

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 OA1/Noyau OA1
Gatineau
Quebec
K1A 0S5
Bid Fax: (819) 997-9776

LETTER OF INTEREST
LETTRE D'INTÉRÊT

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Business Operations Support Systems Division/Systèmes
de soutien des activités opérationnelles
Portage III 12C1 - 42
11 Laurier Street/11, rue Laurier
Gatineau
Quebec
K1A 0S5

Title - Sujet document Imaging for Protected B do	
Solicitation No. - N° de l'invitation EN929-142184/B	Date 2014-12-03
Client Reference No. - N° de référence du client 20142184	GETS Ref. No. - N° de réf. de SEAG PW-\$\$XS-003-28246
File No. - N° de dossier 003xs.EN929-142184	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-12-18	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Smith, Kenneth	Buyer Id - Id de l'acheteur 003xs
Telephone No. - N° de téléphone (819) 956-3335 ()	FAX No. - N° de FAX (819) 956-8303
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

EN929-142184/B

Amd. No. - N° de la modif.

File No. - N° du dossier

003xsEN929-142184

Buyer ID - Id de l'acheteur

003xs

Client Ref. No. - N° de réf. du client

20142184

CCC No./N° CCC - FMS No/ N° VME

ATTACHMENT 1
DOCUMENT IMAGING SERVICES
INDUSTRY ENGAGEMENT PROCESS
RULES OF ENGAGEMENT
(MANDATORY FORM TO PARTICIPANT)
EN929-142184/001/XS

An overriding principle of the Industry Engagement is that it be conducted with the utmost fairness and equity between all parties. No one person or organization shall receive nor be perceived to have received any unusual or unfair advantage over the others.

All Crown documentation provided throughout the Industry Engagement process, which begins with the Industry Engagement session and concludes when an official RFP is published on the Buy and Sell government electronic tendering service (“Consultative Process”), will be provided to all participants who have agreed to and signed the Rules of Engagement (“Participant”).

The Consultative Process will consist of Industry Meetings to refine the requirements as per the RFI/ draft RFP issued in October 2014, prior to release of an eventual RFP for Document Imaging Services.

Canada will not disclose proprietary or commercially sensitive information concerning a Participant to other Participants or third parties except and only to the extent required by law.

TERMS AND CONDITIONS

The following terms and conditions apply to the Consultative Process. In order to encourage open dialogue, Participants agree to:

- Discuss their views concerning the Document Imaging Services requirement and to provide positive resolutions to the issues in question. Everyone shall have equal opportunity to share their ideas and suggestions. Allow Canada to record and/or make notes during the one-on-one sessions, should clarification of information be required;
- NOT reveal or discuss any information to the MEDIA/NEWSPAPER regarding the Document Imaging Services requirement during this Consultative Process. Any media questions will be directed to the PWGSC Media Relations Office at 819-956-2313;
- Direct enquiries and comments only to authorized representatives of Canada, as directed in notices given by the Contracting Authority from time to time. Any communication to unauthorized representatives of Canada may be subject to full disclosure by Canada;
- Canada is not obligated to issue any Request for Proposal (RFP), or to negotiate any Contract for Document Imaging Services;
- If Canada does release a RFP, the terms and conditions of the RFP shall be subject to Canada’s absolute discretion;

- Canada will not reimburse any person or entity for any cost incurred in participating in this Industry Consultative Process;
- All enquiries with regard to the procurement of Document Imaging Services are to be directed to the Contracting Authority;
- Participation is not a mandatory requirement. Not participating in this Consultative Process will not preclude a bidder from submitting a proposal;
- A Final Draft RFP may be posted on the Buy and Sell website for Industry's comment;
- A dispute resolution process to manage impasses throughout this Industry Engagement Process shall be adhered to as follows:

