Justice Canada reserves the right to issue the call-up to the qualified Offeror that is capable of completing the work for the earliest (closest to Justice Canada's required completion schedule) alternative project completion schedule date as set out in the Offerors' Response (see 7.5(b)).

7.4 Call-Up Details

Each call-up will have unique requirements that will be defined in the supplied Project Acceptance Documentation, including Justice Canada's required completion schedule for all the services required.

The Project Authority will provide the Project Acceptance Documentation to the selected Offeror in writing (via email or facsimile).

The Project Acceptance Documentation will include:

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

(a) A unique call-up identifier to be referenced in all call-up related correspondence and documentation.

(b) A listing of the parties and stakeholders known to be involved in the litigation.

(c) A brief outline of the project scope (e.g. volume of HCR and/or ESI) and the services required, including any conditional work that may be required (e.g. some ESI projects may require additional services that can only be more fully defined once the initial processing is complete, which would lead to a potential future call-up amendment).

(d) The date when the evidence collection will be available for processing to begin.

(e) The required completion schedule, including particulars on required phases/milestones.

(f) The date/time by which the Project Authority requires written confirmation from the Offeror of its acceptance or non-acceptance of the project.

7.5   Offeror Response

The Offeror must provide a written response by the date/time stipulated in the Project Acceptance Documentation (the response must be provided within the appropriate section of the Project Acceptance Documents and returned to the identified Project Authority in PDF format via email) indicating:

(a) If the Offeror is able fulfill the project requirements and schedule: a quote showing the itemized and total costing for the project (based on the pricing of the Annex B Basis of Payment with shipping costs and Goods and Services Tax or Harmonized Sales Tax included) and a written confirmation of the Offeror's ability to comply with the required completion schedule.

(b) If the Offeror cannot fulfill the project requirements and/or schedule: the reason why the Offeror cannot accept the project (e.g. a conflict of interest, other work commitments/deadlines) and, if applicable, a proposed alternative project completion schedule (which Justice Canada will only consider if no other qualified Offeror is capable of meeting Justice Canada's required completion schedule – see 7.3.4).

(c) If the Offeror does not provide a response to the Project Authority by the date/time stipulated in the Project Acceptance Documentation: the Offeror will be deemed to have been given a fair opportunity to consider the project and to not have accepted the opportunity. The Project Authority will provide a minimum of one (1) full business day for Offerors to respond to Project Acceptance Documentation from the time it is issued to the Offeror from the Project Authority.

If the Offeror confirms in writing that it is able to fulfill the project requirements and schedule (and has provided the required costing information), the Project Authority will confirm the requirement by providing a completed *942 - Call-up Against a Standing Offer* form to the Offeror along with a copy of the Project acceptance Documentation for the requirement.

8.   Call-up Instrument

The Work will be authorized or confirmed by the Identified User using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer", a departmental equivalent or an electronic document along with one (1) copy of the Project Acceptance Documentation.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

9.   Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed $400,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

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 call up against the Standing Offer, including any annexes;
b)   the articles of the Standing Offer;
c)   the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
d)   the general conditions 2030 (2012-11-19), General Conditions - Higher Complexity - Services
e)   Annex A - Statement of Work;
f)   Annex B - Basis of Payment;
g)   Annex D - Technical Specifications;
i)   Annex E - Field and Coding Specifications;
j)   Annex F - Reporting Specifications;
k)   Annex G - Acceptable Quality Control Tables
l)   Annex H - Non-Disclosure Agreement for Call-ups
m)   Annex I - Security Requirement Checklist
n)   Annex J - Sample Performance Rating Form
o)   the Offeror's offer _____ (*insert date of offer*), " *or* "as amended _____.

11.   Certifications

11.1   Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11.2   SACC Manual Clauses

M3060C (2008-05-12) Canadian Content Certification

12.   Basis for Ownership of Intellectual Property

Justice Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

(6.5)   where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

13.   Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

B.   RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1.   Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2.   Standard Clauses and Conditions

2.1   General Conditions

2030 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3.   Term of Contract

3.1   Period of the Contract

The Work must be completed in accordance with the Call-Up against the Standing Offer.

4.   Contracting Authority

The Contracting Authority is the Justice Canada Contracting Officer named on page 1 of the Call-up document.

The Contracting Authority is responsible for the issuance of the Call-up and the management of the resulting Contract and any changes to the Call-up/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.   Payment

5.1   Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract,   the Contractor will be paid firm unit prices in accordance with the basis of payment in Annex B as   specified in the authorized Call-up. 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 authorized, in writing, by the Contracting Authority before their   incorporation into the Work.

5.2   Travel and Living Expenses - Project Design and Scheduling Meetings

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

in Appendices B, C and D of The National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Other Direct Expenses - Shipping

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

5.3   Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

5.4   Single Payment

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

5.5   Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.   Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions 2030. 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 Justice Canada Contracting Authority address shown on page 1 of the Contract for certification and payment.

(b) One (1) copy must be forwarded to the PWGSC Standing Offer Authority identified under the section entitled "Authorities" .

7.   Handling of Personal Information

The Contractor acknowledges that Canada is bound by the Privacy Act, R.S., 1985, c. P-21, with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

All such personal information is the property of Canada, and the Contractor has no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract, or at such earlier time as Canada may request. Upon delivery of the

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

personal information to Canada, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

For each Call-Up the Contractor must sign the Non-Disclosure agreement included at Annex H**.**

8. Offeror Performance Rating per Call-up

The Project Authority will prepare a formal rating report on each completed Call-up / Contract and assign a rating to the Contractor's performance for the services and deliverables. These reports will be completed using the form **Offeror Performance Report** (OPR) Ver. 1.0 and will be made available to the Offeror within six (6) weeks of Call-up completion (which includes delivery of all work/services/material and final invoicing).

In order for the Offeror's performance to be considered satisfactory, the requirements under Categories A and B and at least three of the four requirements under Category C explained below must be met.

Category A

Deliverables and services: The Offeror provided all of the deliverables or all of the services as specified in the Call-up and in accordance with the requirements of the Statement of Work.

Category B

Schedule and deadlines: The Offeror met all of the timelines for all of the deliverables and all of the services as defined in the Statement of Work.

Category C

Project design process: The Offeror met all of the requirements of the A1.01 Project Design Process.

Project management: The Offeror met all of the requirements as set-out in section A5.04 of the Statement of Work for A5.04-1 (process overview requirements).

Job setup: The Offeror developed project specific instructions and processes (see A2.01 / A3.01 / A5.01-2) as per PDS instructions received from Justice Canada and received approval from Justice Canada.

Documentation and reporting: The Offeror met all of the requirements set-out in section A5.04-2 (PDS and documentation requirements), A5.04-4 all of the deliverables as per the PDS and A5.04-6 all of the reporting requirements.

If the Offeror fails to obtain a satisfactory rating as stipulated above, the Offeror will be suspended from the call-up rotation detailed in clause 7 of the Standing Offer (Call-up procedure) for a period of three (3) months for a first failure. If the Offeror fails a second time during the same fiscal year, Justice Canada will not exercise the option to extend the Offeror's Standing Offer.

A Sample Performance Rating Form is available at Annex J.

Nothing in this clause shall be construed to invalidate performance standards set out in the Statement of Work or PDS.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

9. **Insurance**

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

10. **SACC Manual Clauses**

SACC Manual clause D5328C (2007-11-30) Inspection and Acceptance

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

ANNEX "A"

STATEMENT OF WORK

<u>A</u>   <u>Introduction</u>

This work requires an Offeror with a proven track record in the litigation technology field, knowledge of the litigation process, and extensive experience with large collections of hard copy and electronic evidence. An advanced knowledge of Ringtail® litigation support software is an asset for this work.

Scope of Work and Services Required

This Statement of Work is divided into six parts:

(1)   Project Design;
(2)   Conversion of Hard Copy Records (HCR);
(3)   Conversion of Electronically Stored Information (ESI);
(4)   Additional Processing and Electronic Publishing;
(5)   Quality Assurance, Security, Data Management, and Project Management; and
(6)   Monitoring Conflicts of Interest.

All call-ups will require Parts 1, 4, 5, and 6 of this Statement of Work, and will include Part 2 or Part 3 or a combination of Part 2 & Part 3 depending on the nature of the evidence requiring conversion (as confirmed in individual call-ups).

Each call-up against the Standing Offer will have unique requirements that will be confirmed during a project design process, including Justice Canada's required completion schedule for all the services required. If, when the Offeror is approached for a new call-up, it is the Offeror's opinion that the required work cannot be feasibly completed within Justice Canada's required completion schedule (e.g. due to the Offeror's other work commitments or deadlines), Justice Canada will approach the next qualified Offeror per the Standing Offer call-up rotation. In the event that no qualified Offerors are capable of meeting Justice Canada's required completion schedule, Justice Canada reserves the right to issue the call-up to the qualified Offeror capable of completing the work closest to Justice Canada's required completion schedule or to pursue other contracting options.

The options and specifications used will be different for each call-up unless Justice Canada specifies otherwise.

Requirements

The sections below describe what is required for evidence conversion services, quality assurance, project management, reporting and deliverables.:

<u>A1   Part 1 - Project Design and Scheduling Notifications</u>

A1.01   Project Design Process

A1.01-1   The Offeror must participate in the project design process (correspondence, teleconferences, and/or meetings) with Justice Canada representatives to review and confirm specific call-up requirements (scope, confirmation of processes and standards to be applied, schedules, reporting, deliverables, security considerations, etc.). The project

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

requirements resulting from this process are known as the *Project Design Specifications* (PDS).

A1.01-2   Unless otherwise specified, the initial PDS will be completed by the Offeror within three (3) working days of a completed *Call-Up against a Standing Offer* form.

A1.01-3   PDS deadlines can be subject to reasonable extensions (e.g. project overruns resulting from unforeseen complexity of the evidence being processed or time delays caused by Justice Canada), though all PDS deadlines anticipate that the iterative process of confirming and clarifying requirements can be accommodated in good faith within the allocated PDS timeframe.

A1.01-4   The Offeror must update PDS on an ongoing basis as new processing requirements emerge or existing processes are amended to meet the call-up requirements, including further verbal and written instructions from Justice Canada.

A1.01-5   When there are concurrent or subsequent call-ups (within a 9 month window of one another) for processing HCR and/or ESI for the same litigation matter, the Offeror must work pro-actively with Justice Canada to ensure that PDS respect one another and remain consistent.

A1.01-6   Due to immediate pressures to work, work must be organized so that evidence receipt, organisation, and processing can take place concurrent with the development of the Project Design Specifications.

A1.01-7   As per the formatting requirements specified during the project design process, the Offeror must provide PDS documentation (including providing updates/revisions/consolidations at certain project milestones) to the designated Justice Canada technical authority.

A1.01-8   Meet the following <u>performance standards</u>:

(1)   The Offeror must complete the initial project design process within the timeframe designated by the call-up request, unless the delay is due to no fault of the Offeror.

(2)   PDS documentation must be accurate to the design discussions on which they are based, comprehensive, complete, and be developed using non-technical language that can be clearly understood by litigation team members who ultimately rely on the evidence being processed. Documentation supplied by the Offeror must not require any quality control review, proofreading, or corrections by Justice Canada. PDS material not meeting these requirements will be returned to the Offeror and the Offeror must correct the supplied PDS material at no additional cost to Canada.

(3)   The Offeror must deliver PDS to Justice Canada in accordance with PDS formatting requirements.

A1.02   Project Scheduling Notification

A1.02-1   The Offeror must notify Justice Canada in writing of any anticipated difficulties complying with the project delivery schedule, or whenever there are actual or potential situations threatening to delay the completion of the project. Notification to Justice Canada must include pertinent information describing any scheduling challenges; information of this nature shall not be construed as a waiver by Justice Canada of any delivery schedule or date, or any rights or remedies provided by law or under this Standing Offer.

<u>A2</u>   <u>Part 2 – Conversion of Hard Copy Records (HCR)</u>

A2.00-1   When required, Offerors must provide services for the conversion of HCR. Call-ups will require different combinations of the services listed in Part 2 and particular requirements will be specified in the PDS for each call-up.

A2.00-2   Justice Canada requires the conversion of all types of HCR, including (but not limited to) original hard copy records (printed, handwritten, etc.), photocopies of originals, microfiche

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

film, overhead transparencies, printed graphics (photographs, maps, charts), with various forms of binding, of various sizes, and in various states of condition.

A2.00-3   Batches of HCR must be controlled so that a particular batch can be immediately retrieved if and when required by Justice Canada and/or the Court.

A2.00-4   For each call-up, Offerors must use procedures that can be supported and verified by Canada and/or the Court. If and when required by Justice Canada and/or the Court, Offerors must sign a declaration or an affidavit and/or provide oral testimony describing and supporting project-specific efforts by the Offeror to preserve evidence integrity when processing HCR.

A2.01   Job Setup (for HCR)

For each initial call-up and as required for any subsequent project specific call-ups, Offerors must :

A2.01-1   Per the PDS, develop project specific instructions for inventory, preparation, unitization, reassembly, coding requirements, exception handling, process and quality control for Justice Canada's approval.

A2.01-2   Configure their equipment and software (the cost of which is to be incurred by the Offeror)as required for the completion of the work under the initial call-up and under any possible subsequent call-ups for the specific project.

A2.01-3   Train staff to perform duties (the cost of which is to be incurred by the Offeror).

A2.01-4   Per the PDS, setup processes and systems for:
(1)   Quality assurance and exception handling;
(2)   Organizing and preparing HCR for conversion (including HCR reassembly);
(3)   Conversion to digital image;
(4)   Generation of full-text content and transcription;
(5)   Objective coding and batch coding; and
(7)   Electronic publishing.

A2.02   Organize and Prepare HCR for Conversion

For each call-up, Offerors must:

A2.02-1   Receive, log, and inventory all incoming material (by box/container/package), capturing source information (including office, box/container, file, and volume information).

A2.02-2   Control the process to maintain the integrity of material at all times, ensuring that records and their pages can be reinstated to their original location and order (with reinstated bindings/fastenings).

A2.02-3   Remove all bindings/fastenings (paper clips, staples, binder clips, three-ring binders, cerlox bindings, spiral bindings, rubber bands, etc.) and insert separator sheets (or use another comparable method) to note the exact types and locations of bindings/fastenings so that they can be reinstated post-imaging and, per PDS, apply the required methodology for record unitization and the capturing of source/attachment relationship ranges:
(1)   True sources/attachments only - based on explicit references to attachments/enclosures (e.g. a letter referencing an attached report); or
(2)   Physical only – based strictly on clips, staples, tabs, and other fastenings; or
(3)   Hybrid – based on both true and physical attachments (1 & 2 above); or
(4)   Break sheets – based on existing break sheets placed within the material; or
(5)   Other methodology developed for PDS.

A2.02-4   Note transitions from single-sided to double-sided pages.

A2.02-5   Per the PDS, apply the required methodology for handling sticky notes and flags:
(1)   Leave sticky notes and flags on pages so they can be imaged as-is, moving them (if required) so that they do not obscure other information on the page; or

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

(2) Place sticky notes and flags on a separate page that will be imaged, mimicking the original area of the page on which they were originally affixed; or

(3) Place sticky notes and flags on a separate page that will not be imaged, mimicking the original area of the page in which they were originally affixed; or

(4) Other methodology developed for PDS.

A2.02-6 Photocopy torn, folded, and/or fragile pages onto new sheets of paper for imaging, tracking where to replace the originals when imaging is complete.

A2.02-7 Per the PDS, generate and insert image placeholders for records that will not be imaged (e.g. if Justice Canada instructs that maps larger than a specified dimension are not to be imaged).

A2.02-8 Meet the following performance standards:

(1) 100% of HCR must be accurately and consistently logged/inventoried for tracking and control purposes.

(2) 100% of HCR must be properly and accurately prepared for conversion (removal and tracking of bindings/fastenings, handling of sticky notes and flags, unitization and capture of source/attachment relationships, etc.) per PDS.

A2.03   Conversion of HCR to Digital Image

For each call-up, Offerors must :

A2.03-1 Image HCR and assign unique, sequential identification numbers per Justice Canada standards (see Annex "D") and PDS. Two levels of imaging must be provided, based on the specific characteristics of the records being processed:

(1) Level 1 (Standard record sizes with removable bindings) – standard North American and ISO 216 page formats, up to 11 x 17 in size; and

(2) Level 2 (Non-standard record sizes and/or non-removable bindings) – page formats falling outside of standard North American and ISO 216 page formats and/or larger than 11 x 17 in size. Included in this category are records that do no lend well to automatic feeding through imaging equipment, due to possible damage to the original record (e.g. onion-skin, thermal fax-paper, carbon-copy paper) and/or due to non-removable bindings (which include stitched, drilled, tape, and saddle stitch bindings found on some records).

A2.03-2 Per the PDS, image specified records or pages in colour (by container, type of record/colour).

A2.03-3 Per the PDS, capture Level information, sequential page numbers, attachment references, etc. Information for the following fields is mandatory, is to be captured/generated at the time of imaging, and is to be included in the cost of imaging (see Annex "D", Annex "E" and PDS for further technical specifications):

(1) Document_ID;

(2) Host_Reference (when applicable);

(3) level_1 to level_10 (as applicable);

(4) xInfo ProcessedBy;

(5) xInfo RecordType;

(6) Image_File_Name;

(7) page_label;

(8) page_num; and

(9) num_pages.

A2.03-4 Quality control each image for resolution, density, speckling, skew, 100% accuracy, and reconciliation between scanned images and page indices and adjust sensitivity and other controls to improve the quality of the captured image (all-in pricing must anticipate and include all corrections to images and page indices).

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

A2.03-5   Meet the following <u>performance standards</u>:
(1)   100% of HCR must be imaged, levelled, and numbered per technical specifications and PDS, with no gaps or overlaps in sequences on a per project level (e.g. across related call-ups for the same litigation matter).
(2)   Records must be imaged in their entirety (no skipped pages or missed transitions from single-sided to double-sided pages), scans must be legible, and image files must be correctly named and indexed.
(3)   Each page of HCR must be imaged so that all information on the source page that is discernable to the naked eye is clearly legible without aid on paper copies generated from the resulting digital image; reproduction ratios and page orientation must be so that the entire original page appears as the HCR original does. Images rejected by Justice Canada when unacceptable quality is not to due to the quality of the source record(s) are to be reimaged from the original source record(s) at no additional cost.

A2.04   Post-Conversion Reassembly of HCR

For each call-up, Offerors must:

A2.04-1   In conformity with the requirements set out in section A2.02, reinstate all bindings/fastenings, return sticky notes and flags to their original positions, and return records to their original file volumes and containers. Records must be fully reinstated to their pre-conversion state.

A2.04-2   Meet the following <u>performance standards</u>:
(1)   100% of HCR must be returned to the exact original order, location and condition as received.

A2.05   Full-Text Content and Transcription (for HCR)

When required as part of the PDS, the Offeror must :

A2.05-1   Generate full-text OCR (Optical Character Recognition) content (see Annex "D" for technical specifications) from images of HCR.

A2.05-2   Generate full-text transcription of handwritten and poor quality HCR for which OCR processes are unlikely to generate reliable OCR content (see Annex "D" for technical specifications).

A2.05-3   Provide full-text content and transcription services in English and/or French.

A2.05-4   Meet the following <u>performance standards</u>:
(1)   100% of full-text OCR content must be generated per PDS with the designated OCR language set(s).
(2)   100% of full-text transcription must be generated per PDS with a keying accuracy rate of at least 97.5% and be quality controlled following the method outlined in *Quality Control Procedures* Annex "G".
(3)   All full-text content files must meet the required technical specifications and be accurately cross-referenced.

A2.06   Batch Coding (for HCR)

When required as part of the PDS and in accordance with Justice Canada standards (see Annex "E"), the Offeror must:

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

A2.06-1   Batch capture/generate field values from pre-defined, standardized options that can be bulk coded for a complete series of records (e.g. 'xInfo Source Info' field, the standardized capture of field values based on coloured flags affixed to the original records or Box/File label). Cost for this service are per unique field entry and not total number of records coded with unique field entry

A2.06-2   Batch capture and align pre-existing field values supplied in an electronic format (e.g. Word, Excel, Microsoft Access) to be associated with imaged HCR. Costs for this service are per field captured and aligned (regardless of the number of individual field entries in each field).

A2.06-3   Meet the following performance standards:
(1)   100% of batch coding must be captured per PDS, must meet the required technical specifications, and be accurately cross-referenced.

A2.07   Objective Coding (for HCR)

A2.07-1   Per the PDS, the Offeror must develop instructions for coding, vocabulary control tools and techniques (authority lists, lookup tables, data entry templates, subject term lists, etc.), exception handling, process control, and quality control, and prepare a project manual/guide based on instructions and submit to Justice Canada for review and approval.

A2.07-2   The Offeror must use dedicated project manager(s) and coding team with a full understanding of the specific project requirements working from the Justice approved project manual/guide, code records using image-enabled workstations (or similar process).

A2.07-3   To safeguard the integrity of the original records, Justice Canada does not permit coding from the original records. If image blowbacks are generated for coding purposes, associated blowback costs are not separately billable and all associated costs must be included in imaging costs (furthermore, blowbacks generated for coding purposes must be destroyed using cross-cut shredders, and costs for handling, storing, and shredding such materials is not separately billable).

A2.07-4   Per the PDS, the Offeror must identify and capture specific information from records in accordance with Justice Canada standards (see Annex "E"), using one or more of the following service levels:
(1)   Mini coding – capture up to 4 fields of information, including Document_Date (including Estimated), Document_Type, Title, and Tab value (or other fields equivalent in coding effort); or
(2)   Basic coding – capture up to 5 fields of information, including Document_Date (including Estimated), Document_Type, Title, Tab value (or equivalent field), and Persons & Organisation (From, To, CC) (or other fields equivalent in coding effort); or
(3)   Standard coding – capture up to 10 fields of information, including Document_Date (including Estimated,) Document_Type, Date Info, Date Pre-1753, Title, Persons & Organisation (From, To, CC), Features, Language, Tab Value, Source Volume, etc. (or other fields equivalent in coding effort); and/or
(4)   Per-field coding – beyond the thresholds for Mini, Basic, and Standard coding, the capture of other fields (options: text, memo, date, number, boolean, pick list of up to 5 items, pick list of up to 10 items), with billing corresponding directly to the number of records populated with values; and/or
(5)   Persons & Organisations (Mentions) – capture the names of Persons/Organisation mentioned in records (based on a list of pre-identified important names), with billing corresponding to the number of Persons/Organisations values captured per document).

A2.07-5   Per the PDS, the Offeror must provide coding services in English and/or French (e.g. capture Document_Title verbatim in either language, capture Document_Types in either English or French, etc.).

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

A2.07-6   When required and per PDS, the Offeror must normalize select field values (e.g. Persons & Organisations values) in accordance with Justice Canada instructions. Costs for this service are per field value normalized (regardless of the number of records the field value normalization is applied to).

A2.07-7   When Justice Canada supplies pre-existing objective field values in an electronic format (e.g. Word, Excel, Microsoft Access) to be associated with HCR being imaged, services for the strict capture and alignment of supplied field values fall under section A2.06-2 (Batch Coding) and are not billable as objective coding.

A2.07-8   Meet the following performance standards:

(1)   100% of objective coding must be captured per PDS, must meet the required technical specifications, and be accurately cross-referenced, and must meet the be quality controlled method outlined in *Quality Control Procedures* Annex "G".

(2)   Ensure controlled review of coding to ensure consistency and reliability of captured field information. Coding for each record is to be quickly reviewed by the first coder and peer-reviewed by another coder (or comparable methodology approved by Justice Canada).

(3)   The acceptable quality control procedure for objective field coding must be done using the MIL-STD-105E standard table 1 – Sample size code letters & table II-A Single sampling plans for normal inspection which is described in *Quality Control Procedures* Annex "G".

(4)   The quality level for the purposes of the sampling inspection under Annex "G" is 97.5-99.99% defect (error) free within a lot.

(5)   Ensure controlled review of coding to ensure

A3   Part 3 – Conversion of Electronically Stored Information (ESI)

A3.00-1   When required, Offerors must provide services for processing and conversion of ESI. Call-ups will require different combinations of the services listed in Part 3 and particular requirements will be specified in PDS.

A3.00-2   The scope of some call-ups may include conditional work for additional services that can only be more fully defined once the initial ingestion/processing is complete, which would lead to a potential call-up amendment once the legal team makes further decisions on full processing requirements.

A3.00-3   Justice Canada requires the processing of all types of ESI, including (but not limited to) word processing and other text files, spreadsheet files, database files, presentation files, email files (including attachments), instant message and chat log files, graphic files, media files (e.g. video, audio, voicemail messages), website files, embedded files and compressed/container files, as well has the handling of system files (e.g. program files, cache files). Offerors must be able process all common commercially available file types and be able to process new commercial file types created and commonly adopted over the period of the Standing Offer. Justice Canada is not detailing in advance the specific formats that Offerors should be capable of processing; instead, Offerors must keep Justice Canada informed and up-to-date on the formats they are capable of processing (see Annex "E" for the required reporting format); Justice Canada may issue call-ups at least partly on the basis of which Offerors are able to handle the ESI formats present in particular projects.

A3.00-4   Offerors must be able to discern ESI file types based on file extensions and file content.

A3.00-5   Justice Canada does not expect Offers to process ESI file types that are not suitable for conversion and processing, such as program/executable files or system configuration files (Offerors must be able to provide DeNISTing services as required by PDS).

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

A3.00-6   For each call-up, Offerors must use physical and data security procedures, through the life cycles of projects, that can be supported and verified by Canada and/or the Court. If and when required by Justice Canada and/or the Court, Offerors must sign a declaration or an affidavit and/or provide oral testimony describing and supporting project-specific efforts by the Offeror to preserve data integrity when processing ESI.

A3.01   Job Setup (for ESI)

The Offeror must :

A3.01-1   Per the PDS, develop project specific instructions for ESI inventory, preparation, initial processing, processing, coding, exception handling, process and quality control for Justice Canada's approval.

A3.01-2   Preserve and maintain the integrity of the physical media and native file formats, including metadata, and safeguard data from corruption.

A3.01-3   Configure equipment and software (the cost of which is to be incurred by the Offeror).

A3.01-4   Train staff to perform duties (the cost of which is to be incurred by the Offeror).

A3.01-5   Per the PDS, set-up processes and systems for:
(1)   Quality assurance and exception handling;
(2)   Organizing ESI and initial processing;
(3)   Conversion to digital image & metadata field alignment;
(4)   Retention of native format & metadata field alignment;
(5)   Extraction/generation of full-text content;
(6)   Objective coding and batch coding; and
(7)   Electronic publishing.

A3.02   Organize, Ingest, and Process ESI

A3.02-1   The Offeror must receive, log, and inventory all incoming material (physical media), capturing source information per the PDS (capturing source information may involve generating field information such as custodian codes in accordance with a pre-established algorithm). Offeror must produce an ESI manual that contains a copy of all logs, tracking and process steps for the ESI material from receipt to delivery. The ESI manual must be kept up-to-date and be available to Justice Canada upon request.

