

Questions and Answers – Scanning of Documents for Health Canada

Q1) What are the characteristics of the documents? Is it possible to view the documents in order to make an assessment?

A1) The majority of these documents are everyday working documents on letter size or legal length paper that were produced with laser printers. There is no old paper that might require special handling. However, there are some pamphlets and posters to be scanned (an estimated 5%). Unfortunately, it is not possible for Health Canada to make these documents available for viewing in advance of awarding a contract.

Q2) What is the document to page ratio for the number of documents?

A2) This is unknown, as it varies for most documents.

Q3) Does each document have a unique identifier for coding?

A3) There is no identifier for coding.

Q4) What fields or attributes need to be captured for coding?

A4) Coding requirements include: Title, Date, Author, version #, etc. Please see the *Objective Coding Manual*.

Q5) Will the images need to be scanned in color or everything will be monochrome?

A5) The document is expected to be scanned in its original colour; therefore, if the document was in colour, it is required that the scanned copy be in colour.

Q6) Will all the documents to be imaged be picked up in one pickup and delivery?

A6) We are flexible to what the contractor requires. Our location is in Ottawa, but we understand that the contractor may not be in the same location.

Q7) Will Health Canada be providing a bid form to be used consistently across all bidders?

A7) Health Canada will not be providing a bid form.

Q8) Can you elaborate on the type of sequencing within each box; an estimate on how many pages would be single and double; how many would be portrait versus landscape; the possibility of rotating the image when viewed; and how many of documents are bound by fasteners, staples, or clips?

A8) The documents are contained in folders which are tabbed with “start”/“end”, and/or “from”/“to”. Within these folders are documents that are not part of the scanned material. Only documents to be scanned are tabbed. The majority of the material is double sided and is portrait. We do not require the image to be

rotated after it is made electronic. And lastly, the majority of the content is fastened by some means. Most of it is fastened by staples, however, there are clips and other means of fasteners and bindings.

Q9) Are we putting the documents back in binders or fasteners?

A9) Documents are to be put back and re-fastened in the original binder and/or folder from which it came. Preferably, the documents should be put back with the same kind of fastener as well.

Q10) Where are the boxes containing the documents located? And will they be coming from the same location?

A10) At present, all the boxes containing the documents for scanning are located with our Division at Health Canada in Ottawa.

Q11) Will Health Canada be incurring the cost of shipping the boxes or do we include the cost of shipping in our proposal?

A11) The cost of shipping is to be included in your proposal.