



SCAN SERVICES

Project 29753.60

Scanning Drawings Specs

3 Wing Bagotville

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Annex “ A ” – Statement of work

1. SCOPE OF WORK

1.1. Purpose

- 1.1.1. This document describes the services that the Contractor will be required to provide for a project to scan drawings specs documents for the Architectural & Engineering section (A & G) of 3 Wing Bagotville, Qc Saguenay

1.2. Brief description of the mandate

- 1.2.1. The Department of National Defence (DND) wants to complete a project to
- 1.2.1.1. Scan technical documents in PDF format, indexed with text recognition (OCR).
Approximately 100,000 sheets:
 - 70% 8.5 x 11;
 - 5% 8.5 x 14;
 - 16% engineering screen shots (A1, B1, B2, B3, etc.);
 - 7% are coiled. These documents must be returned in their original state after scanning;
 - 2% are bound. For binders, the consultant may cut binding for scanning and must return the document in order with a clip if the book is not in a binder.
 - We estimate that 25% of documents are stapled. Staples can be removed.
 - 1.2.1.2. Provide delivery service for documents and the return of documents.
 - 1.2.1.3. Provide delivery services at each 2-week period. The archives cannot be removed all at once and thus deprive the A & G section of all its documents. Documents transport is the responsibility of the consultant
 - 1.2.1.4. The Contractor must name the files according to the name of the document and put the document in a folder named according to the numbering of archival records in place. For example, in the 0300-2 record, there are two documents named ventilation and fire. The consultant will create a directory named 0300-2 and include two PDF documents, ventilation.pdf and fire.pdf.
 - 1.2.1.5. Scan documents in color when the originals are color.
 - 1.2.1.6. The Contractor must provide service in French. All verbal or written correspondence must be in French.

Annex “ A ” – Statement of work

2. TIMELINE

- 2.1.** The parameters for the implementation schedule is calculated by the number of calendar days after contract award:
 - 2.1.1.** In the week following the award of the Contract, submit a proposal for work in the form of an execution schedule to DELIVERABLES of Section 3 of this mandate to the DND technical authority.
 - 2.1.2.** The implementation schedule must show all dates of completion of deliverables. The Contractor should ask the DND technical authority, an amendment to its work plan once it is clear that a delay will occur in the completion of a phase of work.

3. DELIVERABLES

- 3.1.** Provide a schedule of deliveries.
- 3.2.** Provide two separate copies of the scanned documents on digital storage media (CD or DVD or USB Key or external hard drive or other).
- 3.3.** Return all documents provided by the Department to the Department in the same condition upon delivery (refer to Article 1.2.1.1 of this annex regarding the condition of the documents to be returned).