A3.03-2   The Offeror must ingest ESI (including file decompression) and create an electronic inventory of files on physical media, including contents/breakdown of compressed and container files (e.g. individual emails and attachments in PST files), with processes including:
(1)   Generate a summary report on the total number/size of files, breakdowns of file types/formats/sizes, etc. so that Justice Canada has sufficient information to make decisions on further processing steps.
(2)   If required by the PDS, generate ESI folder/directory/file system information that Justice Canada can use to identify specific subsets of ESI that will require further processing.

A3.02-3   Based on ESI ingestion results, the Offeror must process all or select ESI confirmed/identified by Justice Canada, with processing services including:
(1)   Extract and log all available metadata from native files in anticipation of possible future reference and analysis. The Offeror must log this metadata in a tab-delimited flat file (or other format required by PDS).
(2)   When required by the PDS, filter/cull ESI on the basis of file types (inclusive of DeNISTing), file date, file custodian, file path location, domain, etc., and tag subsets of ESI with field values as necessary.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

(3) Identify and process encrypted and/or password protected files, using a reasonable number of attempts as established in the PDS. When encrypted and/or password protected files cannot be processed, the Offeror must detail the file information in an exception report provided to Justice Canada by the Offeror for determinations on further manual processing.

(4) Identify any files infected with computer viruses or malicious code and provide details in an exception report provided to Justice Canada by the Offeror for determinations on further processing.

(5) Identify any files with dependencies on other files (e.g. a spreadsheet file linked to another spreadsheet file) and provide details in an exception report provided to Justice Canada by the Offeror for determinations on further processing.

(6) When required by the PDS, identify and extract embedded files (e.g. a spreadsheet file embedded within a presentation file).

(7) Identify corrupted and/or zero-byte files and provide details in an exception report provided to Justice Canada by the Offeror.

(8) Flag any files posing processing difficulties and troubleshoot to determine if these files can be processed, with the extent/number of troubleshooting attempts as defined in the PDS. Problem files that cannot be processed must be detailed in an exception report provided to Justice Canada by the Offeror.

(9) When required by the PDS, identify files that are candidates for conversion to colour images in a report provided to Justice Canada by the Offeror for determinations on further processing.

(10) The above processes must be included in the total cost of initial processing services as specified in the Annex B Basis of Payment.

A3.02-4 When required by the PDS and in accordance with Justice Canada determinations, deduplicate within a single container, across several physical media, or across an entire collection of ESI (including previously processed ESI provided that access to the data falls within the reactivation period per A5.04-7). The Offeror must create a log of files determined to be duplicates and detailing whether they were removed or retained for further processing. Offerors must be able to perform exact deduplication and near-deduplication (e.g. email thread based identification).

A3.02-5 Only when required and based on explicit further instructions from Justice Canada (arising from processing/exception reports), perform manual processing/conversion attempts on specified material (e.g. problematic file repair, encrypted files). Costs for manual processing are billable at an hourly rate as specified in the Annex B Basis of Payment.

A3.02-6 Only when required and based on explicit further instructions from Justice Canada (arising from processing/exception reports), perform password cracking/removal for password protected native files. Costs for password cracked/removed are per each file processed as specified in the Annex B Basis of Payment.

A3.02-7 Based on the processing results of A3.02-2, A3.02-3, A3.02-4, and/or A3.02-5, confirm and isolate the subset(s) of processed ESI that requires full conversion (i.e. electronic publishing).

A3.02-8 Per the PDS, provide all processing/exception reports to Justice Canad in the format(s) required (Word, Excel, flat file, PDF, or other comparable formats).

A3.04-9 Meet the following <u>Performance standards</u>:

(1) 100% of ESI must be properly processed per PDS, with all processing/exception reports meeting PDS requirement and with all information accurately cross-referenced.

(2) All further instructions from Justice Canada (resulting from processing/exception reports) must be accurately documented and applied to ensure that the isolated subset(s) of pre-processed ESI is 100% reliable.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

A3.03   Conversion of ESI to Digital Image & Metadata Field Alignment

The Offeror must :

A3.03-1   When required and as specified by the PDS, use automated processes to convert identified/isolated subsets of processed ESI to digital images and assign unique, sequential identification numbers per Justice Canada standards (see Annex "D") and the PDS, and respecting the following:
   (1)   Apply required processing options for specific file types (e.g. whether or not to render tracked changes from Word files, whether or not to render slide notes from PowerPoint files):
   (2)   Must not image specific types that are not suitable for imaging (e.g. native audio, video formats, JPEG etc.) and types identified for exclusion in the PDS (e.g. spreadsheet files and database files, image files (JPEG, Tiff) are typically excluded from imaging); see section A3.04 for required processes.
   (3)   Generate image placeholders for all individual files that cannot be imaged (e.g. compressed/container files, encrypted/password protected files, corrupt files, etc.); unless the PDS require otherwise, image placeholders must contain a standardized description explaining why the related native file could not be processed/imaged.
   (4)   When required and as specified by the PDS, 'manually' image ESI files that require special handling (e.g. if requested, manual imaging of identified spreadsheet files to optimize visual presentation).
   (5)   When required by the PDS, conversion of ESI to colour image file formats must be performed at the same rate as non-colour imaging and is not separately billable.
A3.03-2   Only when required and as specified by PDS, retain/supply the same identified/isolated subsets of pre-processed ESI in native or near-native file formats; costs associated with retaining/supplying native formats for imaged ESI are not separately billable and all associated costs must be included in ESI imaging costs.
A3.03-3   Per the PDS, capture Level information, sequential image names, attachment references, etc. Information for the following fields is mandatory, and must be included in the costs of conversion as specified in the Annex B Basis of Payment. The Offeror must capture/generate the following information at the time of conversion, and is to be included in the costs of conversion (see Annex "D", Annex "E" and PDS for further technical specifications):
   (1)   Document_ID;
   (2)   Host_Reference (when applicable);
   (3)   level_1 to level_10 (as applicable);
   (4)   xInfo ProcessedBy;
   (5)   xInfo RecordType;
   (6)   Image_File_Name;
   (7)   page_label;
   (8)   page_num; and
   (9)   num_pages.
A3.03-4   Align available metadata per Justice Canada field standards (see Annex "E") and PDS requirements. Alignment of metadata is to be included in the cost of converting ESI to digital image.
A3.03-5   Meet the following performance standards:
   (1)   100% of identified/isolated ESI must be properly imaged, levelled, and numbered per technical specifications and PDS, with no gaps or overlaps in sequences on a per project level (e.g. across related call-ups for the same litigation matter).
   (2)   All image files must meet the required technical specifications and be accurately cross-referenced.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

(3)   All numbering and alignment of metadata must meet the required technical specifications and be accurately cross-referenced.

A3.04   Retention of ESI Native Formats & Metadata Field Alignment

The Offeror must :

A3.04-1   When required and as specified by the PDS, use automated processes to retain identified/isolated subsets of pre-processed ESI in native or near-native file formats and assign unique, sequential identification numbers per Justice Canada standards (see Annex "D") and the PDS, and respecting the following:
(1)   Ensure that all other metadata associated with retained native/near-native files is preserved and that there is no impact on the original/source files.
(2)   Per the PDS, generate image placeholders for all individual files that cannot be retained/supplied in native format (e.g. encrypted/password protected files, corrupt files); unless the PDS require otherwise, image placeholders must contain a standardized description explaining why the related native file could not be processed/imaged.

A3.04-2   Per the PDS, capture Level information, sequential file names, attachment references, etc. Information for the following fields is mandatory and must be captured/generated by the Offeror at the time of processing (see Annex "D", Annex "E" and the PDS for further technical specifications). Pricing must be included in the costs of processing as specified in the Annex B Basis of Payment :
(1)   Document_ID;
(2)   Host_Reference (when applicable);
(3)   level_1 to level_10 (as applicable);
(4)   xInfo ProcessedBy;
(5)   xInfo RecordType;
(6)   Image_File_Name (referencing the name of the related native file);
(7)   page_label;
(8)   page_num; and
(9)   num_pages.

A3.04-3   Align available metadata per Justice Canada field standards (see Annex "E") and PDS requirements. The Offeror must include alignment of metadata is to be included in the cost of converting ESI to digital image.

A3.04-4   Meet the following performance standards:
(1)   100% of identified/isolated ESI must be properly retained, levelled, and numbered per technical specifications and PDS, with no gaps or overlaps in sequences on a per project level (e.g. across related call-ups for the same litigation matter).
(2)   All data must meet the required technical specifications and be accurately cross-referenced.
(3)   All numbering and alignment of metadata must meet the required technical specifications and be accurately cross-referenced.

A3.05   Extraction/Generation of Full-Text Content (for ESI)

The Offeror must :

A3.05-1   For textual ESI file types, extract full-text content for identified/isolated subsets of pre-processed ESI directly from native files; generating full-text content from images generated from ESI is not permitted.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

A3.05-2   For graphical ESI file types (image-based PDFs, TIFFs, GIFs, JPEG, etc.), generate full-text OCR (Optical Character Recognition) content from extracted images.

A3.05-3   Format full-text content files for use with Ringtail (see Annex "D" for technical specifications) or other format specified in PDS.

A3.05-4   Per the PDS, provide full-text content services in English and/or French.

A3.05-5   Meet the following <u>performance standards</u>:

    (1)   100% of identified/isolated ESI must be properly processed per PDS.

    (2)   All full-text content files must meet the required technical specifications and be accurately cross-referenced.

A3.06   Batch Coding (for ESI)

A3.06-1   When required and as specified by the PDS, the Offeror must perform the same services as set out in section A2.06 with costs for services billed as batch coding for ESI.

A3.07   Objective Coding (for ESI)

A3.06-1   When required and as specified by the PDS, the Offeror must perform services as set out in section A2.07 with costs for services billed as objective coding for ESI.

<u>**A4**</u>   <u>**Part 4 – Additional Processing Services and Electronic Publishing**</u>

A4.01   Digitization and/or Conversion of Audio and Video Recordings (REQUIRED AND OPTIONAL COMPONENTS)

The Offeror must :

A4.01-1   When requested and per the PDS, convert designated audio and/or video recordings digital (VHS/Cassette tape is OPTIONAL) into the requested industry-standard digital format(s). Requested audio formats may include, but are not limited to WAV, MP3, AIFF and WMA. Requested video formats may include, but are not limited to AVI, MOV, MKV and MPEG. To improve system performance, Justice Canada may impose in PDS a file size threshold per generated media file, resulting in multiple files/records for a single audio or video recording.

A4.01-2   Assign unique, sequential identification numbers per Justice Canada standards (see Annex "D") and the PDS to digitized audio/video.

A4.01-3   Per the PDS, capture Level information, file names, attachment references (e.g. if tape was enclosed within an envelope that has been imaged), etc. Information for the following fields is mandatory and must be included in the costs of conversion in the Annex B Basis of Payment. The Offeror must capture the following information at the time of conversion (see Annex "D", Annex "E" and PDS for further technical specifications):

    (1)   Document_ID;

    (2)   Host_Reference (when applicable);

    (3)   level_1 to level_10 (as applicable);

    (4)   xInfo ProcessedBy;

    (5)   xInfo RecordType;

    (6)   Image_File_Name (referencing the name of the digitized file);

    (7)   page_label;

    (8)   page_num; and

    (9)   num_pages.

A4.01-4   Per the PDS, capture objective coding from the source tape(s); costs for this are to be built into the rates for the requested digitization services and are not separately billable.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

A4.01-5   When required by the PDS, generate full-text transcription of converted audio and/or video (see Annex "D" for technical specifications).

A4.01-6   Meet the following <u>performance standards</u>:

(1)   100% of designated tapes and/or tape segments must be accurately converted to the specified format(s), properly numbered, objectively coded, and accurately cross-referenced.

(2)   100% of full-text transcription must be generated per PDS with a keying accuracy rate of at least at or above 97.5% with a defect rate less than 2.5%.

(3)   All full-text content files must meet the required technical specifications and be accurately cross-referenced.

A4.02   Services on Existing Sets of Converted Evidence

A4.02-1   When requested and per the PDS, the Offeror must perform select services on existing sets of converted evidence supplied by Justice Canada. Data may be supplied to the Offeror in forms such as, but not limited to, Ringtail® Exports, evidence supplied to Justice Canada from other entities in data-neutral exchange formats (e.g. flat files cross-referencing field information and images), and pre-imaged HCR in formats such as PDF or TIFF.

A4.02-2   The Offeror must perform job setup compatible with requirements of sections A2.01 and A3.01.

A4.02-3   Required services will be selected from other sections of this Statement of Work, with costs and performance standards to be in accordance with the related sections and the Annex B Basis of Payment.

A4.03   Full-Text Content Comparison

The Offeror must :

A4.03-1   When requested and per the PDS, compare full-text content files of imaged HCR and/or ESI evidence sets (comprising evidence being actively processed under the call-up and/or additional evidence sets supplied by Justice Canada) and group records that have similar full-text content (with groupings based on a set percentage of similarity). Output of resulting field values must conform to requirements established in PDS.

A4.03-2   When requested and per the PDS, generate full-text content files for records without content in accordance with section A2.05.

A4.03-3   Meet the following <u>performance standards</u>:

(1)   All full-text content files must be compared using appropriate software and processes and results must be accurately cross-referenced in conformity with PDS output specifications.

A4.04   Search and Analysis Services

A4.04-1   When requested and per the PDS, the Offeror must use software acceptable to Justice Canada to provide search and analysis capabilities on imaged HCR and/or ESI evidence sets (comprising evidence being actively processed under the call-up and/or additional evidence sets supplied by Justice Canada).

A4.04-2   Software used by the Offeror must be able to perform advanced search analysis of full-text content and metadata, must be Unicode compliant, and must be capable of complete and partial term indexing. Software must also be able to perform Concept Search methodologies (e.g. latent semantic indexing, text clustering, Bayesian classification, and/or concept search specification) and utilize a variety of additional search

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

methodologies such as keyword, Boolean, grouping, synonym, related word, occurrence count, and parameter searching (or demonstrably equivalent technologies). Software must have the functionality to apply coding values and/or tags to individual records or groups of records based on search and analysis results and/or utilization of seed sets and iterations.

A4.04-3 The Offeror must perform job setup per the PDS, using Justice Canada approved software and methodologies.

A4.04-4 The Offeror must input and process evidence set(s) supplied and/or designated by Justice Canada.

A4.04-5 The review and coding of evidence is to be performed by members of the Justice Canada legal team (and/or designated subject matter experts) with the Offeror providing technical support and guidance on the use of the software and related methodologies. Searching and coding criteria will be determined by the Justice Canada legal team.

A4.04-6 The Offeror must facilitate the capture of the legal team's search and analysis coding. The output of resulting field values must conform to the requirements established in the PDS.

A4.04-7 Per call-up and PDS requirements, Search and Analysis Services must be performed at the location designated by Justice Canada (either at the Offeror's facilities or at an identified Onsite Service Delivery location, per section A4.05), using equipment and software furnished by the Offeror.

A4.04-8 When requested and per the PDS, the Offeror must generate full-text content files for records without content in accordance with section A2.05.

A4.04-9 Meet the following performance standards:
(1) 100% of evidence must be properly processed per PDS.
(2) All data must meet the required technical specifications and be accurately cross-referenced.

A4.05 Onsite Service Delivery

A4.05-1 When requested and per the PDS, the Offeror must perform select services on sites within Canadian cities/regions identified by Justice Canada: Atlantic (Halifax), Quebec (Montréal), Ontario (Ottawa -National Capital Region, Ontario (Toronto), West (Winnipeg, Saskatoon, Calgary, and Edmonton), and/or Pacific (Vancouver). Justice Canada will not pay travel or living expenses for projects requiring onsite service delivery. Offerors are to self-identify the cities/regions in which they are capable of offering onsite service delivery; Justice Canada will issue call-ups for projects requiring onsite service delivery at least partially on the basis of which Offerors are able to offer on-site services within the applicable city/region.

A4.05-2 The Offeror is responsible for onsite service delivery setup and furnishing all resources required for onsite service delivery, including (but no limited to): automated and manual equipment, computer hardware and software, imaging equipment and software, and supplies and materials (e.g. office supplies, physical media).

A4.05-3 Required services will be selected from other sections of this Statement of Work, with costs and performance standards to be in accordance with the related sections and the Annex B Basis of Payment.

A4.06 Processing Classified Information (Non-Mandatory Requirement)

A4.06-1 When requested and per the PDS, process classified evidence (up to the Secret Level) using facilities, evidence transportation/handling procedures, labour, supervision, and information technology systems cleared to the required level. This requirement is non-mandatory and call-ups with security requirements will on be issued to those Offerors with the requisite security clearances granted and approved by the Canadian Industrial Security Directorate, Public Works and Government Services Canada (refer to Standing

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Offer Clauses and Conditions). Offerors wishing to seek clearances to process classified information must submit their request in writing to the PWGSC Standing Offer Authority.

A4.06-2   In light of critical time-sensitive litigation requirements, classified HCR evidence dealing with national security issues must remain in the Ottawa - National Capital Region at all times. Such evidence may need to be inspected by the Court (or other body) with extremely short notice and with no opportunity for delay caused by the transit of material.

A4.06-3   To offset Offeror costs associated with delivering services on classified evidence, The Offeror may charge direct data management costs (e.g. post-project destruction/replacement of media/memory) associated with processing classified evidence to Canada as specified in the Annex B Basis of Payment and with no allowances for mark up or profit. All associated data management costs must be submitted to Justice Canada for approval at call-up inception before any work is undertaken; special costs associated with providing facilities, labour, supervision, and information technology systems are not permitted.

A4.06-4   Required services will be selected from other sections of this Statement of Work, with costs and performance standards to be in accordance with the related sections and the Annex B Basis of Payment.

A4.07   Electronic Publishing (Exports and Blowbacks)

The Offeror must :

A4.07-1   Per the PDS, the Offeror must generate one (1) or any combination of the following:
(1)   Ringtail® export – images and/or native files, field values, and full-text content/transcription (when required) in the format required for Ringtail® litigation support software. Export specifications are detailed in Annex "D" and are subject to periodic revision to remain current with Ringtail® system requirements. All Ringtail® exports must be 100% error-free and must be fully compatible with Ringtail® data standards. Ringtail® data standards and validation tools are available at https://edelivery.ftitechnology.com – User Name: datasuite / Password: guest.
(2)   PDF export – images exported in Adobe® Portable Document Format (PDF). Requirements may include PDF bookmarking, linking, full-text searchability, etc.
(3)   Image export – images exported in single- or multi-page TIFF format, and/or other common image formats required by PDS (JPG, GIF, etc).
(4)   Field value export – field values exported in tab-delimited, CSV, MDB, or Excel format.
(5)   Blowback – paper printing of images with document boundaries identified by coloured sheets and/or tab dividers, delivered on 8.5 x 11 or 8.5 x 14 paper organized in: cerlox (1, 1.5, or 2 inch), 3-ring binders (3 inch), file folders (1/2-tab reversible legal size), or expandable legal size file pockets. Work ordered will generally be by container or specified record ranges.

A4.07-2   Exports (CDs, DVDs, and/or portable hard drives) and blowbacks (containers) must be labelled, referencing the project name, name of the Offeror, call-up number, number of records/images, security classification, and date of generation/delivery.

A4.07-3   Meet the following performance standards:
(1)   All supplied exports must be 100% error-free. Offeror must pre-verify all Ringtail® exports using the Ringtail® Validate module, available from https://edelivery.ftitechnology.com
(2)   All supplied blowbacks must be 100% complete, including all pages in the requested container(s)/range(s) and delivered in the format required by PDS.
(3)   All deliverables (exports and blowbacks) must be completed and delivered by the deadline designated by the PDS, unless delay is due to no fault of the Offeror.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

A5 **Part 5 – Quality Assurance, Security, Data Management, and Project Management**

A5.01 **Quality Assurance Requirements**

A5.01-1 The Offeror must develop, document, implement, maintain, and apply quality assurance processes that ensure that all evidence is properly processed and that all deliverables fully meet the requirements for the requested services. Quality assurance processes must fully address the Performance Standards included in this Statement of Work. Offerors must provide Justice Canada with a copy of the Quality Assurance manual and ensure that the manual is updated per PDS requirements.

A5.01-2 The Offeror must submit their quality assurance processes for Justice Canada's approval, inclusive of ongoing revisions as processes are amended to provide optimal processing and delivery results.

A5.01-3 Quality assurance costs must be built into the rates for the requested services specified in the Annex B Basis of Payment.

A5.02 **Security**

A5.02-1 'Stream 1: Protected B Level' Offeror must perform call-ups in conformity with the SRCL found at Annex 'G' and Annex 'H' (IT Security Requirements for Processing of Protected Information) and the security clauses included in the Standing Offer clauses and conditions section.

A5.02-2 'Stream 2: Secret Level' Offeror must perform call-ups in conformity with the SRCL found at Annex 'I' and Annex 'J' (IT Security Requirements for Processing Classified Information) and the security clauses included in the Standing Offer clauses and conditions section.

A5.02-3 Duplication or disclosure of any information that the Offeror has access to as a result of this Standing Offer is strictly prohibited.

A5.02-4 Security costs must be built into the rates for the requested services as specified in the Annex B Basis of Payment.

A5.03 **Data Management**

A5.03-1 For each call-up the Offeror must process/maintain evidence (HCR and ESI) and resulting data with equipment, software, and storage systems that operate on a closed/standalone network (external connections to the internet or other network, internal or otherwise, are not permitted).

A5.03-2 Unless PDS require otherwise, the Offeror must retain all project data in accordance with the reactivation requirements (see section A5.04-7) and for a period of nine (9) months after the full-completion of the project; once these periods have elapsed, the Offeror must delete all of the project data (with the exception of removable media/memory used in conjunction with 'Stream 2: Secret Level' evidence, which must be provided to Justice Canada for destruction per the principles outlined in A5.03-8, with costs billable in accordance with A4.06-3).

A5.03-3 The Offeror must protect all information against data loss, data corruption, and viruses.

A5.03-4 The Offeror must ensure no gaps or overlaps in page, document, and batch sequencing.

A5.03-5 The Offeror must employ systems and processes that are fully Unicode compliant and are capable of generating deliverables that are Unicode compliant.

A5.03-6 The Offeror must assume any costs related to hardware and software and any modifications required to comply with technical requirements of data management and media preparation for the work to be performed for each call-up.

A5.03-7 At conclusion of the Standing Offer, the Offeror must provide to Justice Canada all removable media/memory materials employed in delivering services on 'Stream 1:

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Protected B Level' and 'Stream 2: Secret Level' evidence (includes writeable discs, flash memory data storage devices, CD-ROMs, DVD-ROMs, portable hard drives, magnetic tapes, etc.). The Offeror must immediately provide any of these materials that become defective over the course of the Standing Offer to Justice Canada for destruction. Canada will not compensate the Offeror for the costs of these removable media/memory materials.

A5.03-8   At the conclusion of the Standing Offer, the Offeror must sanitize (overwrite data and/or degauss) all other media/memory employed in performing services on 'Steam 1: Protected B Level' evidence (including computer hard drives and memory, network server hard drives and memory, etc.) in accordance with procedures approved by Canada, and certify the sanitization. If the Offeror is unable to sanitize the media to Canada's satisfaction, the Offeror must provide the media/memory to Justice Canada for destruction. The Offeror must immediately provide memory/media employed in performing services on 'Stream 2: Secret Level' evidence to Justice Canada for destruction. If any memory/media becomes defective during the course of the Standing Offer, the Offeror must immediately provide it to Justice Canada for destruction; the same applies to media/memory contained in any computers, servers, or other equipment employed in performing services that the Offeror chooses to sell or dispose of for any other reason. Canada will not compensate the Offeror for media/memory sanitization or the costs of media/memory materials.

A5.03-9   Canada reserves the right to inspect any equipment/media/memory that the Offeror has certified as being sanitized.

A5.03-10   The Offeror must ensure that 'Stream 1: Protected B Level' information does not remain on the media/memory (including hard drives, removable discs) of computers/equipment that are removed from the Offeror's premises (or onsite service delivery location designated by Justice Canada) for maintenance or other uses. The Offeror must provide any and all media/memory used in conjunction with 'Stream 2: Secret Level' information to Justice Canada for destruction per the principles outlined in A5.03-8.

A5.03-11   The Offeror must label all removable media/memory and removed computer/server/equipment media/memory must be clearly labelled with the appropriate security classification level (e.g. Protected B, Secret).

A5.03-12   Data management costs must be built into the rates for the requested services as specified in the Annex B Basis of Payment.

A5.04   Project Management

A5.04-1   Process overview requirements:
   (1)   Within ten (10) working days of issuance of a Standing Offer, the Offeror must meet with Justice Canada representatives to review and confirm general workflows (covering call-ups, evidence receipt/shipping, general PDS and documentation requirements, project scheduling, reporting, invoicing, etc.).
   (2)   The Offeror must participate in bi-annual review of general workflows to identify best practices and implement processes to optimize service delivery.
   (3)   The Offeror must always have a Project Manager available to answer questions, action call-ups, and provide progress reports from Monday to Friday (with the exception of statutory holidays) between the hours of 8:30 a.m. to 7:00 p.m. EST.
   (4)   Where the PDS requires accelerated services, the Offeror must have a Project Manager available to answer questions, action call-ups, respond to requests, and provide progress reports during the hours that the accelerated service is being performed.

A5.04-2   PDS and documentation requirements:
   (1)   For every call-up, the Offeror must participate in the project design process with Justice Canada representatives to review and confirm specific *Project Design Specifications* (PDS). Unless otherwise specified, the Offeror must complete the

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

initial PDS within three (3) working days of receiving a completed *Call-Up against a Standing Offer* form.

    (2)   The Offeror must participate in ongoing discussions (correspondence, teleconferences, and/or meetings) to review the requirements of evidence collections, clarify issues, discuss overruns or deviations from PDS, discuss project progress, obtain guidance, etc.

    (3)   The Offeror must document the PDS for Justice Canada's review and approval. This includes documenting standard processes and exceptions for record preparation, unitization, coding vocabulary and specifications, data normalization, export requirements, project scheduling, reporting requirements, test set parameters, security requirements, etc. Copies of all documentation are to be provided to Justice Canada.The Offeror must provide copies of all documentation to Justice Canada

A5.04-3   <u>Test sets</u>: when required by PDS, the Offeror must generate test set(s) for validation, trial load, and acceptance by Justice Canada.

A5.04-4   <u>Deliverables</u>: per PDS, the Offeror must provide the following deliverables:
    (1)   Project schedule;
    (2)   Documentation and training materials;
    (3)   Weekly progress reports;
    (4)   Processing reports (e.g. exception reports);
    (5)   Test set(s) (when required by the PDS);
    (6)   Metadata logs (when applicable);
    (7)   Exported data and/or blowbacks;
    (8)   Fully re-assembled HCR files and/or original ESI source media; and
    (9)   Project summary report containing history, statistics, lessons learned, etc.