Dispute Resolution Process

1. By informal discussion and good faith negotiation, each of the parties shall make all reasonable efforts to resolve any dispute, controversy or claim arising out of or in any way connected to this Industry Engagement.
2. Any dispute between parties of any nature arising out of or in connection with this Industry Engagement shall be resolved by the following process:
 - a. Any such dispute shall first be referred to the Participant's Representative and the PWGSC Manager managing the Industry Engagement. The parties will have three (3) business days in which to resolve the dispute;
 - b. In the event the representatives of the parties specified in Article 2.a. above are unable to resolve the dispute, it shall be referred to the Participant's Project Director and the PWGSC Senior Director of the Division responsible to manage the Industry Engagement. The parties will have three (3) business days to resolve the dispute;
 - c. In the event the representatives of the Parties specified in Article 2.b. above are unable to resolve the dispute, it shall be referred to the Participant's President and the PWGSC Director General, who will have three (3) business days to resolve the dispute; and
 - d. In the event the representatives of the Parties specified in Article 2.c. above are unable to resolve the dispute, it shall be referred to the Participant's Chief Executive Officer and the PWGSC Assistant Deputy Minister, Acquisitions Branch, who will have five (5) business days to resolve the dispute;
 - e. In the event the representatives of the Parties specified in Article 2.d. above are unable to resolve the dispute, the Contracting Authority shall within five (5) business days render a written decision which decision shall include a detailed description of the dispute and the reasons supporting the Contracting Authority's decision. The Contracting Authority shall deliver a signed copy thereof to the Participant.

By signing this document, the individual represents that he/she has full authority to bind the company listed below and that the individual and the company agrees to be bound by all the terms and conditions contained herein.

Name of Company:

Name of Individual:

Telephone:

E-mail:

Signature:

Date:

IMPORTANT: COMPANIES INTERESTED IN PARTICIPATING IN THE DOCUMENT IMAGING SERVICES INDUSTRY ENGAGEMENT MUST AGREE UPON AND SIGN THIS MANDATORY FORM.

DEADLINE FOR RECEIPT OF THIS SIGNED FORM VIA E-MAIL TO kenneth.smith@tpsgc-pwgsc.gc.ca is December 12, 2014 AT 2:00PM ET.

PLEASE ADVISE IF ANY COMPANY REPRESENTATIVE REQUIRES SPECIAL VENUE ARRANGEMENTS FOR MEETING I.E. PERSON WITH SPECIAL NEEDS.

THE CONTRACTING AUTHORITY WILL CONTACT THE INTERESTED COMPANIES TO SCHEDULE THE TWO HOUR ONE-ON-ONE SESSIONS, ON A FIRST-COME-FIRST-SERVE BASIS.

ATTACHMENT 2
DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC)
INDUSTRY ENGAGEMENT
ITEMS FOR DISCUSSION
IN ONE-ON-ONE SESSIONS
DOCUMENT IMAGING SERVICES
EN929-142184/001/XS

In keeping with the objectives outlined in this Notice, as part of the Industry Engagement for the provision of Document Imaging Services, Canada aims to obtain feedback from industry representatives during the one-on-one sessions.

Specific areas of interest are as follows:

1. A discussion on the model for Canada wide coverage that best meets the Document Imaging Services requirement as outlined in the RFI/draft RFP issued in October 2014, Including:
 - a. Where do you currently operate document imaging facilities?
 - b. Are there any locations where you have facilities and could set up document imaging locations either temporary or permanent?
 - c. How would you address imaging in areas/provinces where you do not have a location?

2. A discussion on Corporate Capability, including but not limited to:
 - a. throughput per month at your location(s) for Document preparation, document imaging and document reconstruction;
 - b. coding;
 - c. contract volume and values associated with the above;
 - d. equipment age and capability.

3. A discussion on how mobile services and on-site imaging can be used to provide efficiencies when possible, including any additional cost items that would be required in addition to the imaging price per page when setting up a specific mobile location;

4. A discussion of how to best address the challenges and costs of shipping documents back and forth between government departments and suppliers.

5. A discussion on the best way to manage the imaging of special collections and documents that do not conform to standard paper sizes and/or composition. Including but not limited to :

- a. What type of hard copy records can you process, and which can you not process?
 - b. For non-standard items that you currently do not have capacity to perform document imaging, how would you fulfill those services?
6. a. Can your company provide the following resources, or how would you address these needs? :
- i. Quality Assurance Specialist
 - ii. Programmer, Senior
 - iii. Programmer, Intermediate
 - iv. Test Coordinator, IT,
 - v. Tester
 - vi. Content Author
 - vii. Database Manager
 - viii. Database Designer
 - ix. Database Administrator, Senior
 - x. Technical Architect
 - xi. Technology Architect, Software
 - xii. Applications Product Specialist
 - xiii. Client Service Manager
 - xiv. Business Process Re-Engineer
- b. Do you see additional subject matter experts outside of the Document Imaging services that may be required to provide end to end services for the Crown?