

## RETURN BIDS TO:

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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

## Revision to a Request for a Standing Offer

## Révision à une demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

## Comments - Commentaires

## Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

## Issuing Office - Bureau de distribution

Informatics Professional Services Division / Division  
des services professionnels en informatique

11 Laurier St., / 11, rue Laurier

3C2, Place du Portage

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> (RFSO) Scanning & Data Conversion		
<b>Solicitation No. - N° de l'invitation</b> E60ZM-120002/A		<b>Date</b> 2013-02-07
<b>Client Reference No. - N° de référence du client</b> E60ZM-120002		<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> 379zm.E60ZM-120002	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$ZM-379-25351		
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale		2013-01-22
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-03-05</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Address Enquiries to: - Adresser toutes questions à:</b> Croucher, Dennis		<b>Buyer Id - Id de l'acheteur</b> 379zm
<b>Telephone No. - N° de téléphone</b> (819) 956-1195 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5078	
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> As per individual call-up form PWGSC-TPGSC 942.		
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

## Solicitation Amendment No. 1

### Questions and Answers Set No. 1

**Question No. 1:** Can you please provide a definition of a completed project. For example, we have a long-term project that each month, has defined deliverables within the project. As this is a project several years in duration but has on-going deliverables that clearly match many elements within ANNEX B, can this be used as a reference for evaluation purposes.

**Answer No. 1:** In relation to the evaluation of bids, the term “project” means a temporary endeavor undertaken to create a unique product, service or result. A project must have a beginning and a completion date stated even if it is within a larger project / contract. If a project has multiple aspects, it may be used to satisfy the multiple services noted in rated criteria providing each aspect has a beginning and end date.

**Question No. 2:** Is the bidder expected to price and offer all elements within Annex B Optional Items for Optical Scanning and Data Conversion Services or just those that they would like to provide services for. As an example, many organizations in the scanning business do not provide large-format scanning/printing services listed in Annex B. Without the ability to sub-contract for services such as these in the RFP, this would eliminate many vendors whose core business is paper-based business document scanning.

**Answer No. 2:** The Bidder is not expected to offer and price any or all elements within Annex B Optional Items. The Bidder may offer and price only those elements that they wish to offer the Crown. However, if they provide pricing on any element in the Optional Items, they are obligated to make those services available at the rates in any resulting standing offer they might be awarded. **All items in the Mandatory Items must be offered and priced.**

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**Question No. 3:** Since this is not a resource based requirement (eg: TBIPS, etc), is it correct to assume that when you refer on page 10 of 43 (Evaluation Procedures – Supporting Information item d.) to the “role of the proposed resource on the project and a description of the specific experience obtained” that you are referring to the organization and not specific individuals named on the project. As an example, we may have completed a project several years ago, retained the corporate knowledge of overall project delivery knowledge, but the original scanning operator on the project may have grown in their role and moved on to other duties within the organization or on to another career outside the organization.

**Answer No. 3:** No, it is not correct. This is referring to the designated individual that the Bidder will put forward to satisfy any of the mandatory and point rated requirements surrounding the positions of Project Manager and the Quality Control and Quality Assurance.