A5.04-5   <u>Shipping and Delivery</u>:
    (1)   The Offeror is responsible for the pick-up and shipping of HCR and ESI from Government of Canada offices (or other specified locations) to the Offeror's processing facilities.

    (2)   Upon project completion, the Offeror must ship deliverables to the location(s) specified by Justice Canada in PDS. Fully re-assembled HCR files and/or original ESI source media must only be returned once Justice Canada confirms the acceptability of the exported data and/or blowbacks.

    (3)   The Offeror must ensure that delivery is handled via bonded courier that provides a controlled movement service for shipments. This service must conform to Canada's regulations for the security and safe transportation of documents, with proof of signature of each handler.

    (4)   If delivery problems occur, the Offeror must do everything necessary to resolve the situation and provide Justice Canada with the required export and/or blowback within the established deadline.

    (5)   Shipping and delivery charges (pick-up, transit and delivery) must be prepaid by the Offeror and charged at cost with no allowance for mark-up or profit to the Offeror.

A5.04-6   <u>Reporting requirements</u>: see Annex 'F' (Reporting Specifications).

A5.04-7   <u>Reactivation</u>: documents may come to the Offeror in batches at irregular intervals, possibly extending the processing timeframe beyond what was originally anticipated in the initial PDS.

    (1)   Justice Canada requires that the Offeror be able to re-activate a project in cases where the irregular interval has not been exceeded.

    (2)   For the purposes of this Standing Offer, an irregular interval is defined as a period of no less than three (3) months and no more than six (6) months of inactivity.

    (3)   For the purposes of the Standing Offer a charge for re-activation only applies after three (3) months of inactivity has occurred.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

A5.04-8 ESI capability updates: keep Justice Canada informed and up-to-date on the file formats that can be handled by the Offeror's ESI processing tools/solutions; Justice Canada will issue call-ups at least partly on the basis of which Offerors are able to handle the ESI formats present in particular projects.

A5.04-9 Language of work: reports, meetings, correspondence, and discussions are to be in English.

A5.04-10 Costs: all project management costs must be built into the rates for the requested services as specified in the Annex B Basis of Payment.

A6   Part 6 – Monitoring Conflicts of Interest

A6.01   Conflicts of Interest

A6.01-1 The Offeror must identify and advise of any conflict of interest prior to the issuance of a call-up.

A6.01-2 The Offeror must identify and monitor conflicts of interest and steps taken if a conflict is identified at any point during the period of the call-up and inform Justice Canada immediately of any potential conflict of interest.

A6.01-3 The Offeror must provide Justice Canada with a copy of their Corporate Conflict of Interest policy.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013

Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

ANNEX "B" BASIS OF PAYMENT

Offerors must provide pricing in the format specified herein.

Failure to price one of the components in the specified format will render an Offer non-responsive.

If pricing is not provided for a component, a price of ZERO dollars $ will be assigned for the component and the Offeror will be given an opportunity to agree with the zero amount. If the Offeror agrees with the zero amount, the Basis of Payment will be considered compliant. If the Offeror does not agree with the zero amount, the bid will be found non-compliant and no further evaluation will be performed.

Offerors are required to submit firm, all inclusive rates and prices as detailed below, FOB destination, GST/HST extra if applicable.

Prices and rates include all operations and materials for the services specified in Annex "A" (Statement of Work) including but not limited to all operations and materials required for the capture, imaging, coding and creation of final export masters (e.g. CD/DVD) of the converted records to Ringtail® and Justice Canada standards, all shredding, all storage of physical records, document management, document reintegration, and materials to ready all fully converted records and final materials for shipping to the specified destination address. Prices also include all expenses normally incurred in providing the services (e.g. project office space, hardware/software and any modifications required to comply with technical requirements of data management and preparation of exports compliant with Ringtail® data standards, word processing, reports, photocopying, courier, telephone charges, and the like). Costs of project management, workflow management, supervision, quality assurance, error correction, and reporting must be built into the prices and rates for the services.

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM AND RETURN IT ON DISKETTE OR CD ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B FINANCIAL PROPOSAL WITH THEIR PROPOSAL

OFFERORS MUST ALSO INCLUDE A PRINTED COPY OF THE ELECTRONIC FORM WITH THEIR OFFER. THE PRINTED COPY MUST BE SIGNED BY AN AUTHORIZED OFFICER.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

The quantities for evaluation included in the pricing grid of the Annex B - Financial Proposal - Proposed Basis of Payment are for evaluation purposes only and are not a guarantee of the actual number of documents to be produced and shipped, nor are they intended to reflect any expectations on behalf of the Government of Canada.

All inclusive rates and prices submitted will be multiplied by the weighting factor to obtain the price for evaluation.

Travel and Living Expenses

The Offeror will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the National Joint Council Travel Directive (http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php), and with the other provisions of the directive referring to travelers, rather than those referring to employees.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

All payments are subject to government audit.

All travel must have prior authorization of the Project Authority.

Shipping Costs

Shipping costs incurred in the performance of the work will be paid at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. Courier and postage charges are to be prepaid by the Offeror and charged and shown as a separate item on the invoice.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

ANNEX "C"

EVALUATION GRID FOR REQUEST FOR STANDING OFFER

Request for Standing Offer: **19294-090124/A**

Title: **Evidence Conversion and Electronic Publishing for Litigation Support**

Offeror:_____

EVALUATION SUMMARY : PART 1 - MANDATORY CRITERIA		
MANDATORY REQUIREMENTS :	∟ MET	∟ NOT MET
Name :		
_____		_____
Signature		Date

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

EVALUATION SUMMARY : PART 2 - QUALITY ASSURANCE TEST SET		
POINT RATED REQUIREMENT	MINIMUM POINTS	SCORE ACHIEVED
T1 HCR Quality Assurance Test Set	T1.01 : 5 points	/5
	T1.02 : 3 points	/4
T2 ESI Quality Assurance Test Set	T2.01 : 6 points	/6
	T2.02 : 16 points	/16
T3 Full-text Quality Assurance Test Set	T3.01 : 3 points	/4

QUALITY ASSURANCE TEST SET: └ PASS   └ FAIL

Evaluation Team

Name :

_____   _____

    Signature   Date

Name :

_____   _____

    Signature   Date

Name :

_____   _____

    Signature   Date

Name :

_____   _____

    Signature   Date

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

EVALUATION SUMMARY : PART 3 : POINT RATED TECHNICAL EVALUATION		
POINT RATED REQUIREMENTS	**MINIMUM POINTS**	**SCORE ACHIEVED**
R1HCR Conversion Services		
R1.01	2 points	/3
R1.02	4 points	/6
R2ESI Conversion Services		
2.01	16 points	/30
2.02	8 points	/14
2.03	10 points	/16
2.04	4 points	/8
R3Full-text Content and Transcription		
3.01	4 points	/8
3.02	2 points	/4
R4Coding Services	4 points	/7
R5Audio/Video Digitization Services	5 points	/8
R6Full-text Content Comparison Services	6 points	/8
R7Onsite Service Delivery	1 points	/4
R8Electronic Publishing Services	10 points	/16
R9Project Management & Quality Assurance		
9.01	4 points	/8
9.02	3 points	/4
R10 Conflict of Interest Management	1 points	/4
Total	**84 Points**	148
Evaluation team		

Name :

_____   _____

    Signature   Date

Name:

_____   _____

    Signature   Date

Name:

_____   _____

    Signature   Date

Name:

_____   _____

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Signature	Date

1.1 PART 1 - Technical Evaluation : Mandatory Technical Criteria

To meet the requirements described herein, the experience of the Offeror must be for work which the Offeror was under contract to clients exterior to the Offeror's own corporate body. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Offeror.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

Offerors MUST meet all the mandatory requirements of the RFSO. No further consideration will be given to Offerors not meeting all of the mandatory criteria.

For the purpose of this evaluation, "projects of similar size and scope" is defined as Litigation Support HCR and ESI conversion projects for services as specified in Annex "A" (Statement of Work), of a minimum of 50,000 pages per project.

The mandatory criteria are :

M1 ∟ MET ∟ NOT MET
To demonstrate that the Offeror has the experience and capability to perform the services and complete the tasks outlined in Annex "A" (Statement of Work), the Offeror must identify and describe two (2) on going or completed electronic publishing for litigation support projects for which the Offeror was under contract to provide at least three (3) of the following services : 1-Conversion of Hard Copy Records, 2-Conversion of Electronically Stored Information, 3-Digitization of Audio Tapes and Video Tapes, 4-Imaging and Coding. For the proposed projects, the Offeror must have been under contract for a period longer than twelve (12) months, and must have been completed within the last five (5) years prior to the closing of this RFSO.   The Offer must provide the following information for each project: (a) The start date and duration of the project (i.e. 1 month or 12 months etc);   (b) The contact information of the client;   (c) A description of the specific litigation support services provided and the number of pages collected as a part of the document collection; and   (d) The number of documents prepared, imaged and coded.
Comments :

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

M2 ∟ MET ∟ NOT MET		

The Offeror must identify the Project Manager(s) to be assigned to manage the work. The designated Project Manager(s) must each have a minimum of two (2) years experience (obtained in the last four years prior to the closing date of this RFSO) in the delivery of litigation support services being offered (document preparation, imaging, and coding as specified in Annex "A" Statement of Work).

The Offer must provide the following information for each Project Manager:

(a) The contact information of the Project Manager;
(b) A description of the project(s) in which the Project Manager obtained the required experience, a description of the work performed by the Project Manager as a part of the project and the experience obtained to meet the M.2. ;
(c) The specific period during which the relevant experience to meet the M.2 mandatory criterion was obtained for each project, including month and year (e.g. December 1997 - June 1999).

Comments :

OFFERS NOT MEETING THE MANDATORY REQUIREMENTS WILL BE CONSIDERED AS NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION

1.2 PART 2 - Technical Evaluation : Quality Assurance Test Sets

To be considered responsive, an offer must obtain the minimum passing mark for each of the Quality Assurance Test Sets criteria (T1.01, T1.02, T2.01, T2.02 and T3.01) of the Part 2 ; Technical Evaluation to be considered responsive. Offers scoring less than the minimum passing mark specified for each of the Quality Assurance Test Sets criteria will not be given further consideration.

The following Test Set criteria will be evaluated :

T1   HCR Quality Assurance Test Set

          Maximum points available : 9 (T1.01 + T1.02)
          Minimum Passing Mark for T1.01 : 5 points out of 5 points
          Minimum Passing Mark for T1.02 : 3 points out of 4 points

OFFERORS MUST SUBMIT THEIR REQUEST FOR THE TEST HCR DATA SET IN WRITING TO THE STANDING OFFER AUTHORITY IDENTIFIED ON PAGE 1 OF THIS RFSO.

T1.01   Unitize, Level, Number, and Image HCR Test Set

Offerors are to produce and submit with their offer a data set of converted HCR for import into Ringtail® according to the specifications included in Annex "D" and Annex "E" of this RFSO and the RFSO test instructions below (in cases where there is a discrepancy between the two, the RFSO test instructions for T1 take precedent over the default specifications in Annex "D" and Annex "E").

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Offerors must follow the instructions provided. Offerors are being evaluated on their ability to produce an error free import file for Ringtail® , ability to structure data relationships, and their ability to image records. Offerors are not being evaluated on the Annex "A" (Statement of Work) for this test set and are to follow the instructions detailed below.

The test set is comprised of 40 paper documents. Field information must comply with the Ringtail® Legal standard in the format of a 'Ringtail Export.mdb' as documented in the Ringtail® Data Standards manual, which is accessible from https://edelivery.ftitechnology.com   [Username: datasuite / Password: guest].   The 'Ringtail Export.mdb' must import into Ringtail® with no errors.

Offerors must perform the following functions:

> (1) Scan the documents at 300 DPI (standard) TIFF format, CCITT Group 4, Black and White. Do not use colour imaging or other image formats. Images must not to exceed the size thresholds set out in section D1.02-1 of Annex "D".
> (2) Generate the appropriate level information based on the two (2) bundles of documents. Each bundle is identified with a Source Information Form that inventories the bundles of documents. For this test set, the Source Information Forms are not to be scanned as they simply serve to guide the creation of the Level information (e.g. CAN.CRA.0001).
> (3) The Level information is to be combined with the image TIFF name to create a unique Document_ID. The Document_ID is comprised of the image tag and the Level information as described above (e.g. CAN.CRA.0001.0001).
> (4) Capture information relating to Source/Attachment relationships using the existing break sheets that separate the 40 documents. Yellow break sheets indicate source documents and Green break sheets indicate documents attached to the preceding source document (there are no sub-attachment/grandchild relationships to capture). The break sheets simply serve to guide the creation of Source/Attachment relationship information and are not to be scanned.
> (5) Create the 'Ringtail Export.mdb' import file for the HCR test set as outlined in the Ringtail® Legal Data Standards manual, including the field information generated for the T1.02 Code HCR Test Set evaluation.

T1.01 Unitize, Level, Number, and Image HCR Test Set		Points
A. Assessment of Criteria - Import data file must import successfully :		
1 Point	Successful import of data with no intervention/manipulation from Justice Canada required.	/1
0 Points	Data did not import successfully OR the data is incomplete.	
B. Assessment of Criteria - Level Information & Document_IDs : Level information and Document_IDs must be correctly identified and imported into the database structure. Each database record will have its own level information and Document_ID. 100% of records must import with no errors in the Levels or Document_ID information.		
1 Point	Clean results with no errors.	/1
0 Points	No level information OR no Document_IDs OR erroRs found in the level information or Document_IDs	
C. Assessment of Criteria - Imaging (TIFFS) :		

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

1 Point	Clean results with no errors.	
0 Points	No imaging or no imaging information OR errors found in the imaging formats or imaging information.	/1

D. Assessment of Criteria - Accuracy of source/attachment relationship capture :		
1 Point	Clean results with no errors.	
0 Points	No source/attachment relationships OR errors found in the source/attachment relationships information.	/1

E. Assessment of Criteria - Accuracy of Ringtail export.mdb tables and field names/types :		
All "Ringtail export.mdb" tables must be present and structured per Ringtail® data standards, with all field names/types properly named/defined and all field values properly aligned in accordance with the T1 Quality Assurance Test Set instructions		
1 Point	Clean results with no errors.	
0 Points	Errors in field definition information OR misalignment of field information OR missing field definition information	/1

Comments :

Criterion for an established minimum acceptable response is 5 points.

T1.01 TOTAL POINTS OBTAINED :

/5

T1.02   Code HCR Test Set

Offerors are to produce and submit with their offer coding for the HCR Test Set generated for T1.01. The coding is to be included in the 'Ringtail export.mdb' file created for the T1.01 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 must follow the instructions provided. Offerors are being evaluated on their ability to code records - Offerors are not being evaluated on the Annex "A" (Statement of Work) for this test set and are to follow the instructions detailed below.

Offerors must perform the following functions:

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

(1)   Code the documents within the parameters detailed in the following table:

Field	Type	Description / Instructions
Document _Date	Date (1:1)	(i) Capture the date the document was written, created or signed. Documents that contain a full date or partial date should be coded in the DD-MMM-YYYY format (e.g. 4-Dec-1993). (ii) Field should be left blank for undated documents. (iii) Partial dates: • When partial dates are coded, enter a 'Yes' value in the Estimated field. • January is the default MMM value when no month exists. • '1' is the default DD value when no day exists. • '1800' is the default YYYY value when no year exists. (iv) Examples of partial dates: • Year but no month or day: 1-Jan-2000 (+ Estimated) • Year and day but no month: 24-Jan-1999 (+ Estimated) • Month and day but no year: 15-Mar-1800 (+ Estimated)
Estimated	Boolean (1:1)	Indicate 'Yes' if the Document_Date value is based on a partial date. Indicate 'No' if the Document_Date value is based on a complete date found in the document.
Document_ Type	Pick List (1:1)	Exercise good judgment in classifying the document against the following list of document types: • **Action Request:** almost always titled as such; it is a standard government form that is ¼ the size of standard letter paper (telephone message pad size). • **Agenda / Minutes / Record of Decision:** usually titled as such. Includes an outline of meeting, seminar, or conference events that are scheduled to take place. May be handwritten. Can be a detailed record of the discussions or decisions that take place at a meeting, conference, etc. Can also include meeting notes. • **Alert / Warning:** all alerts such as medical alerts, safety alerts, important alerts, etc. • **Chronology:** an outline of a time-line or describes historically important dates. Will usually be in chronological order. • **Email:** an e-mail communication. If there is a string of emails in the same document, code from the first message at the top of the page. • **Facsimile:** the cover sheet for a fax transmission; this type also includes the transmittal confirmation sheet. • **Form:** any fill in the blanks type of form. • **Guidelines / Regulations:** usually titled as such, identifying guidelines, policies or regulations to follow. • **Journal / Publication:** publically available material like newsletters, newspaper articles, pamphlets, general interest notices, scientific studies, research or articles published in science-based journals, etc. • **Letter:** usually has an address block and a signature line. • **List:** any list of items, places, things, etc. which does not easily fit into another category.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

		• **Memorandum:** any memo from one party to another. Format usually includes "To", "From", and "Re:". Usually titled as Memo or memorandum. • **Memorandum of Understanding:** titled as such. • **Report:** usually has a formal title and an indication of the author, normally consisting of a compilation of findings or events. May have in informal format. • **Transcript:** verbatim report of hearings, legal proceedings, audio clips, video clips, etc.
Title	Text (1:1)	Capture the verbatim title, subject and/or reference line of the document. • Do not add a title where one does not exist. Leave the field blank if no title. • Has a maximum of 255 characters. • If there is an illegible word in the title enter the word illegible in square brackets (e.g. Report on [Illegible] statistics). • A space hyphen space (-) is used to represent a new line (e.g. If the text "Report on Coding" and "Weekly breakdown of batch statistics" are on two separate lines, it is coded as "Report on Coding – Weekly breakdown of batch statistics").
Persons & Organisations - CC	Text (1:M)	Capture name(s) of persons/organisations CC'd on the document. See also 'general requirements' note at the end of this table.
Persons & Organisations - From	Text (1:M)	Capture name(s) of persons/organisations authoring the document. See also 'general requirements' note at the end of this table.
Persons & Organisations - To	Text (1:M)	Capture name(s) of persons/organisations receiving the document. See also 'general requirements' note at the end of this table.
Persons & Organisations - general requirements for all correspondence types		· Persons are to be captured in the 'Last name, First Name I.(initial)' format. Examples: "Doe, John M." or "Jones, D.". · Do not include job or position titles associated with persons (e.g. Deputy Director). · Organisations are to be captured verbatim except for Government departments which must be spelled out – no abbreviations (e.g. 'Dept' is to be 'Department'). If 'Incorporated' is spelled out in a company name, it is not to be abbreviated. · Do not include directorate, sub-directorate, or division information associated with organisations (e.g. Information Management Branch). · When facing multiple values for a correspondence type (e.g. CC) for the same record, capture all of the appropriate information. · Demonstrated example of coding captured from a record's signature line: Bob Smith President Research and Development Jones and Smith Candy Company 987 Somewhere Ave, Suite 123 Overhill, ON K2N 1B8

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	'Person - From': Smith, Bob 'Organisation – From': Jones and Smith Candy Company

(2)   Ensure that field information is included in the 'Ringtail export.mdb' file generated for the T1.01 technical evaluation.

T1.02 Code HCR Test Set		**Points**
A. Assessment of Criteria - Accuracy of coded field data : The coded data fields related to each database record will be assessed individually for the complete accuracy. Dates, titles, and name spellings should be accurate, document types should match documents. Persons and organisations related to the documents (To, From, CC) should be captured per the stated format. Coding must meet the requirement set out in the test instructions for T1.02 HCR Code Test Set.		
5 points	No errors	
4 Points	No more than 2 database records with incorrect field data.	
3 Points	Only 3 or 4 database records with incorrect field data.	/5
2 Points	Between 5 to 20 database records with incorrect field data.	
1 Point	21 or more database records with incorrect field data.	
0 Points	No coding information.	
Comments :		
Criterion for a minimum acceptable response is 3 points. **T1.02 TOTAL POINTS OBTAINED :** **/5**		

T1 HCR Quality Assurance Test Set

EVALUATED TOTAL POINTS :

T1.01 :   _____   **/5**

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

T1.02 :	_____	**/5**

T2   **ESI Quality Assurance Test Set**

Maximum points available : 18 (T2.01 + T2.02)
Minimum Passing Mark for T2.01 : 6 points out of 6 points
Minimum Passing Mark for T2.02 : 8 points out of 12 points

OFFERORS MUST SUBMIT THEIR REQUEST FOR THE TEST ESI DATA SET IN WRITING TO THE STANDING OFFER AUTHORITY.

T2.01   Process ESI Test Set

Offerors are to produce and submit with their offer a data set of processed ESI for import into Ringtail® according to the specifications included in Annex "D" and Annex "E" of this RFSO and the RFSO test instructions below (in cases where there is a discrepancy between the two, the RFSO test instructions take precedent over the default specifications in Annex "D" and Annex "E").

Offerors must follow the instructions provided. Offerors are being evaluated on their ability to produce an error free import file for Ringtail® , ability to structure data relationships, and their ability to process ESI - Offerors are not being evaluated on Annex "A" (Statement of Work) for this test set and are to follow the instructions detailed below.

The test set is to result in 40 ESI records. Field information must comply with the Ringtail® standard in the format of a 'Ringtail Export.mdb' as documented in the Ringtail® Data Standards manual, which is accessible from https://support.ftiringtail.com. Username:datasuite/ password:guest. The 'Ringtail Export.mdb' must import into Ringtail® with no errors.

Offerors must perform the following functions:

(1)   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. The required file format for processing/exception reports is PDF. Extract contents from container files (e.g. .zip and .pst). Do not include actual PST (.pst) files as records within the 'Ringtail Export.mdb'; include only the extracted contents. Include both Zip (.zip) files and extracted contents as records within the 'Ringtail Export.mdb'.

(2)   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.

(3)   Retain Excel (.csv), JPEG (.jpg), Wave (.wav), and XML (.xml) files in native format.

(4)   With the exception of Excel (.csv), JPEG (.jpg), Wave (.wav), XML (.xml), encrypted, and Zip (.zip) files, image records at 300 DPI (standard) TIFF format, CCITT Group 4, Black and White. Do not use colour imaging or other image formats. Images are not to exceed the size thresholds set out in section D1.02-1 of Annex "D".

(5)   Generate the appropriate level information based on the two (2) sources of ESI. Each source is identified with a Source Information Form that inventories ESI physical media. Records

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

are to be placed directly into the Level(s) indicated on the Source Information Forms, without any further sub-levels generated to reflect folders/mail folders present in the structure of the supplied ESI. For this test set, the Source Information Forms are not to be scanned as they simply serve to guide the creation of the Level information (e.g. CAN.CRA.0001).

(6)   For the ESI supplied as a folder of assorted native files, assign Document_IDs based on the DateModified values of the files, from oldest to most recent. Do not assign Document_IDs to files excluded as part of the first step (system files and files/email created/modified before 1 June 2006). Ensure that any Zip (.zip) files are numbered as part of the Document_ID sequence and capture Source/Attachment relationships between Zip (.zip) files and files extracted from them.

(7)   For the ESI supplied in a PST (.pst) file, assign Document_IDs in accordance with the extraction of email messages based on the hierarchical, alphanumeric (A-to-Z) structure of mail folders, with the resulting sub-groups of email messages sorted by date sent (oldest to most recent). For example, email messages extracted from the root mail folder of the PST file would be the first to be assigned Document_IDs (sorted by date sent, from oldest to newest), followed by email messages extracted from the first encountered mail folder based on its place in the hierarchy and its alphanumerical name (e.g. if a root mail folder 'A' has two sub-folders, 'Apples' and 'Oranges', the contents of folder 'A' would be numbered first, followed by the contents of folder 'Apples', followed by the contents of folder 'Oranges'). Do not assign Document_IDs to files excluded as part of the first step (system files and files/email created/modified before 1 June 2006). Capture information relating to Source/Attachment relationships between email messages and their attachments.

(8)   To generate the actual Document_IDs, use the Level information followed by a Doc# value that increments document-by-document within the level. Doc# values start at one ('1') in every level and must be zero-filled to four digits.

(9)   Create the 'Ringtail Export.mdb' import file for the ESI test set as outlined in the Ringtail® Legal Data Standards manual, including extracted and aligned metadata field information generated for the R2.02 ESI Metadata Alignment Test Set evaluation.

T2.01 Process ESI Test Set		Points
A. Assessment of Criteria - Import data file must import successfully :		
1 Point	Successful import of data with no intervention/manipulation from Justice Canada required.	/1
0 Points	Data did not import success OR the data is incomplete.	
B. Assessment of Criteria - Accurate pre-processing of ESI : ESI sysem files (.ini, and .exe) and files/email created before 1 June 2006 must not be present in the import data and must be listed (file-by-file) in a supplied processing/exception report. Image placeholders must be generated for all encrypted files and zip files, and all such files must be listed (file-by-file) in a supplied processing/exception report.		
1 Point	Clean results with no errors.	/1
0 Points	Designated files (system files and files/emails created before 1 June 2006) are present in the import data OR image	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	placeholders for encrypted files/zip files have not been generated OR processing/exception reports are missing or incomplete OR incomplete information.	

C. Assessment of Criteria - Level information & Document_IDs :

Level information and Document_IDs must be correctly identified and imported into the database structure. Each database record will have its own level information and Document_ID. 100% of records must import with no errors in the Levels or Document_ID information.

1 Point	Clean results with no errors.	
0 Points	No level information Or no Document_IDs OR errors found in the level information or Document_IDs.	/1

D. Assessment of Criteria - Imaging (TIFFs) & native-file retention :

Excel (.csv) files must be retained in native format and all other files must be imaged in accordance with the ESI test set instructions.

1 Point	Clean results with no errors.	
0 Points	No imaging or no imaging information OR Excel (.csv) files not retained in native file format OR errors found in the imaging/native formats or imaging/file information.	/1

E. Assessment of Criteria - Accuracy of source/attachment relationship capture :

Source/Attachment relationships between email messages and their attachments must be properly captured.

1 Point	Clean results with no errors.	
0 Points	No source/attachment relationships OR errors found in the source/attachment relationships information.	/1

F. Assessment of Criteria - Accuracy of Ringtail export.mdb tables and field names/types :

All 'Ringtail export.mdb' tables must be present and structured per Ringtail® Legal data standards, with all field names/types properly named/defined and all field values properly aligned in accordance with the R2 ESI Quality Assurance Test Set instructions.

1 Point	Clean results with no errors.	
0 Points	Errors in field definition information OR misalignment of field information OR missing field definition information.	/1

Comments :

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

<table>
<tr><td colspan="3" align="center">Criterion for an established minimum acceptable response is 6 points.</td></tr>
<tr><td colspan="3">T1.01 TOTAL POINTS OBTAINED :

<div align="center">/6</div></td></tr>
</table>

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.

Objective coding is not to be performed on the ESI Test Set.

Offerors are to perform the following functions:

(1)   Capture, extract, and align select file metadata within the parameters detailed in the following table. For dates/times, capture the date/time reflecting the time zone indicated in the metadata (e.g. if an email message's sent time zone is +0100 and received time zone is -0400, leave the dates/times as-is and capture/indicate the respective time zone information if required by the field instructions):

Field	Type	Description / Instructions
Document _Date	Date (1:1)	(1) For non-email, capture DateModified metadata in DD-MMM-YYYY format (without timestamp). (2) For email, capture DateReceived metadata in DD-MMM-YYYY format (without timestamp).
Estimated	Boolean (1:1)	(1) For non-email, indicate 'Yes'. (2) For email, indicate 'No'.
Document_ Type	Pick List (1:1)	(1) For non-email, indicate 'Electronic File (xxxxx)', where 'xxxxx' indicates the type of file format. For example: 'Electronic File (MS PowerPoint)'. (2) For email, indicate 'Email message'.
Title	Text (1:1)	(1) For non-email, capture FileName metadata with extension (e.g. report.doc). (2) For email, capture the ThreadTopic (subject line) from metadata.
Persons & Organisation s - CC	Text (1:M)	(1) For non-email, not applicable. (2) For email, capture email aliases/addresses CC'd on the email message (when an email friendly name is in 'First Last' format, ensure that it is captured in 'Last, First' format (e.g. "John Doe <john.doe@mail.com>"

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

		would become "Doe, John <john.doe@mail.com>"). Based on email address information, make best efforts to categorize information as being related to 'Persons' or 'Organisations'.
Persons & Organisations - From	Text (1:M)	(1) For non-email, not applicable. (2) For email, capture email alias/address sending the email message (when an email friendly name is in 'First Last' format, ensure that it is captured in 'Last, First' format (e.g. "John Doe <john.doe@mail.com>" would become "Doe, John <john.doe@mail.com>"). Based on email address information, make best efforts to categorize information as being related to 'Persons' or 'Organisations'.
Persons & Organisations - To	Text (1:M)	(1) For non-email, not applicable. (2) For email, capture email aliases/addresses receiving the email message (when an email friendly name is in 'First Last' format, ensure that it is captured in 'Last, First' format (e.g. "John Doe <john.doe@mail.com>" would become "Doe, John <john.doe@mail.com>"). Based on email address information, make best efforts to categorize information as being related to 'Persons' or 'Organisations'.
xESI DateCreated	Text (1:1)	(1) For non-email, capture date/time the native file was created in YYYY-MM-DD_HH:MM:SS (+/-XXXX) format. (2) For email, not applicable.
xESI EML_ DateReceived	Text (1:1)	(1) For non-email, not applicable. (2) For email, capture date/time message was received in YYYY-MM-DD_HH:MM:SS (+/-XXXX) format.
xESI EML_ DateSent	Text (1:1)	(1) For non-email, not applicable. (2) For email, capture date/time message was sent in YYYY-MM-DD_HH:MM:SS (+/-XXXX) format.
xESI EML_ MessageID	Text (1:1)	(1) For non-email, not applicable. (2) For email, capture Message-ID of message.
xESI EML_ ThreadTopic	Text (1:1)	(1) For non-email, not applicable. (2) For email, capture ThreadTopic (subject line) of message.
xESI FileName	Text (1:1)	Capture FileName of the native file (e.g. notice.msg).
xESI Folder	Text (1:1)	(1) For non-email, capture relative location/file path of the native file in the context of the physical media from which it is extracted (e.g. \reports). (2) For email messages, capture the full relative location (source .pst file and mail folders) from which the email is extracted (e.g. jdoe.pst\Active\Sunrise project). (3) For email attachments, capture the full relative location (source .pst file, mail folders, and source email message) from which the attachment is extracted (e.g. jdoe.pst\Active\Sunrise project\Re: deadline.msg).

(2)   Capture the appropriate value for the 'xInfo Record Type' field in accordance with the following table:

Field	Type	Description / Instructions
xInfo RecordType	Pick list (1:1)	Based on the type of file and its processing treatment (imaging, native file retention, image placeholder), code the appropriate value:

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

(1) For non-email files, indicate 'ESI (eDOC) – Imaged', 'ESI (eDOC) – Native file', or 'ESI (eDOC) – Placeholder'.

(2) For email messages, indicate 'ESI (EML_MSG) – Imaged', 'ESI (EML_MSG) – Native file', or 'ESI (EML_MSG) – Placeholder'.

(3) For email attachments, indicate 'ESI (EML_ATT) – Imaged', 'ESI (EML_ATT) – Native file', or 'ESI (EML_ATT) – Placeholder'.

(3) Batch code the following fields from information provided on the Source Information Forms in accordance with the following table:

Field	Type	Description / Instructions
xInfo Batch ID	Text (1:1)	Batch code the 'Batch ID' value found on the Source Information Form for all records sourced by the same form.
xInfo Bundle ID	Text (1:1)	Batch code the 'Bundle ID' value found on the Source Information Form for all records sourced by the same form.

(4) Normalize select Person/Organisation values within the parameters detailed in the following table:

Field	Type	Description / Instructions
'Swhammond@justice.gc.ca' 'scott.whamond@justicve.gc.ca'	Text	Person = Whamond, Scott Organisation = Department of Justice Canada
'ncr_lsc@justice.gc.ca' * NCR Litigation Support Centre	Text	Organisation = Department of Justice Canada – NCR Litigation Support Centre

T2.02 ESI Metadata Extraction, RecordType Capture, Batch Coding, and Normalization	Points
A. Assessment of Criteria - Accuracy of metadata field value extraction : The extracted metadata field values related to each database record will be assessed individually for complete accuracy. Dates/times must be captured per the stated format. Persons and organisations related to email (To, From, CC) must be captured per the stated format. Field values must meet the requirements set out in the test instructions for T2.02 ESI Test Set.	

3 Points	No errors	
2 Points	1 or 2 database records with incorrect metadata field values	
1 Point	3 or 4 database records with incorrect metadata field values	
0 Points	More than 5 errors or no metadata field value information	/3

B. Assessment of Criteria - Accuracy of RecordType capture : 'xInfo RecordType' values related to each database record will be assessed individually for accuracy. Values must be captured per the stated format.	

3 Points	No errors
2 Points	1 or 2 database records with incorrect "xInfo RecordType" values

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

1 Point	3 or 4 database records with incorrect "xInfo RecordType" values	/3
0 Points	More than 5 errors or No "xInfo RecordType" information	

C. Assessment of Criteria - Accuracy of batch coding :

'xInfo Batch ID' and 'xInfo Bundle ID' values related to each database record will be assessed individually for complete accuracy. Values must be captured per the stated format.

3 Points	No errors	
2 Points	1 or 2 database records with incorrect field data	
1 Point	3 or 4 database records with incorrect field data	
0 Points	More than 5 errors or No batch coded information.	/3

D. Assessment of Criteria - Accurace of Person/Organisation normalization :

Person/Organisation normalization must be applied per the stated criteria in the stated format. Each database record will be assessed individually for complete accuracy.

3 Points	No errors	
2 Points	1 or 2 database records with incorrect application of Person/Organisation normalization)	
1 Point	3 or 4 database records with incorrect application of Person/Organisation normalization	
0 Points	More than 5 database records with incorrrect application or No application of Person/Organisation normalization	/3

Comments :

Criterion for a minimum acceptable response is 2 points each for A,B,C, and D .

T2.02 TOTAL POINTS OBTAINED :

/12

T2 ESI Quality Assurance Test Set

EVALUATED TOTAL POINTS :

T2.01 :   _____   **/6**

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

T2.02 :	_____	**/12**

T3   Full-Text Quality Assurance Test Set

Maximum points available : 3
Minimum Passing Mark for T3 : 2 points out of 3 points

OFFERORS MUST SUBMIT THEIR REQUEST FOR THE FULL-TEXT DATA SET IN WRITING TO THE STANDING OFFER AUTHORITY.

Offerors are to produce and submit with their offer a data set including full-text content files formatted for use with Ringtail® in accordance with the specifications included in Annex "D" of this RFSO and the RFSO test instructions below (in cases where there is a discrepancy between the two, the RFSO test instructions take precedent over the default specifications in Annex "D").

Offerors must follow the instructions provided. Offerors are being evaluated on their ability to generate properly formatted full-text content files for use with Ringtail® and to structure data relationships - Offerors are not being evaluated on the quality of the actual full-text OCR results (e.g. the quality and accuracy of text recognition) and are not being evaluated on Annex "A" (Statement of Work) for this test set, and are to follow the instructions detailed below.

The test set is comprised of 4 imaged documents supplied in a 'Ringtail export.mdb'. No modifications are required to the actual 'Ringtail export.mdb' itself, but Offerors are to use the supplied images (and their related data) as the basis for formatting full-text content files generated for this technical evaluation.

Offerors must perform the following functions:

(1)   Generate full-text content from supplied images.

(2)   Format the full-text content files in accordance with section D2.03 of Annex "D" and integrate the full-text content files into the appropriate location within the Justice Canada-supplied image directory structure accompanying the 'Ringtail export.mdb'.

T3 Full-text Quality Assurance Test Set		Points
A. Assessment of Criteria - Generation, formatting and integrate of full-text content files :		
3 Points	Full-text content files properly formatted per instructions and properly integrated into the supplied image directory structure.	
2 Points	Full-text files are properly formatted per instructions but are not properly integrated into the supplied image directory structure.	/3
1 Point	Full-text files are generated but are not properly formatted per instructions but are properly integrated into the supplied image directory structure.	
0 Points	Full-text files are generated but are not properly formatted per instructions and are not properly integrated into the supplied image directory structure or no full-text content files.	
Comments :		

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Criterion for an established minimum acceptable response is 2 points.

T3 TOTAL POINTS OBTAINED :

/3

OFFERS NOT OBTAINING A PASSING MARK ON EVERY TEST SET REQUIREMENT WILL BE CONSIDERED NON-RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

1.3   PART 3 - Technical Evaluation : Point Rated Technical Criteria

To be considered responsive, an offer must obtain a minimum passing mark for each of the point rated criteria of the PART 3 -Technical Evaluation (R.1, R.2, R.3, R.4, R.5, R.6, R.7, R.8, R.9 and R.10). Offers scoring less the stated minimum point rated criterion (R.1 to R.10) of the PART 3 - Technical Evaluation will not be given further consideration.

To meet the requirements described herein, the experience of the Offeror must be for work which the Offeror was under contract to clients exterior to the Offeror's own corporate body. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Offeror.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

For the purpose of this evaluation, "projects of similar size and scope" is defined as projects requiring Electronic Publishing for Litigation Support including HCR and ESI conversion services as specified in Annex "A" (Statement of Work), of a minimum of 50,000 pages per project.

The following point rated technical criteria will be evaluated:

R1   HCR Conversion Services

> Maximum points available : 6 (R1.01 + R1.02)
> Minimum Points for R1 : 9 points

R1.01 HCR Preparation and Unitization Services

Offerors should identify and describe in detail their HCR Preparation and unitization processes and their approach to ensure the integrity of the source file(s).

R1.01 HCR Preparation and Unitization Services		Points
A. Assessment of Criteria - Description of the Offeror's document preparation and unitization processes and approach to ensure integrity of source files :		
3 Points	The description demonstrates the Offeror's document preparation and unitization processes and the process or control to ensure the integrity of source files as well as additional value-added processes to ensure the quality of the unitization and integrity of the source files.	/3
2 Points	The description demonstrates the Offeror's document preparation and unitization processes and the process or control to ensure the integrity of source files (i.e. A sampling technique, or review process).	
1 Point	The description demonstrates the Offeror's document preparation and unitization processes that are in place (paper processes using document separator pages inserted at logical breaks between documents) but does not demonstrate any processes or controls to ensure integrity of source files. Clarification required.	
0 Points	No description of the Offeror's document preparation and	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

unitization processes and approaches to ensure integrity of source files OR insufficient detail to assess the Offeror's processes and approach.	
Comments :	

Criterion for an established minimum acceptable response is 2 out of 3

R1.01 TOTAL POINTS OBTAINED :

/3

R1.02 HCR Imaging Services

Offerors should describe in detail their HCR imaging capability as well as their approach to ensure the quality of each final image. The description should include the following information:

(A)   The Offeror's imaging throughput capability in an eight (8) hour period and demonstrate that its current hardware platform can meet processing requirements and have the capability to support large scale scanning to accommodate large 48" X 48" size documents (e.g. maps) with the completion of a chart detailing the make and model of equipment, number of each and processing capabilities of each piece of equipment (volume and speed) in the following format to confirm imaging capabilities:

Key equipment / technology	Make and model of equipment and number of units	Processing capabilities of each piece of equipment (volume and speed)

(B)   A detailed description of the Offeror's processes and controls to ensure the quality of each final image and how they are applied to the process.

R1.02 HCR Imaging Services	Points
A. Assessment of Criteria - Description of the Offeror's imaging capability and hardware platform details :	
3 Points	The Offeror's imaging throughput capacity in an eight (8) hour shift is greater than 100,000 pages and ability to accomodate 48" x 48" size documents.	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

2 Points	The Offeror's imaging throughput capacity in an eight (8) hour shift is greater than 50,000 pages and up to 100,000 pages and ability to accommodate 48" x 48" size documents.	/3
1 Point	The Offeror's imaging throughput capacity in an eight (8) hour shift is mo9re than 25,000 pages and less than 50,000 and no ability to accommodate 48" x 48" size documents.	
0 Points	The Offeror's imaging throughput capacity in an eight (8) hour shift is less than 25,000 pages with no ability to accommodate 48" x 48" size documents or no description provided.	

B. Assessment of Criteria - Description of the Offeror's Process and control to ensure the quality of the image :

3 Points	The description clearly demonstrates additional value-added processes and value-added controls to ensure the quality of each final image.	
2 Points	The description clearly demonstrates the Offeror's processes and controls to ensure the quality of each final image (e.g. A sampling technique or a review process).	
1 Point	The description demonstrates the Offeror's processes to ensure the quality of each final image (e.g. No sampling technique), but does not demonstrate the Offeror's controls (e.g. No sampling technique). Clarification required.	/3
0 Points	No description provided OR insufficient detail to assess the Offeror's processes and controls.	

Total Points
/6

Comments :

Criterion for an established minimum acceptable response is 4 points.

R1.02 TOTAL POINTS OBTAINED :

/6

R1 HCR Imaging Services

EVALUATED TOTAL POINTS :

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

R1 (R1.01 + R1.02):	_____ /9

R2   **ESI Conversion Services**

Maximum points available : 68 (R2.01 + R2.02 + R2.03 + R2.04)
Minimum Points for R2 : 38

R2.01 ESI Organisation and initial processing

Offerors should identify and describe in detail their ESI organisation and initial processing processes and their approach to ensure the integrity of the source file(s). The description should include the following information:

(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;

(B)   The Offeror's ESI ingestion capability in an eight (8) hour period, measured in decompressed gigabytes processed with a chart detailing software and hardware systems employed, ingestion threshold per hour and type of distribution model in the following format to confirm ingestion thresholds:

Description of Hardware/Software and Distributive Process	Ingestion Thresholds per hour and total over eight (8) period

(C)   A detailed description of the Offeror's capability and processes to handle password protected ESI, including criteria and methodology used to identify password protected ESI and related processing/exception reports;

(D)   A detailed description of the Offeror's capability and processes to handle encrypted ESI, including criteria and methodology used to identify encrypted ESI and related processing/exception reports;

(E)   A detailed description of the Offeror's capability and processes to perform deduplication and near-deduplication of ESI, including criteria and methodology used to identify duplicate and near-duplicate ESI and related processing/exception reports;

(F)   A detailed description of the Offeror's capability and processes to handle corrupt, zero-byte, and infected (viruses and/or malicious code) ESI, including criteria and methodology used to identify corrupt, zero-byte, and infected ESI and related processing/exception reports;

(G)   A detailed description of the Offeror's capability and processes to maintain record associations between ESI (e.g. an email and its attachments, an archive file and the files contained within it), including capabilities in instances where there are multiple associations of

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

various types associated with the primary (source) files (e.g. an archive file embedded within an archive file, email with an attached email with its own attachments);

(H)   A detailed description of the Offeror's capability and processes to filter/cull/tag ESI on the basis of type/date/custodian/file path/keywords/etc., including criteria and methodology used to filter/cull/tag ESI; and

(I)   A detailed description of the Offeror's capability and processes relating to time zone handling.

R2.01 ESI Organisation and initial processing		Points
A. Assessment of Criteria - Generation, formatting and integrate of full-text content files :		
3 Points	The description clearly demonstrates the Offeror's processes and systems for ESI initial processing, and clearly demonstrates that the Offeror's systems and processes are defensible on multiple levels (e.g. Firewall, password protection, and encryption).	/3
2 Points	The description clearly demonstrates the Offeror's processes and systems for ESI initial processing (e.g. Full preservation of native file and metadata integrity, ability to discern ESI file types based on file content, ability to filter/cull ESI by type/date/custodian/file path/keywords, ability to fully audit processing steps), and clearly demonstrates system and processes are defensible.	
1 Points	The description demonstrates the Offeror's processes and systems in place for ESI initial processing, but the Offeror's system and processes are not demonstrated to be defensible.	
0 Point	The description does not demonstrate the Offeror's processes and systems in place for ESI initial processing or if systems and processes are defensible. Insufficent detail to assess. Minimum points: 2	
B. Assessment of Criteria - Description of the Offeror's ESI Ingestion		
4 Points	The Offeror's ESI ingestion in an eight (8) hour shift exceeds 100 decompressed gigabytes in a distributive process.	/4
3 Points	The Offeror's ESI ingestion in an eight (8) hour shift is less than 100 decompressed gigabytes and more than 50 decompressed gigabytes.	
2 Points	The Offeror's ESI ingestion in an eight (8) hour shift is more than 25 decompressed gigabytes and up to 50 decompressed gigabytes.	
1 Point	The Offeror's ESI ingestion in an eight (8) hour shift is less than 25 decompressed gigabytes.	
0 Points	No description provided of the Offeror's ESI ingestion in an	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	eight (8) hour shift.	
	Minimum points: 2	

C. Assessment of Criteria - Description of the Offeror's capability and processes to hand password protected ESI :		
4 Points	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes to handle password protected ESI (e.g. a degree of ability to break password protection).	
3 Points	The description clearly demonstrates the Offeror's capability and the processes in place to handle password protected ESI (e.g. ability to identify and report, ability to perform password application/recovery).	
2 Points	The description demonstrates the Offeror's capability and that processes are in place to handle password protected ESI. Clarification required.	/4
1 Point	The description does not demonstrate the Offeror's capability and that processes are in place to handle password protected ESI.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability and process to handle password protected ESI.	

D. Assessment of Criteria - Description of capability and processes to handle encrypted ESI :		
4 Points	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes to handle encrypted ESI (e.g. a degree of ability to break encryption).	
3 Points	The description clearly demonstrates the Offeror's capability and process to handle encrypted ESI (e.g. ability to identify and report, ability to replace with or reference supplied substitution files).	/4
2 Points	The description demonstrates the Offeror's capability and process to handle encrypted ESI. Clarification required.	
1 Point	The description does not demonstrate the Offeror's capability and process to handle encrypted ESI.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability and process to handle encrypted ESI.	

E. Assessment of Criteria - Description of the Offeror's capability and processes to perform deduplication and near-deduplication of ESI :		
3 Points	In addition to all of the elements required the description clearly	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	demonstrates additional value-added processes to perform deduplication and near-deduplication of ESI.	
2 Points	The description clearly demonstrates the Offeror's capability and processes to perform deduplication and near-deduplication of ESI (e.g. ability to identify near duplicates based on email thread information, ability to deduplicate ESI within a single container, across several physical media, and/or across an entire ESI collection).	
1 Points	The description demonstrates the Offeror's capability and processes to perform deduplication and near-deduplication of ESI. Clarification required.	/3
0 Points	No description provided OR insufficient detail to assess the Offeror's capability and processes to perform deduplication and near-deduplication of ESI.	

F. Assessment of Criteria - Description of the Offeror's capability and processes to handle corrupt, zero-byte, and infected (viruses and/or malicious code) ESI :		
3 Points	In addition to all of the elements required the description clearly demonstrates additional value-added processes to handle corrupt, zero-byte, and infected ESI (e.g. ability to clean infected ESI without modifying metadata).	
2 Points	The description clearly demonstrates the Offeror's capability and process to handle corrupt, zero-byte, and infected ESI (e.g. ability to identify and report, ability to replace with or reference supplied substitution files)	
1 Point	The description demonstrates the Offeror's capability and processes to handle corrupt, zero-byte, and infected ESI. Clarification required.	/3
0 Points	No description provided OR insufficient detail to assess the Offeror's capability and process to handle corrupt, zero-byte, and infected ESI.	

G. Assessment of Criteria - Description of capability and processes to maintain record associations between ESI :		
3 Points	In addition to all of the elements required to obtain 2 points the description clearly demonstrates value-added processes to maintain record associations between ESI (e.g. ability to capture distinct sub-groupings of related hierarchical associations, such that if a .zip file were to contain an email with attachment that the email would reference the .zip file as its source and that the email attachments would reference the email as their source).	
2 Points	The description clearly demonstrates the Offeror's capability and process to maintain record associations between ESI (e.g. ability to capture hierarchical associations as multi-level	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	source/attachment relationships, ability to capture associations through folder/path information).	/3
1 Point	The description demonstrates the Offeror's capability and process to maintain record associations between ESI. Clarification required.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability and processes to maintain record associations between ESI.	

H. Assessment of Criteria - Description of the Offeror's capability and processes to filter/cull/tag ESI :		
3 Points	In addition to all of the elements required to obtain 2 points the description clearly demonstrates value-added processes to filter/cull/tag ESI (e.g. ability to apply search methodologies such as Boolean logic).	
2 Points	The description clearly demonstrates the Offeror's capability and process to filter/cull/tag ESI (e.g. on the basis of type/date/custodian/file path/keywords/etc., to remove system files).	
1 Point	The description demonstrates the Offeror's capability and process to filter/cull/tag ESI. Clarification required.	/3
0 Points	No description provided OR insufficient detail to assess the Offeror's capability and process to filter/cull/tag ESI.	

J. Assessment of Criteria - Description of capability and processes relating to ESI time zones handling :		
3 Points	In addition to all of the elements required to obtain 2 points the description clearly demonstrates value-added processes relating to ESI time zone handling (e.g. ability to specify time zone settings for email processing, the ability to apply time zone settings against a designated container/series of native files).	
2 Points	The description clearly demonstrates the Offeror's capability and processes relating to ESI time zone handling (e.g. ability to capture and determine time zone information related to email transmission).	
1 Points	The description demonstrates the Offeror's capability and processes relating to ESI time zone handling. Clarification required.	/4
0 Points	No description provided OR insufficient detail to assess capability and process relating to ESI time zone handling.	

Comments :

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Criterion for a minimum acceptable response is 16 points.	
R2.01 TOTAL POINTS OBTAINED :	
	/30

R2.02 ESI Imaging Services

Offerors should identify and describe in detail their ESI imaging processes as well as their approach to ensure the quality of the final images. The description should include the following information:

(A)   The Offeror's ESI imaging conversion capability in an eight (8) hour period.
(B)   A detailed description of the Offeror's processes and controls to ensure the quality of the final ESI images and how they are applied to the process;
(C)   A detailed description of the Offeror's capability regarding imaging options for certain file types (e.g. slide notes in presentation files, tracked changes/revisions in word processing files);
(D)   A description of the Offeror's capability to generate image placeholders for all individual ESI files that cannot be imaged (e.g. corrupt files, encrypted files that cannot be decrypted).

R2.02 HCR Imaging Services		Points
A. Assessment of Criteria - Description of the Offeror's ESI imaging conversion capability :		
4 Points	The Offeror's imaging conversion ability in an eight (8) hour shift exceeds 50,000 imaged pages.	
3 Points	The Offeror's imaging conversion ability in an eight (8) hour shift is greater than 30,000 pages and up to 50,000 imaged pages.	/4
2 Points	The Offeror's imaging conversion ability in an eight (8) hour shift is greater than 10,000 pages and up to 30,000 imaged pages.	
1 Point	The Offeror's imaging conversion ability in an eight (8) hour shift is less than 10,000 imaged pages.	
0 Points	No description provided.	
	Acceptable Minimum points: 2	
B. Assessment of Criteria - Description of the Offeror's capability and processes to ensure the quality of the images :		
4 Points	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes and controls to ensure the quality of the images.	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

3 Points	The description clearly demonstrates the Offeror's processes and controls to ensure the quality of the images (e.g. a sampling technique or a review process).	
2 Points	The description demonstrates the Offeror's processes and controls to ensure the quality of the images. Clarification required.	/4
1 Point	The description does not clearly demonstrate the Offeror's processes and controls to ensure the quality of the images. Clarification required.	
0 Points	No description provided OR insufficient detail to assess process and controls to ensure the quality of the images.	
	Minimum points: 2	

C. Assessment of Criteria - Description of the Offeror's capability regarding imaging options for certain file types :

4 Points	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added capability regarding imaging options for certain file types (e.g. ability to include or not include hidden/concealed information in a range of additional file types).	
3 Points	The description clearly demonstrates the Offeror's capability regarding imaging options for certain file types. (e.g. option to include or not include slide notes in presentation files and tracked changes/revisions in word processing files during imaging process).	
2 Points	The description demonstrates the Offeror's capability regarding imaging options for certain file types. Clarification required.	/4
1 Point	The description does not clearly demonstrate the Offeror's capability regarding imaging options for certain file types. Clarification required.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability regarding imaging options for certain files.	
	Minimum points: 2	

D. Assessment of Criteria - Description of the Offeror's capability to generate image placeholders for all individual ESI files that cannot be imaged :

4 Points	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added capability to generate image placeholders for all individual ESI files that cannot be imaged (e.g. ability to generate file-specific placeholders with customizable description explaining why the related file could not be processed/imaged).	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

3 Points	The description clearly demonstrates the Offeror's capability to generate image placeholders for all individual ESI files that cannot be imaged (e.g. ability to generate file-specific placeholders with standardized description explaining why the related file could not be processed/imaged).	
2 Points	The description demonstrates the Offeror's capability to generate image placeholders for all individual ESI files that cannot be imaged. Clarification required.	/4
1 Point	The description does not clearly demonstrate the Offeror's capability to generate image placeholders for all individual ESI files that cannot be imaged. Clarification required.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability to generate placeholders for all individual ESI files that cannot be imaged.	
	Minimum points: 2	

Comments :

Criterion for an established minimum acceptable response is 12 points.

R2.02 TOTAL POINTS OBTAINED :

/16

R2.03 ESI Retention of Native Formats

Offerors are toshould identify and describe in detail their processes for retaining ESI native/near-native files as well as their approach to ensure the integrity of the final files. The description should include the following information:

(A)   The Offeror's ESI native/near-native file throughput capability in an eight (8) hour period;

(B)   A detailed description of the Offeror's processes and controls to ensure the integrity of the final ESI native/near-native files and how they are applied to the process;

(C)   A detailed description of the Offeror's capability regarding options for naming native/near-native files for export/review requirements; and

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

(D)   A description of the Offeror's capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format (e.g. corrupt files, encrypted files that cannot be decrypted).

R2.03 ESI Retention of Native Formats			Points
A. Assessment of Criteria - Description of the Offeror's ESI native/near-native file throughput capability :			
4 Points	The Offeror's native/near-native file throughput in an eight (8) hour shift exceeds 20,000 files.		
3 Points	The Offeror's native/near-native file throughput in an eight (8) hour shift is greater than 10,000 files and up to 20,000 files.		
2 Points	The Offeror's native/near-native file throughput in an eight (8) hour shift is greater than 5,000 files and up to 10,000 files.		/4
1 Point	The Offeror's native/near-native file throughput in an eight (8) hour shift is less than 5,000 files.		
0 Points	No description provided.		
	Minimum points: 2		
B. Assessment of Criteria - Description of the Offeror's processes and controls to ensure the integrity of the final native/near-native files :			
4 Points	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes or controls to ensure the integrity of the final native/near-native files.		
3 Points	The description clearly demonstrates the Offeror's processes or control to ensure the integrity of the final native/near-native files (e.g. a sampling technique or a review process).		
2 Points	The description demonstrates the Offeror's processes or control to ensure the integrity of the final native/near-native files. Clarification required.		/4
1 Point	The description does not clearly demonstrate the Offeror's processes or control to ensure the integrity of the final native/near-native files. Clarification required.		
0 Points	No description provided OR insufficient detail to assess process and control to ensure the integrity of the final native/near-native files.		
	Minimum points: 3		
C. Assessment of Criteria - Description of the Offeror's capability regarding options for naming native/near-native files for export/review requirements			
4 Points	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added		

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013

Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	capability regarding options for naming native/near-native files for export/review requirements (e.g. use of a validation or review process).	
3 Points	The description clearly demonstrates the Offeror's capability regarding options for naming native/near-native files for export/review requirements (e.g. ability to rename native file in keeping with export/review requirements without altering other metadata or compromising file integrity).	/4
2 Points	The description demonstrates the Offeror's capability regarding options for naming native/near-native files for export/review requirements. Clarification required.	
1 Point	The description does not clearly demonstrate the Offeror's capability regarding options for naming native/near-native files for export/review requirements.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability regarding options for naming native/near-native files for export/review requirements.	

	Minimum points: 3		

D. Assessment of Criteria - Description of the Offeror's capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format :		
4 Points	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format (e.g. ability to generate file-specific placeholders with customizable description explaining why the related file could not be processed/imaged).	
3 Points	The description clearly demonstrates the Offeror's capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format (e.g. ability to generate file-specific placeholders with standardized description explaining why the related file could not be processed/imaged).	/4
2 Points	The description demonstrates the Offeror's capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format. Clarification required.	
1 Point	The description does not clearly demonstrate the Offeror's capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format. Clarification required.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability to generate image placeholders for all	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	individual ESI files that cannot be usefully retained in native/near-native format.	
	Minimum points: 2	

Comments :

Criterion for an established minimum acceptable response is 10 points.

R2.03 TOTAL POINTS OBTAINED :
                                                            /16

R2.04 ESI Metadata Field Alignment

Offerors should identify and describe in detail their capability and processes for capturing and aligning ESI field metadata to meet project-specific export/review requirements as well as their approach to ensure the quality of the final ESI-derived field information. The description should include the following information:

> (A)   A description of the Offeror's capability to capture and align ESI field metadata to meet project-specific export/review requirements;

> (B)   A description of the Offeror's processes and control to ensure the quality of the final ESI-derived field information.

R2.04 ESI Metadata Field Alignment		Points
A. Assessment of Criteria - Description of the Offeror's capability to capture and align ESI field metadata to meet project-specific export/review requirements :		
4 Points	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added capability to capture and align ESI field metadata to meet project-specific export/review requirements (e.g. use of a validation or review process).	
3 Points	The description clearly demonstrates the Offeror's capability to capture and align ESI field metadata to meet project-specific export/review requirements (e.g. ability to match ESI metadata to defined field specifications, inclusive of specific field value formatting requirements).	
2 Points	The description demonstrates the Offeror's capability to capture	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	and align ESI field metadata to meet project-specific export/review requirements. Clarification required.	/4
1 Point	The description does not clearly demonstrate the Offeror's capability to capture and align ESI field metadata to meet project-specific export/review requirements. Clarification required.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability to align ESI field metadata to meet project-specific export/review requirements.	
	Minimum points: 2	

B. Assessment of Criteria - Description of the Offeror's processes and control to ensure the quality of the final ESI-derived field information :

4 Points	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes or additional value-added controls to ensure the quality of the final ESI-derived field information.	
3 Points	The description clearly demonstrates the Offeror's process and control to ensure the quality of the final ESI-derived field information (e.g. a sampling technique or a review process).	
2 Points	The description demonstrates the Offeror's process and control to ensure the quality of the final ESI-derived field information. Clarification required.	/4
1 Point	The description does not clearly demonstrate the Offeror's process or control to ensure the quality of the final ESI-derived field information. Clarification required.	
0 Points	No description provided OR insufficient detail to assess the Offeror's process and control to ensure the quality of the final ESI-derived field information.	
	Minimum points: 2	

Total Points **/8**		

Comments :

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Criterion for a minimum acceptable response is 4 points.

R2.04 TOTAL POINTS OBTAINED :

/8

R2 ESI Conversion Services

Minimum Points for R2 : 40
EVALUATED TOTAL POINTS :

R2 (R2.01 + R2.02 + R2.03 + R2.04):   _____   **/52**

R3   Full-text Content and Transcription

R3.01 Full-text Content Generation/Extraction

Offerors should state their full-text content generation/extraction capability as well as provide a detailed description of their approach to ensure accuracy and consistency of their full-text content generation/extraction services. The description should include information on generating OCR full-text content from image HCR and extraction of full-text content from ESI. The description should include the following information:

(A)   A description of the Offeror's full-text content generation/extraction capability;

(B)   A description of the Offeror's processes and controls to ensure accuracy and consistency of full-text content generation/extraction**.**

R3.01 Full-text Content Generation/Extraction		Points
A. Assessment of Criteria - Description of the Offeror's full-text content generation/extraction capability Minimum pass: 2 points		
4 Points	In addition to all of the elements required to obtain 3 points the description demonstrates additional value-added the Offeror's capability to generate full-text content from imaged HCR and extract full-text content from ESI (e.g. ability to identify through full-text content processing results HCR records with a lower reliability of generated full-text content).	/4
3 Points	The description clearly demonstrates the Offeror's capability to generate full-text content from imaged HCR and extract full-text content from ESI.	
2 Points	The description demonstrates the Offeror's capability to generate full-text content from imaged HCR and extract full-text content from ESI. Clarification required.	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

1 Point	The description does not demonstrate the Offeror's capability to generate full-text content from imaged HCR or extract full-text content from ESI.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability to generate full-text content from imaged HCR or extract full-text content from ESI.	

B. Assessment of Criteria - Description of the Offeror's processes and controls to ensure accuracy and consistency of full-text generation/extration. Minimum pass: 2 points

4 Points	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes or additional value-added controls to ensure the accuracy and consistency of full-text content generation/extraction.	
3 Points	The description clearly demonstrates the Offeror's processes and controls to ensure the accuracy and consistency of full-text content generation/extraction (e.g. a sampling technique or a review process).	/4
2 Points	The description demonstrates the Offeror's processes and controls to ensure the accuracy and consistency of full-text content generation/extraction (e.g. no sampling technique or review process). Clarification required.	
1 Point	The description does not demonstrate the Offeror's processes and controls to ensure the accuracy and consistency of full-text content generation/extraction.	
0 Points	No description provided OR insufficient detail to assess the Offeror's processes and control to ensure accuracy and consistency of full-text content generation/extraction.	

Comments :

Criterion for a minimum acceptable response is 4 points.
R3.01 TOTAL POINTS OBTAINED :   **/8**

R3.02 Full-text Transcription

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Offerors should provide a detailed description of their full-text content transcription capability. The description should include information on how the Offeror can assist in identifying candidate records for full-text transcription (e.g. handwritten records, records with distorted printed text).

R3.02 Full-text Transcription		Points
A. Assessment of Criteria - Description of full-text content transcription capability : Minimum pass: 2 points		
4 Points	Description clearly demonstrates additional value-added capability to perform full-text content transcription (e.g. ability to identify candidate records for full-text transcription).	/4
3 Points	Description clearly demonstrates capability to perform full-text content transcription.	
2 Points	Description demonstrates capability to perform full-text content transcription. Clarification required.	
1 Point	Description does not demonstrate capability to perform full-text content transcription.	
0 Points	No description provided OR insufficient detail to assess capability to perform full-text content transcription.	
Comments :		
Criterion for an established minimum acceptable response is 2 points. **R3.02 TOTAL POINTS OBTAINED :** **/4**		

R3 Full-text Content and Transcription

Minimum Points for R3 : 6

EVALUATED TOTAL POINTS :

R3 (R3.01 + R3.02) :   _____   **/12**

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

R4   Coding Services

Maximum points available : 7
Minimum Points for R4 : 4

Offerors should state their coding capability as well as describe in detail their approach to ensure accuracy and consistency of their coding services.

R4 Coding Services		Points
A. Assessment of Criteria - Description of the Offeror's coding capability : **Minimum pass: 1 point**		
3 Points	Document coding capability in an eight (8) hour shift exceeds 5,000 documents.	/3
2 Points	Document coding capability in an eight (8) hour shift is between 2,500 and 5,000 documents.	
1 Points	Document coding capability in an eight (8) hour shift is between 1,000 and 2,499 documents.	
0 Point	Document coding capability in an eight (8) hour shift is less than 1,000 documents or coding capability not provided.	
B. Assessment of Criteria - Description of process and control to ensure coding accuracy : **Minimum pass: 3 points**		
4 Points	In addition to all the elements required to obtain 3 points the description demonstrates additional value-added processes or additional value-added controls to ensure coding accuracy and consistency.	/4
3 Points	The description clearly demonstrates the Offeror's processes or controls to ensure coding accuracy and consistency (e.g. A sampling technique or a review process).	
2 Points	The description does not demonstrate the Offeror's processes or controls to ensure coding accuracy and consistency. Clarification requirement.	
0 Points	No description provided OR insufficient detail to assess the process and control to ensure coding accuracy.	
Comments :		

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

<div style="border:1px solid">

R4 Coding Services

Minimum Points for R4 : 4

R4 : _____ **/7**

</div>

R5   Audio/Video Digitization Services

Maximum points available: 8.
Minimum Points for R5 : 4

Offerors should provide a detailed description of their audio/video conversion capabilities as well as their approach to ensure accuracy and consistency of their digitization services. The description should include the following information:

(A)   The Offeror's ability to digitize audio/video to industry standard formats (e.g. WAV, MP3, WMA, etc. for audio and AVI, MOV, MPEG, etc. for video); and

(B)   A detailed description of the Offeror's processes and controls to ensure the quality of the final digitized audio/video and how they are applied to the process.

R5 Audio/Video Conversion Digitization Services		Points
A. Assessment of Criteria - The Offeror's ability to digitize audio/video to industry standard formats (e.g. WAV, MP3, WMA, etc for audio and QVI, MOV, MPEG, etc for video : Minimum pass: 2 points		
4 Points	The description clearly demonstrates the Offeror's capability to digitize audio AND video into several industry standard formats and other non-standard formats.	
3 Points	The description clearly demonstrates the Offeror's capability to digitize audio AND video into several industry standard formats.	
2 Points	The description demonstrates capability to digitize audio AND video. Clarification required.	/4
1 Point	The description does not demonstrate the Offeror's capability to digitize audio AND video.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability to digitize audio and video.	
B. Assessment of Criteria - Description of the Offeror's processes and controls to ensure the quality of the final digitized audio/video and how they are applied to the process : Minimum pass: 2 points		
4 Points	In addition to all the elements required to obtain 3 points the description demonstrates additional value-added processes or	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	additional value-added controls to ensure digitization accuracy and consistency.	
3 Points	The description clearly demonstrates the Offeror's processes and controls to ensure digitization accuracy through a sampling technique or a review process.	
2 Points	The description demonstrates the Offeror's processes and controls to ensure digitization accuracy but no sampling process.	/4
1 Point	The description does not demonstrate the Offeror's processes and controls to ensure digitization accuracy. Clarification required.	
0 Points	No description provided OR insufficient detail to assess the Offeror's processes and controls to ensure digitization accuracy.	

Comments :

R5 AUDIO/VIDEO DIGITIZATION SERVICES

Minimum Points for R5 : 4

TOTAL POINTS :

R5 : _____ **/8**

R6   Full-text Content Comparison

Minimum Points for R6: 5
Maximum points available: 8

Offerors should provide a detailed description of their full-text content comparison capabilities as well as their approach to ensure accuracy and consistency of their full-text content comparison services. The description should include the following information:

(A)   The Offeror's ability capability to compare full-text content files and group/identify records that have similar full-text content (with groupings based on a set percentage of similarity), including details on the processes/software used and how the results can be applied to help streamline evidence review within Ringtail; and

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

(B)   A detailed description of the Offeror's processes and controls to ensure the quality of the final full-text comparison results and how they are applied to the process.

R6 Full-text Content Comparison		Points
A. Assessment of Criteria - Description of the Offeror's full-text content comparison capability : Minimum pass: 3 points		
4 Points	The description clearly demonstrates the Offeror's capability to perform full-text content comparison services with results that can be easily integrated to assist evidence review within Ringtail and that add value and efficiency to the evidence review process, while addressing any pitfalls inherent to full-text comparison services.	/4
3 Points	The description clearly demonstrates the Offeror's capability to perform full-text content comparison services with results that can be easily integrated to assist evidence review within Ringtail.	
2 Points	The description does demonstrate the Offeror's capability to perform full-text content comparison services but does not specify how the results can be integrated to assist evidence review within Ringtail.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability to perform full-text comparison services.	
B. Assessment of Criteria - Description of the Offeror's processes and controls to ensure the quality of the final full-text comparison results : Minimum pass: 2 points		
4 Points	In addition to all of the elements required to obtain 3 points, the description demonstrates additional value-added processes or additional value-added controls to ensure the quality of the full-text comparison results.	/4
3 Points	The description clearly demonstrates the Offeror's processes and controls to ensure the quality of the final full-text comparison results through a sampling technique or a review process.	
2 Points	The description demonstrates the Offeror's processes and controls to ensure the quality of the full-text comparison results. No sampling process described.	
1 Point	The description does not demonstrate the Offeror's processes and controls to ensure the quality of the full-text comparison results.	
0 Points	No description provided OR insufficient detail to assess Offeror's processes and controls to ensure the quality of the full-text comparison results.	
Comments :		

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

R6 FULL-TEXT CONTENT COMPARISON SERVICES

Minimum Points for R6 : 5

EVALUATED TOTAL POINTS :

R6 :   _____   **/8**

R7   Onsite Service Delivery

Minimum Points for R7: 1
Maximum points available: 4

Offerors should provide a detailed description of their capability to perform onsite service delivery. The description should include the following information:

(A)   The Offeror's capability to perform all of the services outlined in Annex "A" as onsite services in at least one (1) designated region (provided adequate accommodations is furnished by Justice Canada). The description should include a list of all designated regions (Atlantic, Quebec, National Capital Region, Ontario, West, Northern, and/or Pacific) in which the Offeror is currently capable of mobilizing On-site service delivery as specified in the Annex A Statement of Work.

R7 Onsite Service Delivery		Points
A. Assessment of Criteria - Description of full-text content comparison capability :		
4 Points	The description demonstrates the Offeror's capability to perform ALL of the services outlined in Annex "A" as onsite services in three (3) or more designated regions.	
3 Points	The description clearly demonstrates that the Offeror's capability to perform ALL of the services outlined in Annex "A" as onsite services in at lease one (1) of the designated regions.	
2 Points	The description demonstrates the Offeror's capability to perform any two (2) services outlined in Annex "A" as onsite services.	/4

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

1 Point	The description demonstrates the Offeror's capability to perform only one (1) of the services outlined in Annex "A" as onsite services.	
0 Points	No description provided OR the description does not demonstrate the Offeror's capability to perform any of the services outlined in the Annex "A" as onsite services.	
Comments :		

R7 ONSITE SERVICE DELIVERY
Minimum Points for R7 : 1

EVALUATED TOTAL POINTS :

R7 : _____ **/4**

R8   Electronic Publishing Services

Minimum Points for R8: 12
Maximum points available: 16.

Offerors are to clearly stateshould provide a detailed description of their electronic publishing capabilities as well as describe in detail their approach to ensure accuracy and consistency of their electronic publishing services. The description should include the following information:

(A)   The Offeror's Ringtail export throughput capacity in an eight (8) hour period;

(B)   A detailed description of the Offeror's processes and controls to ensure the accuracy and consistency of Ringtail exports (inclusive of Levels structure) and how they are applied to the process;

(C)   A detailed description of the Offeror's processes and controls to ensure the accuracy and consistency of PDF, image, and field value exports and how they are applied to the process; and

(D)   The Offeror's blowback throughput capability in an eight (8) hour period and the level of automation for this service.

R8 Electronic Publishing Services	**Points**

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

A. Assessment of Criteria - The Offeror's Ringtail export throughput capacity in an eight (8) hour period :
Minimum pass: 2 points

4 Points	Ringtail export throughput in an eight (8) hour shift exceeds 40,000 pages.	
3 Points	Ringtail export throughput in an eight (8) hour shift is greater than 20,000 pages and up to 40,000 pages.	
2 Points	Ringtail export throughput in an eight (8) hour shift is greater than 5,000 pages and up to 20,000 pages.	/4
1 Point	Ringtail export throughput in an eight (8) hour shift is less than 5,000 pages.	
0 Points	No description provided.	

B. Assessment of Criteria - Description of Offeror's processes and controls to ensure the accuracy and consistency of Ringtail exports (inclusive of Levels structure) and how they are applied to the process :
Minimum pass: 3points

4 Points	The description demonstrates that the Offeror uses a basic approach and one (1) or more additional processes to ensure accuracy and consistency of Ringtail exports.	
3 Points	The description demonstrates that the Offeror uses a basic approach to ensure accuracy and consistency of Ringtail exports (i.e. A sampling technique or a review process).	
2 Points	The description provides information but does not demonstrate the Offeror's basic approach to ensure accuracy and consistency of Ringtail exports.	
1 Point	The description provided does not contain sufficient detail to assess how the Offeror's processes or controls ensure accuracy and consistency of Ringtail exports.	/4
0 Points	No description of the Offeror's approach and processes to ensure accuracy and consistency provided of Ringtail exports.	

C. Assessment of Criteria - Description of the Offeror's process to ensure accuracy of PDF, image, and field value exports :
Minimum pass: 3 points

4 Points	The description demonstrates that the Offeror uses a basic approach and one (1) or more additional processes to ensure accuracy and consistency of PDF, image, and field value exports.	
3 Points	The description demonstrates the Offeror's basic approach to ensure accuracy and consistency of PDF, image, and field value exports (i.e. A sampling technique or a review process).	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

2 Points	The description provides information but does not demonstrate the Offeror's basic approach to ensure accuracy and consistency of PDF, image, and field value exports.	/4
1 Point	The description provided does not contain sufficient detail to assess how the Offeror's processes or controls ensure accuracy and consistency of PDF, image, and field value exports.	
0 Points	No description of the Offeror's approach and processes to ensure accuracy and consistency provided of PDF, image, and field value exports.	

D. Assessment of Criteria - The Offeror's blowback throughput capability in an eight (8) hour period and the level of automation for this service :
Minimum pass: 2 points

4 Points	Blowback throughput in an eight (8) hour shift exceeds 40,000 pages, with the capability to blowback images from physical media or project data with the ability to select ranges, automatically insert separator sheets, and print Document_IDs on each page.	
3 Points	Blowback throughput in an eight (8) hour shift is greater than 10,000 pages and up to 40,000 pages, with the capability to blowback images from physical media or project data with the ability to select ranges, insert separator sheets, and print Document_IDs on each page.	/4
2 Points	Blowback throughput in an eight (8) hour shift is greater than 3,000 pages and up to 10,000 pages, with the capability to blowback images from physical media or project data with the ability to select ranges.	
1 Point	Blowback throughput in an eight (8) hour shift is less than 3,000 pages OR no capability to blowback images from physical media or project data with the ability to select ranges.	
0 Points	Cannot blowback images OR no description provided.	

Comments :

R8 ELECTRONIC PUBLISHING SERVICES

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

<div style="border:1px solid black">

Minimum Points for R8 : 10

EVALUATED TOTAL POINTS :

R8 :   _____   **/16**

</div>

R9   **Project Management & Quality Assurance**

Minimum Points for R9: 9
Maximum points available: 12 (R9.01 + R9.02)

R9.01   Approach to ensure results conform to project requirements

Offerors should provide a detailed description of their approach and processes and how they are applied to ensure that project results conform to project specific requirements for the types of services required as part of Annex "A" (Statement of Work). The description should include the following information:

    (A)   A description of the Offeror's capability and processes to ensure HCR conversion results conform to project requirements. The description should address the conversion of HCR, inclusive of organizing and preparing HCR for conversion, conversion to digital image, post-conversion reassembly, generation of full-text content and transcription, batch coding, objective coding, electronic publishing, and shipping/delivery of source material and deliverables.

    (B)   A description of the Offeror's capability and processes to ensure ESI conversion results conform to project requirements. The description should address the conversion of ESI, inclusive of organizing ESI and initial processing, conversion to digital image and/or retention of native format, metadata field alignment, extraction/generation of full-text content, batch coding, objective coding, electronic publishing, and shipping/delivery of source material and deliverables.

R9.01 Capability and processes to ensure results conform to project requirements		Points
A. Assessment of Criteria - Description of the Offeror's capability and processes to ensure HCR conversion results conform to project requirements : **Minimum pass: 2 points**		
4 Points	In additional to all of the elements required to obtain 3 points the description demonstrates the Offeror's additional value-added processes to ensure that the project results conform to project specific requirements.	
3 Points	The description clearly demonstrates the Offeror's capability and processes to ensure that project results conform to project specific requirements (e.g.quality assurance and feedback mechanisms for the project manager and client organisation).	/4
2 Points	The description demonstrates the Offeror's capability to ensure that project results conform to project specific requirements but does not demonstrate processes. Clarification required.	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

1 Point	The description does not demonstrate the Offeror's capabiliity and processes to ensure that project results conform to project specific requirements.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability and processes to ensure that project results conform to project specific requirements.	

B. Assessment of Criteria - Description of the Offeror's capability and processes to ensure ESI conversion results conform to project requirements :
Minimum pass: 2 points

4 Points	In addition to all of the elements required to obtain 3 points, the description demonstrates the Offeror's additional value-added processes to ensure that project results conform to project specific requirements.	
3 Points	The description clearly demonstrates the Offeror's capability and processes to ensure that project results conform to project specific requirements (e.g. Quality assurance and feedback mechanisms for the project manager and client organisation).	
2 Points	The description demonstrates the Offeror's capability to ensure that project results conform to project specific requirements, but does not demonstrate processes. Clarification required.	/4
1 Point	The description does not clearly demonstrate the Offeror's capability and processes to ensure that project results conform to project specific requirements.	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability and processes to ensure taht project results conform to project specific requirements.	

Comments :

Criterion for an established minimum acceptable response is 4 points.

R9.01 TOTAL POINTS OBTAINED : **/8**

R9.02   Approach to ensure delivery of projects in accordance with time estimates and established budgets

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Offerors should provide sample project status report(s) relating to the conversion of HCR and ESI evidence and describe in detail their approach and processes and how they are applied to ensure the delivery of projects in accordance with time estimates and established budgets for the types of services required as part of Annex "A" (Statement of Work):

R9.02 Offeror's Approach to ensure delivery of projects in accordance with time estimates and established budgets.		Points
A. Assessment of Criteria - The Offeror's capability and processes to deliver projects in accordance with time estimates and established budgets : Minimum pass: 3 points		
4 Points	In addition to all of the elements required to obtain 3 points, the description and sample reports demonstrate the Offeror's additional value-added processes to ensure delivery of projects in accordance with time estimates and established budgets for all of the services required.	
3 Points	The description and sample status reports clearly demosntrate the Offeror's capability and processes to ensure delivery of projects in accordance with time estimates and established budgets for all of the services required as part of Annex "A" (e.g. Job tracking, internal reporting, time management systems or time sheets, feedback mechanisms to the project manager and client organisation).	
2 Points	The description and sample status reports demonstrate the Offeror's capability to ensure delivery of projects in accordance with time estimates and established budgets for all of the services required. No description provided for processes to ensure delivery of projects in accordance with time estimates and established budgets for all services required as part of Annex "A". Clarification required.	/4
1 Point	The description and sample status reports do not clearly demonstrate the Offeror's capability and processes to ensure the delivery of projects in accordance with time estimates and established budgets for services required as part of Annex "A".	
0 Points	No description provided OR insufficient detail to assess the Offeror's capability and processes to ensure delivery of projects in accordance with time estimates and established budgets for all of the services required.	
Comments :		

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Criterion for an established minimum acceptable response is 3 points	
R9.02 TOTAL POINTS OBTAINED :	**/4**

R9 ELECTRONIC PUBLISHING SERVICES	
Minimum Points for R9 : 7 points	
EVALUATED TOTAL POINTS (R9.01 + R9.02) :	_____
/12	

R10   Conflict of Interest Management

Minimum points for R10: 3
Maximum points available: 4.

Offerors should provide a detailed description of their approach, processes and internal mechanisms for addressing conflict of interest issues. Conflicts of interest may occur when (but are not limited to):

(1)   The Offeror has previously performed work for a party with an opposing interest to a current client or the Crown; or

(2)   The Offeror is currently working for an opposing party to a new client or the Crown or for third party defendants; and/or

(3)   At some future date, the Offeror undertakes work on behalf of a party with opposing interests to a current client or the Crown.

R10 Conflict of Interest Management		Points
A. Assessment of Criteria - Description of the Offeror's approach, processes and internal mechanisms for addressing conflict of interest issues : **Minimum pass: 3 points**		
4 Points	In addition to all of the elements required to obtain 3 points, the description demonstrates the Offeror's additional value-added processes to identify conflict of interest issues.	
3 Points	The description clearly demonstrates the Offeror's approach and processes to identify conflict of interest issues. AND The description clearly demonstrates the Offeror's processes and internal mechanisms to address conflict of interest issues (e.g. Initial and ongoing assessment of all work projects for conflict of interest issues and immediate action taken to ensure separation of assigned personnel and tasks when conflicts are identified).	/4
2 Points	The description demonstrates the Offeror's approach and at	

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	least one (1) process to identify conflict of interest issues.	
	AND	
	The description demonstrates at least one (1) of the Offeror's processes to address conflict of interest issues. Clarification required.	
1 Point	The description does not clearly demonstrate the Offeror's approach and processes to identify conflict of interest issues.	
	OR	
	The description does not clearly demonstrate the Offeror's processes to address conflict of interest issues. Clarification required.	
0 Points	No description provided OR insufficient details provided to assess the Offeror's capability and processes to identify and/or address conflict of interest issues.	

Comments :

R10 CONFLICT OF INTEREST MANAGEMENT

Minimum Points for R10 : 3

EVALUATED TOTAL POINTS :

R10 : _____ **/4**

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

ANNEX "D"

TECHNICAL SPECIFICATIONS

D   **Requirements**

Evidence must be captured, processed, and exported per the specifications detailed in the sections below. These instructions have been created to guide Offerors in processing evidence that will be imported into Ringtail® litigation support software, setting out imaging and native file specifications, data structuring, evidence numbering, export specifications, and validation requirements.

These specifications are intended as a companion to the FTI Ringtail® Data Standards Manual, which is available on the FTI Ringtail® support site (https://support.ftiringtail.com).

Justice Canada reserves the right to amend these *Technical Specification*s over the course of the Standing Offer to ensure that they remain consistent with Ringtail® requirements, Justice Canada litigation requirements, and call-up specific *Project Design Specifications* (PDS).

File-specific and/or Court-imposed requirements may necessitate the use of a different data structuring and evidence naming scheme (e.g. bates numbering) than what is specified herein, and Offerors are required to offer evidence conversion services in accordance with other industry-standard practices when required by PDS.

D1   **Imaging and Native File Requirements**

D1.01   **Imaged Hard Copy Records (HCR) and Electronically Stored Information (ESI)**

D1.01-1   Image resolution must be 300x300 DPI.

D1.01-2   Only lossless compression of imaging data is permitted for Group 4 TIFFs.

D1.01-3   One image file per imaged page is required (unless PDS require multi-page format).

D1.01-4   Image files must be numbered sequentially, from the first page to the document's total page count.

D1.01-5   Images must be exported to Justice Canada in the following formats:
(1)   Black & white (bilevel) pages less than 11" x 17" in size – CCITT Group 4 TIFF.
(2)   Greyscale pages – TIFF.
(3)   Colour pages – JPEG (non JPEG 2000-type).
(4)   Oversized pages and unique types (e.g. maps, blueprints, photographs) – per PDS requirements.

D1.02   **Guidance on Typical Sizes for Exported Images**

D1.02-1   The following table provides guidance on the typical imaging sizes that Justice Canada anticipates for specific image formats:

Image format	Typical application	Anticipated size per single page image file (8.5" x 11")

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

TIFF (bilevel)	HCR: Printed texts. ESI: Textual native file formats.	Up to 100 kilobytes
TIFF (grayscale)	HCR: Poor quality originals, printed graphics. ESI: Graphical native file formats.	Up to 500 kilobytes
JPEG (colour)	HCR: Colour requiring retention, per PDS. ESI: Colour requiring retention, per PDS.	Up to 500 kilobytes

D1.02-2   For each imaged page, Offerors must use the image format that ensures the best quality image and the smallest reasonable image file size (while respecting requirement D1.01-2 to not use lossy compression for images of printed texts).

D1.02-3   When image sizes are larger than those typically anticipated (D1.02-1), Offerors are to advise Justice Canada and seek instructions as to whether the size deviation is acceptable or if lossy compression can be used.

D1.03   Native Files

D1.03-1   When PDS require that some or all ESI be supplied in native/near-native formats (instead of being imaged), the exported files are to be named to reflect Document_ID numbering and file naming requirements (D2.02) using processes that leave other file metadata intact.

D2   Structuring, Sourcing, Document_ID, File Naming, Field, and Content

D2.01   Structuring and Sourcing (Levels)

D2.01-1   Ringtail® uses a hierarchical structure that corresponds with levels of directories in Windows. Justice Canada uses the Ringtail® Level structure to identify the source of processed evidence. The following are specific requirements for Justice Canada Level structures:
(1)   The Level structure can be up to 10 levels deep.
(2)   Each Level can have a maximum of 20 characters in its name.
(3)   Level names can contain only alphanumeric characters, underscores (_) and hyphens (-); special characters and blank spaces are not permitted.
(4)   Numerical names for levels must be zero-filled (padded) to permit proper sorting (unless PDS specify otherwise, the default is zero-filling to four digits).

D2.01-2   Each batch of evidence from Justice Canada will be inventoried on a Source Information Form (or comparable method). The form provides instructions for organizing the evidence within the Level structure and maps out where the processed evidence is to be placed within the Level hierarchy.

D2.01-3   Sections C and D of this representational Source Information Form provide Level instructions for a batch of evidence (in this case, HCR contained in a series of related file volumes and pockets):

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

D2.01-4   Below is a representation of a partial Level structure viewed as a Windows directory. The selected folder string, CAN\CRA\CPB\0001\0001, represents nine documents imaged/processed from Volume 1 listed on the sample Source Information Form provided in section D2.01-3; note that folders, as tabbed from left to right, represent the Levels specified in the Source Information Form (reference to an XLS file retained in native file format has been included for illustrative purposes):
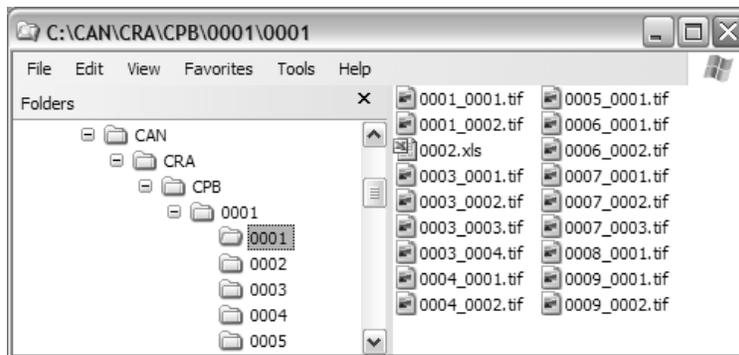
D2.01-5   Each Level must contain no more than 1,000 documents unless additional instructions are provided in PDS. In cases where the source documents amount to more than 1,000 documents per Level, split the documents in batches of 1,000 into further sub-Levels per the following example (exception – if a group of Source/Attached documents would be split into separate sub-Levels by this process, the entire document family group is to be kept in the same Level as the Source document, resulting in more than 1,000 documents in that Level):

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

CAN/CRA/CPB/0001/0004 - Level containing more than 1000 docs

CAN/CRA/CPB/0001/0004/01 - First group of 1000 docs
CAN/CRA/CPB/0001/0004/02 - Second group of 1000 docs
CAN/CRA/CPB/0001/0004/03 - Third group of 1000 docs

D2.01-6 When requested, Source Information Forms are to be imaged per PDS requirements.

D2.02 Document_ID and Image/Native File Numbering

D2.02-1 Document Identifiers (Document_ID) must be unique values and are based on the location of the document within the Level structure. A Document_ID is generated by referencing the entire string of all Levels related to a document (using periods to identify the different sections of the string), followed by a *Doc#* value that increments document-by-document within the Level. Unless PDS specify otherwise, Doc# values restart at 1 for every Level and are zero-filled to four digits. For example, the first four documents residing in a CAN/CRA/CPB/0001/0001 Level string would be identified as:

CAN.CRA.CPB.0001.0001.0001 - First document in the level
CAN.CRA.CPB.0001.0001.0002 - Second document in the level
CAN.CRA.CPB.0001.0001.0003 - Third document in the level
CAN.CRA.CPB.0001.0001.0004 - Fourth document in the level

D2.02-2 The imaged pages and/or native files of documents are captured within each Level, with naming for images HCR and ESI based on the convention of *Doc#_Page#*.tif (e.g. 0001_0001.tif and 0001_0002.tif are the first and second pages of the first document in the Level). Unless PDS specify otherwise, *Doc#* values are based on the *Doc#* values assigned in section D2.02-1 and *Page#* values always begin at 1 and are zero-filled to four digits. For native files, the *Page#* component is not required.

D2.03 Content Files

D2.03-1 Ringtail® Content files are searchable full-text representations of the documents they are referenced to.

D2.03-2 For imaged HCR, Justice Canada generally does not require Content files, unless PDS requires otherwise.

D2.03-3 For imaged ESI, Justice Canada always requires that Content files be supplied and that they be extracted directly from the native formats during the processing stage, which is not separately billable; generating Content files from images of ESI is not permitted.

D2.03-4 Supplied Content files for imaged evidence must conform as follows:
 (1) Content files must be provided in simple ASCII text format.
 (2) One file is generated per entire document, named to reference the Document_ID.
 (3) Content files must be stored in the same location as the document's images (i.e. in the same directory structure).
 (4) Page separator flags must be inserted within the text itself to reflect the pages of the actual document, permitting a link to the exact page of the document when the Content is viewed in Ringtail®. The required pattern for page separator flags is: ###X|||Page Z^^^ (where 'X' represents the relative ordinal page number and 'Y' represents the page label specified in the Pages table of the Ringtail Export.mdb).

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

D2.03-5   For ESI retained in native format, name the native files to match their full Document_IDs and place them in the same directory as the primary native files so that Ringtail® can use the files for Content searching. All other metadata associated with retained native/near-native files must be fully preserved/intact, and there must no impact on the original/source files.

D2.04   Field Requirements

D2.04-1   See Annex "E", as confirmed and/or amended by PDS requirements.

D2.05   Data Relationships

D2.05-1   The relationship between a document's Document_ID, image files or native file, and Content file is illustrated below:

Document_ID	Page	File_Name	Content File
CAN.CRA.CPB.0001.0001.0001	1	0001_0001.tif	CAN.CRA.CPB.0001.0001.0001.txt
	2	0001_0002.tif	
CAN.CRA.CPB.0001.0001.0002	1	0002.xls	CAN.CRA.CPB.0001.0001.0002.xls
CAN.CRA.CPB.0001.0001.0003	1	0003_0001.tif	CAN.CRA.CPB.0001.0001.0003.txt
	2	0003_0002.tif	
	3	0003_0003.tif	
	4	0003_0004.tif	

D3   Ringtail® Export Specifications and Validation Requirements

D3.01   Export Specifications

D3.01-1   Regardless of the systems used by Offerors to capture and generate data, Justice Canada requires that Offerors be able to generate and supply data in the Ringtail Export.mdb format as described in the Ringtail® Data Standards Manual.

D3.01-2   Ringtail® provides a utility called the "Flat File Converter" (available at https://support.ftiringtail.com) which can convert data available in a simple interchange format, such as a table of comma-separated values (CSV), for import into Ringtail®. The advantage of working from CSV files is that they are easily imported to and exported from a wide range of systems. Justice Canada does no provide the "Flat File Converter"; it must be obtained directly from FTI Ringtail®.

D3.01-3   When generating Ringtail Export.mdb export sets, Offerors are to populate all four required tables (Export, Export_extras, Pages, and Parties) and validate the contents before delivering the data to Justice Canada.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

D3.01-4   Within Ringtail Export.mdb files, Document_ID values are used to link data associated with the same document across all four tables (Export, Export_extras, Pages, and Parties). This is illustrated in the 'Tables and relationships' section of the Ringtail® Data Standards Manual. Proper alignment of field values within the tables is critical.

D3.01-5   Each supplied Ringtail Export.mdb file must not be larger that 500 megabytes in size (for the actual .mdb file; there is no similar constraint on the size of image/native files associated with an .mdb file). Offerors must split deliverables into multiple Ringtail Export.mdb exports for projects where the 500 megabyte size limit would be exceeded.

D3.01-6   Below are representations of the Export, Export_extras, Pages and Parties tables included in a Ringtail Export.mdb (see Annex "E" and PDS for additional information on field specifications) :

export : Table

Document_ID	Host_Reference	Document_Date	Estimated	Document_Type	Title	level_1	level_2	level_3
CAN.CRA.CPB.0001.0001.0001		1-Mar-2010	Yes	Report	Monthy account statement	CAN	CRA	CPB
CAN.CRA.CPB.0001.0001.0002		17-Oct-2009	No	Electronic file (Excel)	2008 Income Statistics	CAN	CRA	CPB
CAN.CRA.CPB.0001.0001.0003		31-Apr-2010	No	Facsimile	Forwarding requested info	CAN	CRA	CPB
CAN.CRA.CPB.0001.0001.0004	CAN.CRA.CPB.0001.0001.0003	1-Jan-2010	Yes	Manual	Policies and Procedures	CAN	CRA	CPB
CAN.CRA.CPB.0001.0001.0005				Notes	Risk assessment	CAN	CRA	CPB
CAN.CRA.CPB.0001.0001.0006		20-Feb-1978	No	Report	Annual retreat	CAN	CRA	CPB
CAN.CRA.CPB.0001.0001.0007		30-Jun-2009	No	Letter		CAN	CRA	CPB
CAN.CRA.CPB.0001.0001.0008		7-Nov-2009	No	Publication	Taxation Policy Framework	CAN	CRA	CPB
CAN.CRA.CPB.0001.0001.0009		1-Dec-2009	Yes	List	To be incorporated in plan	CAN	CRA	CPB

Record: 10 ▶ ▶| ▶* of 10

export_extras : Table

Document_ID	theCategory	theLabel	theValue	memoValue
CAN.CRA.CPB.0001.0001.0001	PICK	xInfo RecordType	HCR - Imaged	
CAN.CRA.CPB.0001.0001.0001	PICK	xInfo Language	English	
CAN.CRA.CPB.0001.0001.0001	PICK	xInfo Language	French	
CAN.CRA.CPB.0001.0001.0002	PICK	xInfo RecordType	ESI (eDOC) – Native file	
CAN.CRA.CPB.0001.0001.0002	TEXT	xESI DateModified	2009-10-17_22:17:14	
CAN.CRA.CPB.0001.0001.0002	TEXT	xESI FileExtension	xls	
CAN.CRA.CPB.0001.0001.0002	TEXT	xESI FileName	statistics2000.xls	
CAN.CRA.CPB.0001.0001.0002	TEXT	xESI FileSize	7245606	
CAN.CRA.CPB.0001.0001.0002	TEXT	xESI Folder	//ot1s0007/commom/cpb/	

Record: 11 ▶ ▶| ▶* of 16

pages : Table

Document_ID	Image_File_Name	page_label	page_num	num_pages
CAN.CRA.CPB.0001.0001.0001	0001_0001.tif	1 of 2	1	1
CAN.CRA.CPB.0001.0001.0001	0001_0002.tif	2 of 2	2	1
CAN.CRA.CPB.0001.0001.0002	0002.xls	1 of 1	1	1
CAN.CRA.CPB.0001.0001.0003	0003_0001.tif	1 of 4	1	1
CAN.CRA.CPB.0001.0001.0003	0003_0002.tif	2 of 4	2	1
CAN.CRA.CPB.0001.0001.0003	0003_0003.tif	3 of 4	3	1
CAN.CRA.CPB.0001.0001.0003	0003_0004.tif	4 of 4	4	1
CAN.CRA.CPB.0001.0001.0004	0004_0001.tif	1 of 2	1	1
CAN.CRA.CPB.0001.0001.0004	0004_0002.tif	2 of 2	2	1
CAN.CRA.CPB.0001.0001.0005	0005_0001.tif	1 of 1	1	1

Record: 18 ▶ ▶| ▶* of 18

parties : Table

Document_ID	Correspondence_Type	Persons	Organisations
CAN.CRA.CPB.0001.0001.0001	From	Adams, Brent (Analyst)	CRA - Audit
CAN.CRA.CPB.0001.0001.0001	To	Smith, James	CRA - Compliance Programs Branch
CAN.CRA.CPB.0001.0001.0003	From	Smith, James (Auditor)	CRA
CAN.CRA.CPB.0001.0001.0003	To	Doe, J	Treasury Board
CAN.CRA.CPB.0001.0001.0003	To	Samson, Nancy	
CAN.CRA.CPB.0001.0001.0004	From		CRA - Compliance Programs Branch
CAN.CRA.CPB.0001.0001.0006	From	Smith, J	
CAN.CRA.CPB.0001.0001.0006	To	Green, Nancy (Manager)	

Record: 12 ▶ ▶| ▶* of 12

D3.02   Data Validation

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

D3.02-1   All Ringtail Export.mdb data sets supplied by Offerors must be 100% error-free.

D3.02-2   Offerors must validate Ringtail Export.mdb sets using the Ringtail® Validate 2005 module (available at https://support.ftiringtail.com). The validator detects errors in pagination, missing files, incorrectly coded dates, non-printable characters, and duplicated data. It also identifies where linkages between tables are insufficient and the duplication of Document_ID values.

D3.02-3   Justice Canada re-verifies the technical validity of all received Ringtail Export.mdb data sets using the settings illustrated below:

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

ANNEX "E"

FIELD AND CODING SPECIFICATIONS

E. **Requirements**

This document specifies standard Justice Canada requirements for field information (objective coding and extracted metadata) and will be confirmed and/or amended on a project-by-project basis per *Project Design Specifications* (PDS).

PDS will dictate the exact fields required for each project and how they are to be delivered in the context of core imaging and processing requirements and coding-level options (e.g. Mini coding, Basic coding, Standard coding, Per-field coding, and/or Batch coding) available through the Statement of Work (Annex "A").

All field information must be captured so that it can ultimately be provided to Justice Canada in a Ringtail Export.mdb (a Microsoft Access database used to transfer data into Ringtail from an external source). Further specifications on Ringtail Export.mdb requirements are outlined in Annex "D".

Where referenced in this document, the capture and alignment of metadata from Electronically Stored Information (ESI) borrows from standards established via the EDRM XML Project (http://edrm.net/projects/xml).

Justice Canada reserves the right to amend these Specifications over the course of the Standing Offer to ensure that they remain consistent with Ringtail® requirements and Justice Canada litigation requirements.

E1. **Field Characteristics**

E1.01   Field Types

E1.01-1 To ensure compatibility with Ringtail®, field information must be captured in accordance with specifications for the following field types:

(1) **Date:** Populated with a full date value in the DD-MMM-YYYY format, or left blank;   cannot contain partial date values (e.g. month and year only) or any text characters.
(2) **Boolean:** Populated with a 'Yes' or 'No' value, or left blank.
(3) **Text:** Populated with up to up to 255 alphanumeric characters, or left blank.
(4) **UText:** Populated with up to up to 255 alphanumeric characters, or left blank; compatible with Unicode encoding methodology.
(5) **Memo:** Populated with limitless alphanumeric data, or left blank; in practice, Justice Canada requires that Memo fields contain no more than 64,000 characters.
(6) **UMemo:** Populated with limitless alphanumeric data, or left blank; in practice, Justice Canada requires that Memo fields contain no more than 64,000 characters; compatible with Unicode encoding methodology.
(7) **Pick List:** Populated with one or several controlled values, or left blank. In practice, Justice Canada requires that each value string no exceed 255 alphanumeric characters.
(8) **Number:** Populated with integers (e.g. 7, 21, -24) or real numbers (e.g. 3.14159, 0.49693), or left blank.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013

Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

E1.02. Field Content Limitations and Capabilities

E1.02-1 Captured field values must not contain html tags, tabs, standard delimiters, text qualifiers, or hard carriage returns.

E1.02-2 Per PDS and standard requirements set out in section E3, some (but not all) fields can contain more than one value:

> (1)   When '(1:1)' is specified, the field can contain only one field value entry for the corresponding Document_ID (a one to one relationship).
> (2)   When '(1:M)' is specified, the field can contain multiple field value entries for the corresponding Document_ID (a one to many relationship).

E1.02-3 Systems and processes employed for capturing, generating, and exporting field information must be fully Unicode compliant.

E2. General Field Requirements

E2.01   To enable the proper review of entire evidence collections (comprising processed HCR and/or ESI), Justice Canada requires the controlled and accurate capture and alignment of field information (objectively coded values as well as extracted metadata), in accordance with performance standards outlined in Annex "A". It is crucial that deliverables be produced exactly as confirmed/specified by the PDS, including the correct, consistent naming of fields and indication of field type.

E2.02   Per Annex "B", billing for the capture of field values must respect the type of source evidence processed. Objective coding for HCR and identified/isolated ESI (non-email messages) is billed per document coded where Mini Coding, Basic Coding, Standard Coding is required by the PDS and by total fields coded for additional fields coded (and in accordance the service level(s) required by the PDS), batch coding for HCR and ESI is billed per units applied, and extraction and alignment of metadata for ESI (email and non-email) is not separately billable and must be included in the costs of ESI processing.

E02.03 The tables specified in section E3 outline core and additional field standards, and project-specific requirements are confirmed in the PDS.

E02.04 Capturing/generating values for Document_ID, Host_Reference, level_1 through level_10, xInfo ProcessedBy, xInfo RecordType, Image_File_Name, page_label, page_num, and num_pages is a core requirement for evidence processing and is not separately billable.

E02.05 When the standard field requirements or PDS indicate that a field value is "Mandatory", the Offeror must ensure that an appropriate value is captured for every processed record included in the deliverables (null values for those fields will not be accepted).

E3. Field Requirements for Hard Copy Records (HCR) and Electronically Stored Information (ESI)

E3.00-1 Subject to PDS amendments, field information must be identified and captured from HCR and ESI as follows ("Type" references field types defined in section E1.01, "Size" indicates the maximum number of characters permitted per entry, and "Table" indicates the related table(s) in the Ringtail Export.mdb as specified in Annex "D"):

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

E3-00-2Where referenced in the tables below, "ESI" applies to all ESI, "ESI (email)" relates to only email messages, and "ESI (non email)" relates to email attachments and standalone native files.

E3.01 Core Requirements:

	Field	Type	Size	Table	Specifications
E3.01-1	Document_ID	Text(1:1)	255	All tables	Mandatory. Generated per PDS and in accordance with specifications in Annex "D".
E3.01-2	Host_Reference	Text(1:1)	255	Export	Value is used by Ringtail® to cross-reference Source/Attachment relationships.(1) For HCR, reference the Document_ID of the Source document per PDS, or leave blank when there is no related Source document.(2) For ESI, applies to source/attachment relationships for some types of ESI (e.g. e-mail messages with attachments, contents of archive/container files, etc.); leave blank when there is no related Source document.
E3.01-3	Document_Date	Date(1:1)	11	Export	(1) For HCR, capture the date of the document in DD-MMM-YYYY format, or leave blank if the document is undated. See E4.01 for information on date prioritization, partial dates, pre-1753 dates, questionable dates, and multi-date ranges.(2) For ESI (non-email), capture DateModified metadata in DD-MMM-YYYY format (without timestamp), unless PDS requires objective coding of non-email files.(3) For ESI (email), capture DateReceived metadata in DD-MMM-YYYY format (without timestamp).
E3.01-4	Estimated	Boolean (1:1)	3	Export	(1) For HCR, indicate 'Yes' if the Document_Date value is based on a partial/pre-1753/multi/questionable date, indicate 'No' if the full Document_Date is known, or leave blank (see E4.01).(2) For ESI (non-email), indicate 'Yes', unless PDS requires objective coding of non-email files. (3) For ESI (email), indicate 'No'.
E3.01-5	Document_Type	Pick list (1:1)	255	Export	Mandatory.(1) For HCR, categorize the document against a standardized list of document types (e.g. Letter, Memorandum, etc.). See E4.02 for the default list of types.(2) For ESI (non-email), indicate 'Electronic File (xxxxx)', where 'xxxxx' indicates the type of file format, unless PDS requires

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

					objective coding of non-email files.(2) For ESI (email), indicate 'Email message'.
E3.01-6	Title	Text(1:1)	255	Export	(1) For HCR, capture the verbatim title, subject, or reference line of the document, separating multiple lines of data with hyphens (-), or leave blank if document does not have an evident title. Do not code value based on first line/paragraph of the document.(2) For ESI (non-email), capture FileName metadata, with extension (e.g. report.doc), unless PDS requires objective coding of non-email files.(3) For ESI (email), capture the ThreadTopic (subject line) metadata.
E3.01-7	Title_Full	Memo (1:1)	64k	Extras	When applicable, capture the full Title value if it is in excess of 255 characters; the first 255 characters of text must still be captured in the main Title field.
E3.01-8	Persons & Organisations - BCC	Text (1:M)	255	Parties	(1) For HCR, capture names of persons/organisations BCC'd on printed email documents (see also E4.03). When facing multiple values, code at least the first 10 values and include 'Multiple' as an entry.(2) For ESI (non-email), not applicable unless specified in PDS.(3) For ESI (email), capture names and/or email addresses BCC'd on the email message.
E3.01-9	Persons & Organisations - CC	Text (1:M)	255	Parties	(1) For HCR, capture names of persons/organisations CC'd on the document (see also E4.03). When facing multiple values, code at least the first 10 values and include 'Multiple' as an entry.(2) For ESI (non-email), only required when PDS requires objective coding on email attachments and other specified native formats (see E4.03).(3) For ESI (email), capture names/email addresses CC'd on the email message (see E4.04).
E3.01-10	Persons & Organisations - From	Text (1:M)	255	Parties	(1) For HCR, capture name of person/organisation authoring the document (see E4.03).(2) For ESI (non-email), only required when PDS requires objective coding on email attachments and other specified native formats (see E4.03).(3) For ESI (email), capture name/email address sending the email message (see E4.04).
E3.01-11	Persons & Organisations - To	Text (1:M)	255	Parties	(1) For HCR, capture names of persons/organisations receiving the document (see also E4.03). When facing multiple values, code at least the first 10 values and include 'Multiple' as an entry.(2)

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

					For ESI (non-email), only required when PDS requires objective coding on email attachments and other specified native formats (see E4.03).(3) For ESI (email), capture names/email addresses receiving the email message (see E4.04).
E3.01.12	xInfo Record Type	Pick list (1:1)	255	Extras	Mandatory. Capture evidence/record type as appropriate:(1) For HCR, indicate 'HCR - Imaged' or 'HCR - Placeholder'.(2) For ESI (non-email), indicate 'ESI (eDOC) - Imaged', 'ESI (eDOC) - Native file', or 'ESI (eDOC) - Placeholder/Unprocessable'.(3) For ESI (email messages), indicate 'ESI (EML_MSG) - Imaged', 'ESI (EML_MSG) - Native file', or 'ESI (EML_MSG) - Placeholder/Unprocessable'.(4) For ESI (email attachments), indicate 'ESI (EML_ATT) - Imaged', 'ESI (EML_ATT) - Native file', or 'ESI (EML_ATT) - Placeholder/Unprocessable'.(5) For digitized media records (audio/video tapes), indicate 'DMR - Audio' or 'DMR - Video'.
E3.01-13	level_1	Text(1:1)	20	Export	Mandatory. See Annex "D" for further technical specifications. First branch of Level structure; no special/accented characters or blank spaces.
E3.01-14	level_2	Text(1:1)	20	Export	Second branch of Level structure; no special/accented characters or blank spaces.
E3.01-15	level_3	Text(1:1)	20	Export	Third branch of Level structure; no special/accented characters or blank spaces.
E3.01-16	level_4	Text(1:1)	20	Export	Fourth branch of Level structure; no special/accented characters or blank spaces.
E3.01-17	level_5	Text(1:1)	20	Export	Fifth branch of Level structure; no special/accented characters or blank spaces.
E3.01-18	level_6	Text(1:1)	20	Export	Sixth branch of Level structure; no special/accented characters or blank spaces.
E3.01-19	level_7	Text(1:1)	20	Export	Seventh branch of Level structure; no special/accented characters or blank spaces.
E3.01-20	level_8	Text(1:1)	20	Export	Eighth branch of Level structure; no special/accented characters or blank spaces.
E3.01-21	level_9	Text(1:1)	20	Export	Ninth branch of Level structure; no special/accented characters or blank spaces.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

E3.01-22	level_10	Text(1:1)	20	Export	Tenth branch of Level structure; no special/accented characters or blank spaces.
E3.01-23	Image_ File_ Name	Text (1:M)	255	Pages	Mandatory. See Annex "D" for further technical specifications.(1) For HCR and imaged ESI, image file name(s) related to the document.(2) For ESI retained in native format, file name of the processed native file.
E3.01-24	Page_ label	Text (1:M)	255	Pages	Mandatory. A value that assists Ringtail® users when selecting pages within the document.(1) For HCR and imaged ESI, required format is 'X of Y", where 'X' represents the relative position of the page within the document and 'Y' represents the total number of pages (e.g. the page_label for a image file named '0004_0034.tif' would be '4 of 34').(2) For ESI retained in native format, indicate the file name of the processed native file.
E3.01-25	Page_ num	Number (1:M)	4	Pages	Mandatory.(1) For HCR and imaged ESI, indicate the relative position of the image (Image_File_Name) within the document.(2) For ESI retained in native format, default value is '1'.
E3.01-26	Num_ pages	Number(1:M)	4	Pages	Mandatory. (1) For HCR and imaged ESI, default value is '1' (unless PDS dictate a multi-page format). (2) For ESI retained in native format, default value is '1'.
E3.01-27	xInfo ProjectID	Pick list (1:1)	255	Extras	Mandatory. Capture the Call-up ProjectID (e.g. NCR_3-123456_SMI01_OFFEROR).

E3.02 Additional ESI-Specific Requirements:

E3.02-0The following table specifies typical requirements for the extraction and field alignment of additional standard metadata captured from ESI. Per Annex "A", all available metadata must be extracted to a flat file during the pre-processing stage, and PDS may require the inclusion of additional types of metadata beyond what is listed below; this may include (but is not limited to) other EDRM XML standards such as AttachmentID, Docklink, Language, EndPage, StartPage, ReviewComment, Source/Attachment, Author, Category, Comments, Company, DateAccessed, Date Printed, Keywords, Subject, Title, AttachmentCount, AttachmentNames, FlagStatus, HasAttachments, Header, ImportanceFlag, MessageClass, and/or ReadFlag.

	Field	Type	Size	Table	Specifications
E3.02-1	xESI Custodian	Text(1:1)	255	Extras	Per PDS, capture the source of the person/account from which the file was obtained.
E3.02-2	xESI	Text(1:1)	19	Extras	(1) For non-email, capture date/time the native file was created in

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	DateCreated				YYYY-MM-DD_HH:MM:SS (UTC code) format.(2) For email, not applicable.
E3.02-3	xESI DateModified	Text(1:1)	19	Extras	(1) For non-email, capture date/time the native file was modified in YYYY-MM-DD_HH:MM:SS (UTC code) format.(2) For email, not applicable
E3.02-4	xESI DateSaved	Text(1:1)	19	Extras	(1) For non-email, capture date/time the native file was last saved in YYYY-MM-DD_HH:MM:SS (UTC code) format.(2) For email, not applicable.
E3.02-5	xESI EML_DateReceived	Text(1:1)	19	Extras	(1) For non-email, not applicable.(2) For email, capture date/time message was received in YYYY-MM-DD_HH:MM:SS (UTC code) format.
E3.02-6	xESI EML_DateSent	Text(1:1)	19	Extras	(1) For non-email, not applicable.(2) For email, capture date/time message was sent in YYYY-MM-DD_HH:MM:SS (UTC code) format.
E3.02-7	xESI EML_ThreadIndex	Text(1:1)	255	Extras	(1) For non-email, not applicable.(2) For email, capture ThreadIndex of message.
E3.02-8	xESI EML_ThreadTopic	Text(1:1)	255	Extras	(1) For non-email, not applicable.(2) For email, capture ThreadTopic (subject line) of message.
E3.02-9	xESI FileExtension	Text(1:1)	255	Extras	Capture the file extension of the native file.
E3.02-10	xESI FileName	Text(1:1)	255	Extras	Capture FileName of the native file (e.g. notice.msg).
E3.02-11	XESI FileSize	Text(1:1)	255	Extras	Capture the size of the native file in bytes.
E3.02-12	xESI Folder	Text(1:1)	255	Extras	(1) For non-email, capture relative location/file path of the native file in the context of the physical media from which it is extracted.(2) For email and attachments, capture the relative location (e.g. mail folders) from which the email/attachment is extracted.
E3.02-13	xESI Hash (MD-5)	Text(1:1)	255	Extras	Capture MD-5 hash algorithm value that uniquely identifies the native file.
E3.02-14	xESI Hash (SHA-1)	Text(1:1)	255	Extras	Capture SHA-1 hash algorithm value that uniquely identifies the native file.
E3.02-15	xESI	Text(1:1)	19	Extras	(1) For non-email (image/video/audio), capture the date the image/video/audio is taken on a camera or other device in

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	DateTaken				YYYY-MM-DD_HH:MM:SS (UTC code) format.(2) For email, not applicable.

E3.03 Additional Standards:

E3.03-0The following are additional field standards that may be specified per PDS requirements (PDS may also require other fields not listed below as well):

	Field	Type	Size	Table	Specifications
E3.03-1	Date Info	Pick List(1:1)	255	Extras	(1) For HCR, when a full, exact date is not discernable, capture one of the following values as appropriate (see E4.01-3): Multi-date, Partial (has year), Partial (no year), Pre-1753, Questionable, Undated.(2) For ESI, not applicable unless specified in PDS.
E3.03-2	Date Pre-1753	Text(1:1)	10	Extras	(1) For HCR, capture pre-1753 dates in YYYY-MM-DD format (see also E4.01-3). (2) For ESI, not applicable.
E3.03-3	Description	Memo(1:1)	64k	Export	Generally not requested by Justice Canada; field is intended for a subjective analysis of the document.
E3.03-4	Features	Pick list(1:M)	255	Extras	(1) For HCR, capture appropriate value(s) when applicable: Document (damaged/fragile original), Document (handwritten), Document (has columns), Document (has colour), Document (poor quality original), Document (poor readability), Markings (marked as a copy), Markings (marked as a draft), Markings (marked as an excerpt), Markings (has sticky notes/flags), Markings (has marginalia), Markings (has stamped date), Person/Org (author unknown), Person/Org (has illegible values), Person/Org (no values in document). (2) For ESI, not applicable unless specified in PDS.
E3.03-5	Language	Pick List(1:M)	255	Extras	(1) For HCR, indicate language(s) found in document from a pick list: English, French, Other.(2) For ESI, not applicable unless specified in PDS.
E3.03-6	Source volume	Text(1:1)	255	Extras	(1) For HCR, capture text found on the volume/file folder in which the document physically resides (e.g. file number and description). To ensure consistency, this information must be batch captured at the time of imaging.(2) For ESI, capture volume information of the physical media from which the document was extracted.
E3.03-7	Tab value	Text(1:1)	255	Extras	(1) For HCR, when applicable, capture the

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

					numerical or text value appearing on a physical tab associated with the document. To ensure accuracy, this information must be captured at the time of imaging. See E4.05 for additional specifications.(2) For ESI, not applicable.
E3.03-8	Persons & Organisations - Attendees	Text(1:M)	255	Parties	(1) For HCR, capture names of persons/organisations who are listed as attending within the document, such as Minutes (see also E4.03). When facing multiple values, code at least the first 10 values and include 'Multiple' as an entry.(2) For ESI (non-email), not applicable unless specified in PDS.
E3.03-9	Persons & Organisations - Between	Text(1:M)	255	Parties	(1) For HCR, capture names of persons/organisations who are parties to the document, such as a Memorandum of Understanding (see also E4.03). When facing multiple values, code at least the first 10 values and include 'Multiple' as an entry.(2) For ESI, not applicable unless specified in PDS.
E3.03-10	Persons & Organisations - Mentions	Text(1:M)	255	Parties	(1) For HCR, capture names of key/important persons/organisations who are mentioned in the document, per PDS (see also E4.03).(2) For ESI, not applicable unless specified in PDS.
E3.03-11	xInfo Batch ID	Text(1:1)	255	Extras	Per PDS, batch generate a value following a specified algorithm (e.g. using call-up reference info) or batch capture an existing value from an identified source; intended for cross-referencing document source.
E3.03-12	xInfo Bundle ID	Text(1:1)	255	Extras	Per PDS, batch generate a value following a specified algorithm (e.g. using a sequence per project or batch system) or batch capture an existing value from an identified source; intended for cross-referencing document source.
E3.03-13	xInfo Bundle Info	Text(1:1)	255	Extras	Per PDS, batch capture an existing value from an identified source; intended for cross-referencing contextual information regarding document source.
E3.03-14	xInfo Custodian Info	(1:1)Text	255	Extras	Per PDS, batch generate a value following a specified algorithm (e.g. a name-derived code and date collected information) or batch capture an existing value from an identified source; intended for cross-referencing document source.

E4. **Further Specifications for Select Fields**

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

E4.01 'Document_Date', 'Estimated', and 'Date Info' Coding for HCR

E4.01-1 Capture the date the document was created; if a document is not dated, do not capture any value for the 'Document_Date' field.

E4.01-2 Dates must be coded in tandem with the 'Estimated' field (E3.01-4) and/or the 'Date Info' field (E3.03-1, if required by PDS), and in accordance with table E4.01-3. '01' is the default day value when no day is referenced, 'JAN' is the default month value when no month is referenced, and '1800' is the default year value when no year is referenced.

E4.01-3 Follow this date coding reference chart when coding date values (bold text represents the data that must be substituted for unknown values):

Known value(s)	Unknown value(s)	'Document_Date" value	'Estimated' value	'Date Info' value
YYYY	DD, MMM	**01-JAN**-YYYY	Yes	Partial (has year)
MMM, YYYY	DD	**01**-MMM-YYYY	Yes	Partial (has year)
DD, YYYY	MMM	**01-JAN**-YYYY	Yes	Partial (has year)
DD, MMM, YYYY		DD-MMM-YYYY	No	<no entry>
DD, MMM	YYYY	DD-MMM-**1800**	Yes	Partial (no year)
DD	MMM, YYYY	DD-**JAN**-**1800**	Yes	Partial (no year)
MMM	DD, YYYY	**01**-MMM-**1800**	Yes	Partial (no year)
	DD, MMM, YYYY	<no entry>	<no entry>	Undated
Date pre-1753		**01-JAN-1753**	Yes	Pre-1753
Multi-date range		DD-MMM-YYYY	Yes	Multi-date
Questionable		DD-MMM-YYYY	Yes	Questionable

(1) **Date pre-1753:** capture '01-JAN-1753' as the value in the 'Document_Date' field and capture the actual value in the 'Date Pre-1753' field (see E3.03-2) in YYYY-MM-DD format; '01' is the default month value when no month is referenced and '01' is the default day value when no day is referenced.

(2) **Multi-date range:** capture best possible value in the 'Document_Date' field based on the earliest date reference (e.g. budgets, agendas, etc.) or the latest date reference (e.g. minutes, annual reports, statistical reports, etc.).

(3) **Questionable date:** capture best possible date using logical deduction based on directly adjacent documents (e.g. a handwritten date of '04-01-08' could be best discerned as '01-APR-2008' if directly adjacent documents are dated April 2008).

E4.01-4 When multiple dates are present in a document, they are to be coded based on the hierarchy in the following date prioritization chart:

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Standard Documents	Agreements / Contracts	Webpage Printouts
·Latest revised/updated date ·Latest creation date ·Latest approval date ·Latest published date ·Latest copyright date ·Latest date from 'Title' ·Latest stamp date ·Latest printed date ·Date derived from docket information	·Latest date next to the actual signature(s) ·Filing date ·Execution / In Effect date	·Date of the report, article, or summary ·Latest updated date at the end of the Webpage ·Printed date

E4.02 'Document_Type' Coding

E4.02-0 Categorize the document against a standardized list of document types. Subject to PDS amendments/additions, the default list is as follows:

Type	Description / Example	Core
Action Request	Almost always titled as such and normally used for telephone messages; a standard government form that is ¼ size of standard letter paper.	Core
Agenda / Minutes	* Outline of meeting, business, seminar, or conference events scheduled to take place. They may be handwritten. Also includes records of meetings.	Core
Agreement	* Includes Memoranda of Understanding (MOUs), deeds, leases, land transfers, mortgages, etc. Do not use for contracts for goods/services, standing offers, etc. (use Contract instead).	Core
Anticipated Oral Question	Briefings for the Minister on topics that may be raised in the House of Commons. Will usually be titled as such and be in a Q & A format.	Core
Appendix	* Includes, appendices, schedules, annexes that were originally part of a larger document.	Core
ATI Request	Will be titled as such (Access to Information Request) and is a government document.	Core
Briefing	Prepared for the purposes of briefing an individual or group on a specific topic - this category of briefing may or may not be labelled as such and can include a series of questions and answers or reporting of an event.	Core
Briefing Note	Includes Advice to the Minister, Briefing Notes, Discussion Documents, Issues Document, and Background Papers, which may or may not be internal to government. Prepared for the purposes of briefing an individual or department on a specific topic - this category of briefing may or may not be labelled as such and can include a series of questions and answers, a précis of facts or reporting of an event. Briefings are prepared for the use of someone other than the author.	Core
Budget	* Material giving financial details or breakdowns of projects,	Core

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013

Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	staffing, statement of resources, allocation of resources, etc. Usually called a budget. See also Financial Document.	
Business Card	* Code the personal name in the author field and company name in the Document Title	Core
Certificate	* Shares, completion, birth, etc.	Core
Chart / Table	* Any document in chart or table form separated from a larger report.	Core
Chronology	Any document outlining a time-line or describing a series of historically important dates. Will usually be in chronological order.	Core
Contract	Legal document between two or more parties, usually with several signatories on the last page. Includes contracts for goods/services, standing offers, etc. Do not use for MOUs, deeds, leases, land transfers, mortgages, etc.	Core
Court / Legal Document	* Litigation pleadings, affidavits, etc. Includes all documents filed in court or that have a case name on them. Do not include legislation. Includes Statements of Agreed Facts, Affidavits of parties admitting liability.	Core
Electronic Document	* Use the file type for documents culled from electronic sources such as hard drives, network shares, etc., where 'xxxxx' indicates the type of file format (unless PDS requires objective coding of non-email files). For example, 'Electronic File (XLS)'.	Core
E-mail	* Email communication. Code from the first message at the top of the page when there is a chain of emails. Email attachments are coded to the appropriate document type (letter, report, etc.).	Core
Envelope / Packing Slip / Waybill	Includes courier and delivery slips, bills of lading, and airway bills.	Core
Exhibit	* Useful if evidence collection contains previously produced materials. Will usually be stamped or contain handwritten notation "Exhibit".	Core
Facsimile Message	Fax cover sheets, fax transmittals, fax confirmations, and fax messages.	Core
File Cover	File folder of binder cover.	Core
File Source	To be used exclusively for 'Source Information Forms' that provide instructions for organizing the evidence within the Level structure.	Core
Financial Document	* Use for individual reports containing financial information - the information must be financial and not simply a list of numbers such as 234, 456, 147. Examples: balance sheets, operating costs, A/P, A/R, reconciliation records, income statements, all banking documents, exchange rates, consolidated statements. This document type may also be used for single page documents that primarily contain financial information. Do not use for Audits, Budgets, Cheques.	Core
Form	Should only be used if the document is a fill in the blank type form and cannot be classified as any other document	Core

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013

Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	type. Clarification should be sought for large numbers of similar forms	
Graphics / Photo	* Documents that are primarily visual, not textual. Includes illustrations, photographs and diagrams. Do not include engineer plans, maps, charts, or tables.	Core
Handwritten Note	* Brief, informal comments or notations - can be typed or handwritten.	Core
Invoice	* Any bill or receipt. Includes Purchase Orders, any record of goods or services sold or ordered. Document titles: for true invoices, enter the invoice number in the title: 234. Do not include the word Number or No. or the #. Do not include the word Invoice. If both Sold To: and Ship To: is indicated on the document, code the company it was sold to as the recipient.	Core
Legislation	* Any portion or complete copy of Acts or Regulations from Canada or any other jurisdictions.	Core
Letter	* Must have an addressee and a signature line, and usually has an address block. Letter of Agreement = Agreement. Letter of Credit = Agreement.	Core
List	Any list of people, items, places, things, etc. which does not easily fit into another category.	Core
Manual	* Includes procedural manuals, service manuals, maintenance manuals, user guides, operating instructions, guidelines, specifications, etc.	Core
Map	* Includes maps, geographical directions. Includes aerial photographs of buildings or land.	Core
Marketing	* Includes advertisements, brochures, flyers, etc.	Core
Media	Government documents, including media analysis, media backgrounder, media reports, media calls, media options, and media inquiries. May or may not include 'media lines' which might be requested as a separate document type.	Core
Memorandum to Cabinet	Will be titled as such. Must be coded as Cabinet Confidence.	Core
Memorandum to the Minister	Will be titled as such.	Core
Memorandum/ Memo to File	* Usually formatted To: From: Re: Date: Does not have an address block, but it may be signed. Includes Inter-office memos, Inter-department memo, handwritten forms with Send To, From, and Reply sections. Handwritten notes that are dated and indicate they are TO and FROM someone are coded as Memorandum. Memorandum of Understanding = Agreement.	Core
Minister's Statement	Any public pronouncement by a Minister that indicates the departmental or government position on a given topic. Can include articles, etc. which quote a Minister's position on a given issues.	Core
News Release / Press Clipping	Includes news releases, often titled as such. Includes copies of articles from newspapers, magazines, or other information type publication.	Core
Offer		Core
Physical	Includes records/images of actual physical media (Audio	Core

Solicitation No. - N° de l'invitation		Amd. No. - N° de la modif.		Buyer ID - Id de l'acheteur
19294-090124/A				cw013
Client Ref. No. - N° de réf. du client		File No. - N° du dossier		CCC No./N° CCC - FMS No/ N° VME
19294-9-0124		cw01319294-090124		

Media (xxxxx)	Tapes, CDs, DVDs, Hard Drives, Diskettes, Video Tapes), where 'xxxxx' indicates the type of physical media. For example, 'Physical Media (Audio Tape)'.	
Plan / Design / Drawing	* Engineer's, architect's, or builder's drawings, plans, blueprints.	Core
Presentation	* Materials used for presentations, such as Power Point deck, overheads, etc. Do not include speeches or speaking notes.	Core
Proposal	Includes RFP, RFQ, or any request for quote or bid for work, work outline or services description.	Core
Report	* Usually has a formal title and indicates who prepared it (the author) and when. Note that financial reports of any length are coded to Financial Document. May also be titled Study, Summary, Results, or Presentation.	Core
Speaking Notes/Speech	Can be separated from "Presentation" if this type of document is of significant value.	Core
Spreadsheet	Excel Spreadsheet in 'paper' form that does not fit into another document type.	Core
Statement (Witness)	Will be labelled as such.	Core
Telex	Titled as such.	Core
Transcripts	* Verbatim report of hearings or legal proceedings. Includes transcriptions of media programs, such as radio interviews.	Core
Web Page	* Use primarily for website or web-derived informational material. A search engines home page would be considered a Web page. A report posted on a Government website would not.	Core
Abstract	Digest or Précis of a scientific study that is usually a page or less in length. For the purposes of most litigation involving scientific issues, the term can also be applied to summaries of papers presented at peer conferences. See also "Scientific Study".	Optional Civil Lit
Action Plan	Will be titled as such - government document.	Optional Civil Lit
Audiotape	Any audio recording - will be represented in collection by separator sheet with cassette's details or by a digital recording	Optional Civil Lit
Bibliography	Should be titled as such. This is a list of referenced materials	Optional Civil Lit
Case Law	Legal case summaries digest or excerpt from legal references. Usually contains the case citation at the very beginning - Jones vs. Smith. Capture the case name in the Title field	Optional Civil Lit
Chart (Organisational)	Chart depicting the hierarchy of an organisation, work group, etc.	Optional Civil Lit
Communiqué	Will be titled as such. Government document.	Optional Civil Lit
Curriculum Vitae	Resume or CV - usually describes a person's work experience or professional accomplishments.	Optional Civil Lit
Debate /	Excerpts or full transcript from House of Commons, Senate	Optional Civil Lit

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Hansard	of Canada, or provincial legislature debates.	
Diary / Calendar	Whole or excerpted day-timer, calendar, schedule, logbook, or black book.	Optional Civil Lit
Discussion Document	Will be titled as such - not used by all government departments.	Optional Civil Lit
Employment	Includes curriculum vitae/resumes and letters of reference, attendance forms, benefits documents, etc... Description of employee responsibilities and terms and conditions of employment. Evaluation of employee work performance, progress, etc.	Optional Civil Lit
Fact Sheet/Info Capsule	Health Canada publication - will be titled as such.	Optional Civil Lit
Form Letter	Any departmental/organizational letter sent to multiple recipients in its current form with only the recipient information altered. These documents can be bundled if distribution list has also been scanned.	Optional Civil Lit
Gray Sheet	Newsletter put out by US FDA on various topics related to pharmaceutical, biotechnology, medical devices, medical instruments, and over the counter pharmaceuticals - may be called MDDI Report on the face of the document (also included in this category - Pink, Tan, Gold, Silver, Rose and Blue sheets). Can contain warnings of adverse reactions, recalls, health risks, etc. Important documents.	Optional Civil Lit
Label	Packaging, insert or label for commercially available pharmaceutical or medical device products.	Optional Civil Lit
Licence/permit	Includes any type of licence or permit.	Optional Civil Lit
Manual	Includes procedure manuals, service manuals, and maintenance manuals, user guides, operating instructions, guidelines and product specifications.	Optional Civil Lit
Notice of Compliance	Health Canada Document. May also be titled "NOC".	Optional Civil Lit
Publication	For publicly available material such as newsletters, pamphlets, general interest magazines, etc. For clippings from newspapers and magazines, use 'News Release / Press Clipping' instead.	Optional Civil Lit
Request for Information	Will be entitled as such.	Optional Civil Lit
Round Trip Memorandum	Standard government form - will be titled as such.	Optional Civil Lit
Routing Slip	Standard government form - will be titled as such.	Optional Civil Lit
Standard Operating Procedure	Will be labelled as such.	Optional Civil Lit
Survey	Labelled as such. Include all except land surveys.	Optional Civil Lit
Tab	A tab divider	Optional Civil Lit
Table of Contents/Index	Table of contents or Index to documents	Optional Civil Lit
Talk Paper	Will be titled as such - government document.	Optional Civil Lit

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013

Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Telephone Log	Record of a telephone conversation; does not include telephone messages.	Optional Civil Lit
Treaty	A treaty document.	Optional Civil Lit
Treaty	Titled as such. Includes federal, provincial and international treaties.	Optional Civil Lit
Bid Document	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada or DCC (Defence Construction Canada).	PWGSC / DCC
Change (Contemplated) / Field Notice	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada or DCC (Defence Construction Canada).	PWGSC / DCC
Change Order	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada or DCC (Defence Construction Canada).	PWGSC / DCC
Change Request	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada or DCC (Defence Construction Canada).	PWGSC / DCC
Daily Extra Work Voucher	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada or DCC (Defence Construction Canada).	PWGSC / DCC
Job Cost Control Sheet	Financial document generated under a contract detailing the costs	PWGSC / DCC
Progress Claim	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada.	PWGSC / DCC
Progress Payments	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada.	PWGSC / DCC
Quotation / Estimate	Form style document that contains the estimate /quotation cost of performing a service.	PWGSC / DCC
Time Sheet	Will be entitled as such. Usually a form document.	PWGSC / DCC
Articles of Incorporation	Will be entitled as such.	Optional Tax Law
Audit	Titled as such. Includes both financial, process and management audits.	Optional Tax Law
Bank Draft	Will be entitled as such.	Optional Tax Law
Corporation By-Law	Will be entitled as such.	Optional Tax Law
Declaration	Will be entitled as such. Revenue Canada	Optional Tax Law
Financial Statement	Example: balance sheets, A/P, A/R,	Optional Tax Law
GAAR' Recommendat ions	Will normally be entitled as such. Usually a form document.	Optional Tax Law
GAAR Referral	Will be entitled as such. Revenue Canada	Optional Tax Law

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

GST 44 - Election Concerning the Acquisition	Will normally be entitled as such. Usually a form document. - Election Concerning the Acquisition of a Business or Part of a Business	Optional Tax Law
Ledger		Optional Tax Law
Notice of Assessment	Will be entitled as such. Normally addressed from Revenue Canada	Optional Tax Law
Notice of Objection	Will be entitled as such. Normally addressed to Revenue Canada	Optional Tax Law
Notice of Re-assessment	Will be entitled as such. Normally addressed from Revenue Canada	Optional Tax Law
Officer's Certificate	Will be entitled as such.	Optional Tax Law
Payment Advice	Will be entitled as such. Normally addressed from Revenue Canada	Optional Tax Law
Resolution	Commonly found on Tax files, usually issued to Share holders / directors.	Optional Tax Law
Ruling	Decision for the Court, Tribunal or other decision making body.	Optional Tax Law
T1	Will normally be entitled as such. Usually a form document.	Optional Tax Law
T1 and/or T3 Permanent Document Filing	T1 and/or T3 Permanent Document Filing (TX75) Will normally be entitled as such. Usually a form document.	Optional Tax Law
T104V - Business Equity Valuation Requisition	T104V - Business Equity Valuation Requisition. Will normally be entitled as such. Usually a form document.	Optional Tax Law
T2 Return and Schedule Information	Will normally be entitled as such. Usually a form document.	Optional Tax Law
T20 Auditor's Report	Will normally be entitled as such. Usually a form document.	Optional Tax Law
T2020 Internal	Will normally be entitled as such. Usually a form document.	Optional Tax Law
T2054 Election for a Capital Dividend	T2054 Election for a Capital Dividend. Will normally be entitled as such. Usually a form document.	Optional Tax Law
T2057 Election of Disposition of Property	T2057 - Election of Disposition of Property by a Taxpayer to a taxable Canadian Corporation. Will normally be entitled as such. Usually a form document.	Optional Tax Law
T2059 Election on Disposition of Property	T2059 - Election on Disposition of Property by a Taxpayer to a Canadian Partnership. Will normally be entitled as such. Usually a form document.	Optional Tax Law

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

T3 Trust Income Tax and Information Return	T3 Trust Income Tax and Information Return. Will normally be entitled as such. Usually a form document.	Optional Tax Law
T401	Will normally be entitled as such. Usually a form document.	Optional Tax Law
T5013 Partnership Information Return	T5013 - Partnership Information Return. Will normally be entitled as such. Usually a form document.	Optional Tax Law
T67 Notice of Assessment	T67 - Notice of Assessment. Will normally be entitled as such. Usually a form document.	Optional Tax Law
T7W-C Reassessment	T7W-C Reassessment. Will normally be entitled as such. Usually a form document.	Optional Tax Law
TA400A Objection	TA400A Objection. Will normally be entitled as such. Usually a form document.	Optional Tax Law
Working Paper Index	Will normally be entitled as such. Usually a form document.	Optional Tax Law
Auditor's Working Paper	Will normally be entitled as such. Usually a form document.	Optional Tax Law

E4.03 'Persons & Organisations' Objective Coding

E4.03-1 Capture verbatim the names of persons and organisations affiliated with the documents (From, To, CC, and depending on PDS, sometimes Attendees, Between, BCC, and Mentions as well):

Known information	Correspondence_Type	Person value	Organisation value
Person only	From, To, CC (etc.)	Last, First Initial(s)	<no entry>
Person & Organisation	From, To, CC (etc.)	Last, First Initial(s)	Organisation / Entity
Organisation only	From, To, CC (etc.)	<no entry>	Organisation / Entity

E4.03-2 Per the Ringtail® Data Standards Manual, this information must be captured in a way that allows multiple person/organisation values to be associated with a single Document_ID. This permits multiple values for all documents and correspondence types (From, To, CC, etc.), depending on the characteristics of the document being coded (for instance, a document can be sent to more than one recipient).

E4.03-3 Unless directed otherwise, Justice Canada does not require the normalization of Person & Organisation values. The general exception is the standardization of key Organisation values (identified through PDS) to ensure consistency and accuracy of searching. When required by PDS, specifications for normalization are to be reviewed and confirmed during the PDS process.

E4.03-4 All accented characters are to be captured verbatim. All non-essential punctuation and extra spaces are to be ignored and not included in the coding.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

E4.03-5 Insert periods following initials when they are not present in the source documents; for example "Don J Smith" would be captured as "Smith, Don J.".

E4.03-6 When a document has no 'From' person/organization value, has illegible person/organisation values, or has no person/organisation values, capture the appropriate value(s) in the 'Features' field (see section E3.03).

E4.03-7 Only when required by PDS, capture a person's title or position if it is referenced in the document, capturing it verbatim and appending it within parentheses after the person's name; for example, "Smith, Don J. (Safety Engineer)". Capturing title or position information is to be performed at the same rate as 'Persons & Organisations' coding without title or position information.

E4.03-8 Only when required by PDS, capture the name of a branch or unit of an organisation when it is referenced in the document, capturing it verbatim and appending it after a hyphen [-] following the name of the organisation; for example, "Canada Revenue Agency - Internal Audit". Capturing branch or unit information is to be performed at the same rate as 'Persons & Organisations' coding without branch or unit information.

E4.04 'Persons & Organisations' Values for ESI

E4.04-1 For email messages, capture and align the values extracted from the metadata (including 'friendly names' and/or email aliases); when an email 'friendly name' is in 'First Last' format, ensure that it is captured in 'Last, First' format (e.g. "John Doe <john.doe@mail.com>" would become "Doe, John <john.doe@mail.com>"). Per PDS, Justice Canada may provide concordance tables for the association of email 'friendly names'/aliases to a list of master Persons/Organisations values.

E4.04-2 For non-email messages (email attachments and other native files), 'Persons & Organisations' values only need to be captured if specified in the PDS (when additional objective coding is requested).

E4.05 'Tab value' Coding for HCR

E4.05-1 When required and per PDS, capture tab information in accordance with the following padding scheme:

Typical Tab context	Example	Captured value
Standard numbered tabs, without the presence of sub-tabs.	1 2 3	001 002 003
Standard numbered tabs, with the presence of clearly identified numerical sub-tabs.	2 2.1 3	002 002.01 003
Standard numbered tabs, with the presence of clearly identified alphabetical sub-tabs.	1 a b 2	001 001.A 001.B 002

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

Typical Tab context	Example	Captured value
Standard numbered tabs, without the presence of sub-tabs.	1 2 3	001 002 003
Standard alphabetical tabs, with sub-tabs identifying related exhibits.	A EXHIBIT 1 EXHIBIT 2 B	A A.EX001 A.EX002 B
Consecutively numbered tabs, interspersed with sub-series of numbered sub-tabs.	1 2 3 1 2 4	001 002 003 003.01 003.02 004
Tabs displaying text (to be captured verbatim).	Index January	Index January

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

ANNEX "F"

STANDING OFFER REPORTING

F   Requirements

Justice Canada reserves the right to amend these *Reporting Specification*s over the course of the Standing Offer to ensure that they remain consistent Justice Canada standing offer/call-up management requirements and call-up specific *Project Design Specifications* (PDS).

Pricing and volumes in examples are only for illustrative purposes.

F0   General specs

F1.01   General Requirements

All dates in YYYY-MM-DD format.

All reporint in English.

Batches vs project

Importance of managing estimates values of billings: - header row showing total call-up value, project_ID, Order_ID?

reference to initial versus revisions, sequence order

F1   Weekly Reports

F1.01   General Requirements

F1.01-1   The Offeror must provide a weekly report for each active call-up, outlining progress against the completion schedule for all call-ups exceeding 14 calendar days.

F1.01-2   Weekly reports must cover contiguous working days, falling between Monday and Friday (or possibly extending to Sunday if the call-up requires Accelerated service outside Standard service hours), and must be delivered by the second working day of the following week.   Status must be reflective of the last working day of the week.

When all work is completed, the Offeror must update/verify all spreadsheet data and supply a copy with Project Completion report due upon delivery of completed work as per the PDS.

F1.02   Format/Data Requirements

F1.02-1   The Offeror must provide each report as a standalone spreadsheet in Excel format (one per active call-up), containing multiple worksheets based on the type of information being reported.

Each works sheet is to display ProjectID, per screenshots included at F1.02-4, F1.02-5, F1.02-6, F1.02-7, F1.02-8.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

F1.02-2   If the call-up is comprised of multiple batches of data, each batch must be tracked separately within the spreadsheet to demonstrate batch-by-batch progress. If there is only one batch use naming convention.

F1.02-3   The spreadsheet must be named to reference the ProjectID that Justice Canada provided on the initiating Project Acceptance Documentation (PAD), appended with the end date of the reported weekly activity period placed within brackets (e.g. if the weekly report covers September 12th to 16th 2011, the date value would be '2011-09-16'). For example, the file name of a properly named weekly report would be:

                'NCR_3-123456_SMI01_OFFEROR_(WKLY_2011-09-16).xls'.

F1.02-4   Project summary worksheet – For summary, multiple values
    (1)   ProjectID(JUS) – ProjectID provided on the initiating PAD;
    (2)   BatchIDs – listing of all the BatchIDs present in the call-up;
    (2)   PAD_Issued(JUS) – date Justice Canada issued the PAD;
    (3)   PAD_Accepted(OFF) – date the Offeror accepts the PAD;
    (4)   QuoteDate(OFF) – date(s) of the quote(s) issued by the Offeror;
    (5)   QuoteAmount(OFF) – amount(s) of the quote(s) issued by the Offeror;
    (6)   QuoteID(OFF) – identifying number(s) of the quote(s) issued by the Offeror;
    (7)   CallUpOrderID(JUS) – Call-up Order No provided by Justice Canada;
    (8)   CallUpIssued(JUS) – date(s) Justice Canada approves the Call-up;
    (9)   CallUpAccepted(OFF) – date(s) Offeror accepts the Call-up;
    (10)   CallUpValidUntil(JUS) – date(s) the Call-up is valid until;
    (11)   CallUpValue(JUS) – total value(s) of services permitted by the Call-up;
    (??)   PDS_DueOn(JUS) – date by which Justice Canada requires the initial PDS;
    (??)   PDS_
    (??)   PDS_Accepted(JUS) – date on which Justice Canada accepts the initial PDS;
    (12)   ProjectValueTotal(OFF) – total value of services currently permitted;
    (12)   ProjectValueAllotted(OFF) – value of work currently alloted to defined batches;
    (13)   ProjectValueAvailable(OFF) – value of work available for undefined batches;
    (14)   ProjectRequiredBy(JUS) – date by which Justice Canada requires completion of all work;
    (15)   ProjectStartedOn(OFF) – date on which Offeror starts processing evidence;
    (16)   ProjectCompleted(OFF) – date on which Offer delivers all final work product;
    (17)   ProjectAcceptedOn(JUS) – date on which Justice Canada confirms acceptability of all work product;
    (18)   InvoicingTotal(OFF) – total amount invoiced by the Offeror at project completion;
    (19)   InvoicingFinalized(OFF) – date on which Offeror confirms that all project invoicing is completed.

Solicitation No. - N° de l'invitation   Amd. No. - N° de la modif.   Buyer ID - Id de l'acheteur

19294-090124/A   cw013

Client Ref. No. - N° de réf. du client   File No. - N° du dossier   CCC No./N° CCC - FMS No/ N° VME

19294-9-0124   cw01319294-090124

	A	B
1	ProjectID(JUS)	NCR_3-123456_SMI01_OFFEROR
2	PAD_Issued(JUS)	2011-01-12
3	PAD_Accepted(OFF)	2011-01-14
4	QuoteDate(OFF)	2011-02-14 (Revision 1) ; 2011-01-14 (Initial)
5	QuoteAmount(OFF)	$19,345.02 (Revision 1) ; $15,845.20 (Initial)
6	QuoteID(OFF)	5461 (Revision 1) ; 5312 (Initial)
7	CallUpOrderID(JUS)	450009604
8	CallUpIssued(JUS)	2011-02-30 (Revision 1) ; 2011-02-20 (Initial)
9	CallUpAccepted(OFF)	2011-03-01 (Revision 1) ; 2011-02-22 (Initial)
10	CallUpValidUntil(JUS)	2011-04-01 (Revision 1) ; 2011-04-01 (Initial)
11	CallUpValue(JUS)	$20,000.00 (Revision 1) ; $16,000.00 (Initial)
12	ProjectValueTotal(OFF)	$20,000.00
13	ProjectValueAllotted(OFF)	$14,000.00
14	ProjectValueAvailable(OFF)	$6,000.00
15	ProjectRequiredBy(JUS)	2011-03-28 (Revision 1) ; 2011-03-14 (Initial)
16	ProjectStartedOn(OFF)	2011-02-24
17	ProjectCompleted(OFF)	
18	ProjectAcceptedOn(JUS)	
19	InvoicingTotal(OFF)	
20	InvoicingFinalized(OFF)	

Summary / Sheet2 / Sheet3 /

F1.02-5   Columnar data progress worksheet for all HCR– the following information is to be supplied in columnar data format (in order, from left to right) with a row for each batch of HCR, with tallies for the amount and count columns:
(1)   BatchID – the unique ID assigned to the batch (e.g. HCR01);
(2)   CallUpValueAlloted(OFF) - amount of call-up ceiling value allotted to each batch;
(3)   DateBatchInitiated(JUS) - date Justice Canada confirms scope/requirements so that full technical work can begin;
(4)   DateBatchReceived(OFF) - date Offeror picked-up/received the boxes;
(5)   DateBatchRequired(JUS) - date Justice Canada requires the final work product to be delivered by;
(6)   DateBatchScheduled(OFF) - date Offer plans to deliver final work product;
(7)   DateBatchShipped(OFF) – date Offeror delivers to the final work product to Justice Canada
(8)   BoxesReceived(OFF) – number of boxes/containers received by the Offeror;
(9)   BoxesReturned(OFF) – number of boxes/containers returned to Justice Canada;
(10)   DocCount(OFF) – final number of documents in each batch;
(11)   PageCount(OFF) – final number of pages in each batch;
(12)   InvoiceID(OFF) – number of the final invoice issued by the Offeror;
(13)   InvoiceDate(OFF) – date the Offeror issues the final invoice;
(14)   InvoiceAmount(OFF) – amount of final invoice, including GST or HST;
(15)   InvoicePaymentRec(OFF) – date Offeror received full payment from Justice Canada.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ProjectID(JUS)	NCR_3-123456_SMI01_OFFEROR													
2	StatusDate(OFF)	2011-03-18													
3															
4	BatchID	CallUpValue Alloted (OFF)	DateBatch Initiated (JUS)	DateBatch Received (OFF)	DateBatch Required (JUS)	DateBatch Scheduled (OFF)	DateBatch Shipped (OFF)	Boxes Received (OFF)	Boxes Returned (OFF)	DocCount (OFF)	Page Count (OFF)	InvoiceID (OFF)	Invoice Date (OFF)	Invoice Amount (OFF)	Invoice Payment Rec(OFF)
5	HCR01	$6,250.00	2011-02-23	2011-02-24	2011-03-08	2011-03-04	2011-03-04	5	5	1682	5449	26403	2011-03-10	$6,034.84	2011-03-17
6	HCR02	$15,000.00	2011-03-01	2011-03-02	2011-03-15	2011-03-11		14	0						
7		$21,250.00						14	0	1682	5449			$6,034.84	

Summary \ HCR_COL / HCR01_GRA / HCR02_GRA / ESI_COL / ESI01_GRA / ESI02_GRA

F1.02-6   Graphical progress worksheet for each batch of HCR - the following information must be supplied in graphical format, visualizing progress in columns by box/container and processing status (from top to bottom: Not started, In progress, Exception, Complete):
(1)   # Received;
(2)   # Prepped;

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

(3)   # Imaged;
(4)   # Reassembled;
(5)   # Coded;
(6)   # Published.
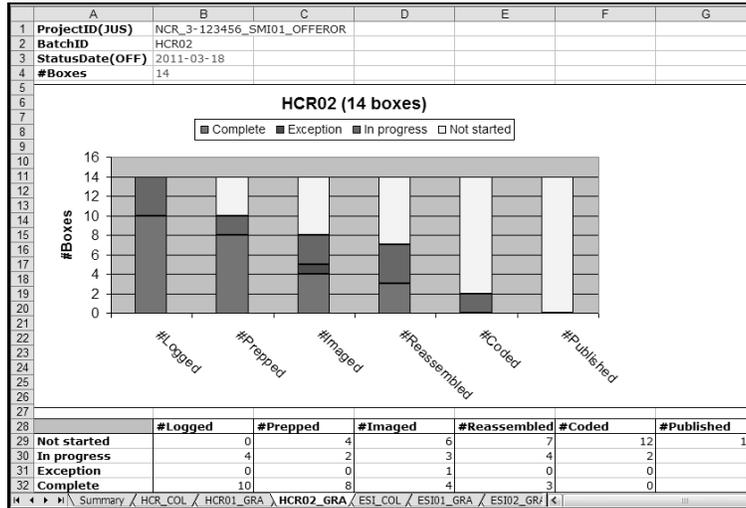
F1.02-7   Columnar data progress worksheet for all ESI – the following information must be supplied in columnar data format (in order, from left to right) with a row for each batch of ESI, with tallies for the amount and count columns:
(1)   BatchID – the unique ID assigned to the batch (e.g. HCR01);
(2)   CallUpValueAlloted(OFF) - amount of call-up ceiling value allotted to each batch;
(3)   DateBatchInitiated(JUS) - date Justice Canada confirms scope/requirements so that full technical work can begin;
(4)   DateBatchReceived(OFF) - date Offeror picked-up/received the boxes;
(5)   DateBatchRequired(JUS) - date Justice Canada requires the final work product to be delivered by;
(6)   DateBatchScheduled(OFF) - date Offer plans to deliver final work product;
(7)   DateBatchShipped(OFF) – date Offeror delivers the final work product to Justice Canada
(8)   #RawGigabytes(OFF) – number of raw gigabytes received by the Offeror;
(9)   #ResultingGigabytes(OFF) – number of resulting gigabytes after being processes by the Offeror;
(10)   DocCount(OFF) – final number of documents in each batch;
(11)   PageCount(OFF) – final number of pages in each batch;
(12)   InvoiceID(OFF) – number of the final invoice issued by the Offeror;
(13)   InvoiceDate(OFF) – date the Offeror issues the final invoice;
(14)   InvoiceAmount(OFF) – amount of final invoice, including GST or HST;
(15)   InvoicePaymentRec(OFF) – date Offeror received full payment from Justice Canada.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ProjectID(JUS)	NCR_3-123456_SMI01_OFFEROR													
2	StatusDate(OFF)	2011-03-18													
3															
4	BatchID	CallUpValue Alloted (OFF)	DateBatch Initiated (JUS)	DateBatch Received (OFF)	DateBatch Required (JUS)	DateBatch Scheduled (OFF)	DateBatch Shipped (OFF)	#Received Gigabytes (OFF)	#Resulting Gigabytes (OFF)	DocCount (OFF)	Page Count (OFF)	InvoiceID (OFF)	Invoice Date (OFF)	Invoice Amount (OFF)	Invoice Payment Rec(OFF)
5	ESI01	$9,000.00	2011-02-28	2011-02-28	2011-03-11	2011-03-08	2011-03-05	6.00	4.00	6812	20415	26527	2011-03-15	$6,034.84	
6	ESI02	$28,875.00	2011-03-01	2011-03-02	2011-03-15	2011-03-11		19.25	12.00						
7		$37,875.00						25.25	16.00	6812	20415			$6,034.84	

Summary / HCR_COL / HCR01_GRA / HCR02_GRA \ ESI_COL / ESI01_GRA / ESI02_GRA

F1.02-8   Graphical progress worksheet for each batch of ESI - the following information must be supplied in graphical format, visualizing progress in columns by gigabyte and processing status (from top to bottom: Not started, In progress, Exception, Complete):
(1)   #Ingested;
(2)   #Processed;
(3)   #Imaged;
(4)   #Retained;
(5)   #Coded;
(6)   #Published.

	A	B	C	D	E	F	G
1	ProjectID(JUS)	NCR_3-123456_SMI01_OFFEROR					
2	BatchID	ESI02					
3	StatusDate(OFF)	2011-03-18					
4	#RawGigabytes	19.25					

ESI02 (19.25 gigabytes)
■ Complete ■ Exception ■ In progress □ Not started

	#Ingested	#Processed	#Imaged	#Retained	#Coded	#Published
Not started	0.00	0.00	0.00	0.00	0.00	12.00
In progress	0.00	0.00	2.50	0.00	0.00	0.00
Exception	0.00	0.00	0.75	0.00	0.00	0.00
Complete	19.25	12.00	7.50	1.25	0.00	0.00

Summary / HCR_COL / HCR01_GRA / HCR02_GRA / ESI_COL / ESI01_GRA / **ESI02_GR**

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

ANNEX "G" - ACCEPTABLE QUALITY CONTROL TABLES

G   **Requirements**

Justice Canada reserves the right to amend these *Quality Control Procedures* over the course of the Standing Offer to ensure that they remain consistent with Justice Canada standing offer/call-up management requirements and call-up specific *Project Design Specifications* (PDS).

The acceptable quality control procedure for Full-Text Transcription and Objective Coding (field coding) must be done using the MIL-STD-105E standard table 1 – Sample size code letters & table II-A Single sampling plans for normal inspection. Copies of these tables are included.

G1   **Quality Control Procedure**

G1.01   **Acceptable Quality Control Level (AQL)**

Quality level for the purposes of the sampling inspection of the coding is 97.5-99.99% defect (error) free within a lot.

G1.02   **Defect**

A defective document is one that is non-conforming to objective field coding requirements and contains one or more field coding errors per document. Field coding errors are defined as any of the following: missing field entries for the following objective fields - Date, Estimated Date, Title, Document Type, People/Organization or incorrect data captured in the following fields, Date, Estimated Date, Title, Document Type People/Organization unless other requirements are stated in the PDS document.

G1.03   **Lot Size**

This is the quantity of documents objectively coded per lot. For the purposes of sampling size a lot will be the total documents objectively coded under the call-up batch ID divided into lots per the table below.

Total Documents Coded per Batch	Break into Lots
0 – 1,000	2 (total documents /2)
1,001 – 75,000	3 (total documents /3)

G1.04   **Sample Size**

The Sample Size is defined as the quantity of documents to be inspected for quality control and determined by the AQL.

G1.05   **Sample Set**

The Sample Set is defined as a group of random documents selected from the inspection lot to be reviewed.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

G1.06   Accept / Reject Criteria

The AQL is 97.5-99.99%. The defect rate is 2.5%.

G2   Determine Inspection Level and Sample Size

Inspection level is based on MIL-STD-105E, Table 1 – Sample size code letters & Table II-A Single sampling plans for normal inspection – see attached.

G2.01   Inspection Lot Size

To determine number of documents in a lot to inspect, refer to Table I and locate corresponding lot size in right hand column, then refer across table to General Inspection levels - column II and identify letter code for inspection size.

To determine inspection size, refer to Table II-A, find letter code identified in Table I in first column.

G2.01   Sample Size

In Table II-A, find letter code identified in G2.01 in column one and locate sample size in adjacent column.

G2.01   Error Rate

The error rate for sample size is located directly to the right of letter code under the AQL percentage (2.5%) which is the Accept / Reject Criteria for the lot.

G2.02   Selection of Random Sample Documents

A random selection of documents equal to the sample size must be selected from the lot for inspection.

A random sampling can be generated utilizing the random number function in a spreadsheet program. In Excel this function is accomplished by typing the random number function "=rand()" in the first cell (A1). In cell B1, multiply A1 times the lot size (I.e. 3,400) to get a document or record number in the appropriate range. Copy the formulas from A1 and B1 to the number of rows that correlates with the sample size (I.e. 200).

10	252	431	871	1248	1472	2013	2420	2885	3253
18	258	434	888	1261	1490	2038	2433	2890	3253
38	270	475	934	1264	1526	2092	2445	2910	3257
45	276	482	952	1271	1527	2108	2445	2940	3264
52	279	492	963	1279	1551	2119	2457	2967	3281
63	297	497	974	1284	1603	2154	2498	2985	3285
67	311	525	979	1321	1613	2182	2520	3076	3292
68	311	531	989	1327	1641	2187	2524	3077	3297
69	320	537	1003	1338	1680	2208	2530	3108	3301
72	336	579	1020	1341	1693	2223	2575	3127	3327
93	353	580	1023	1344	1697	2317	2588	3135	3335
114	372	583	1028	1360	1811	2326	2639	3162	3344

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

142	377	632	1067	1395	1832	2339	2670	3169	3347
160	388	688	1071	1398	1896	2347	2708	3170	3360
189	393	713	1099	1409	1909	2348	2728	3171	3378
196	395	727	1141	1420	1914	2352	2757	3183	3379
217	404	795	1144	1425	1921	2381	2795	3198	3382
219	405	807	1168	1438	1943	2402	2856	3234	3386
231	408	828	1194	1445	1948	2414	2879	3235	3390
245	413	847	1237	1467	1987	2416	2882	3252	3398

G3   Inspection and Review

The sample size documents will be reviewed for defects that do not conform to **G1.02.** One non-conforming objectively field coding on a document results in its rejection.

G3.01   Acceptance / Rejection of Lot

For a lot to be accepted the number of documents rejected must not equal or exceed the error rate number as recorded in Table II-A for the sample size.

Should the number of errors equal or exceed the reject number the entire lot is rejected and must be reviewed.

G3.02   Example –Lot Size, Sample Size and Error Rate for a call-up batch ID.

Documents Objectively Coded	10,200 total for call-up batch ID
Lot Size	3,400 documents (10,200 / 3 = 3,400)
Code Letter	L (Table I)
Sample Size	200 (Table II)
Lot Accepted (AC)	10 errors or less (Table II)
Rejected (RE)	11 errors or more (Table II)

Three lots of 3,400 documents are created. A random sample of 200 documents per lot is reviewed for objective coding field errors.

A random sampling can be generated utilizing the random number function in a spreadsheet program. In Excel this function is accomplished by typing the random number function "=rand()" in the first cell (A1). In cell B1, multiply A1 times the lot size (I.e. 3,400) to get a document or record number in the appropriate range. Copy the formulas from A1 and B1 to the number of rows that correlates with the sample size (I.e. 200).

G4   Reporting Requirements

A report must be submitted by the Offeror to Justice Canada containing the following information for each identified batch of documents returned under the call-up. The report must include the following information for each lot inspected under the batch:

(1)   ProjectID(JUS) – ProjectID provided on the initiating PAD;
(2)   BatchIDs – the current batch being sampled under the call-up;
(3)   CallUpOrderID(JUS) – Call-up Order No provided by Justice Canada;
(4)   LotIDs – Lot# assigned to sample set from the batch;

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

(5)   Lot_No – Number of documents inspected
(6)   DocID – DocID of documents inspected
(5)   AC_RE – Acceptance / rejection of objective field coding for each document in sample lot
(6)   RE_Defect – Notes detailing reason objective field coding was rejected.

Quick Reference – Example of Correlation between Table I and Table II

Lot or Batch Size (Table I)			General Inspection Level II (Table I)	SAMPLE SIZE (Table II)	Allowable Errors in Sample	
Document Number			(Table I)	(Table II)	Lot/ Batch Accepted Lot / Batch Rejected	
	to	501 1200	J	80	5	6
1201	to	3200	K	125	7	8
3201	**to**	**10000**	**L**	**200**	**10**	**11**
10001	to	35000	M	315	14	15
35001	to	150000	N	500	21	22
150001	to	500000	P	800	21	22
500001	to	over	Q	1250	21	22

TABLE I – Sample Size code letters

(see 4.9.1 and 4.9.2)

Lot or Batch Size			Special inspection levels			
			S-1 S-2 S-3 S-4			
	2 to 8		A	A	A	A
9	to	15	A	A	A	A
16	to	25	A	A	B	B
26	to	50	A	B	B	C
51	to	90	B	B	C	C
91	to	150	B	B	C	D
151	to	280	B	C	D	E
281	to	500	B	C	D	E
501	to	1200	C	C	E	F
1201	to	3200	C	D	E	G
3201	to	10000	C	D	F	G
10001	to	35000	C	D	F	H
35001	to	150000	D	E	G	J
150001	to	500000	D	E	G	J
500001	to	over	D	E	H	K

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

(Reprinted from Military Standard MIL-STD-105E: Sampling Procedures and Tables for Inspection by Attributes, issued by the U.S. Government on April 29, 1963.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

ANNEX H - NON-DISCLOSURE AGREEMENT- CALL-UPS / CONTRACTS

I, _____ , recognize that in the course of my work as an employee of _____ , I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____ , including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

 _____

_____

Signature

_____

Date

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
19294-090124/A		cw013
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
19294-9-0124	cw01319294-090124	

ANNEX "I" - SECURITY REQUIREMENTS CHECK LIST (See attached)