

**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 0B2 / Noyau 0B2  
Gatineau  
Quebec  
K1A 0S5  
Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

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

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

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

<b>Title - Sujet</b> Document Imaging Services	
<b>Solicitation No. - N° de l'invitation</b> EN929-142184/C	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> 20142184	<b>Date</b> 2015-03-16
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$XS-003-28574	
<b>File No. - N° de dossier</b> 003xs.EN929-142184	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-04-16</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Smith, Kenneth	<b>Buyer Id - Id de l'acheteur</b> 003xs
<b>Telephone No. - N° de téléphone</b> (819) 956-3335 ( )	<b>FAX No. - N° de FAX</b> (819) 956-8303
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Please see Attached

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## **Bid Solicitation Amendment No. 002**

### **Document Imaging Services (DIS)**

#### **Part A Questions and Answers**

##### Question #3

Has PWGSC identified a due date for the submission of vendor questions?

##### Answer #3

Please refer to RFP Part 1 Article 2.4, page 11 of 35. The first paragraph states: ***“All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.”***

#### **Part B RFP Changes**

In order to bring more clarity to the process at Part 1, Article 2.2 – Submission of Bids and to the Submission Requirements for R11, R12 and R13 in Attachment 1 to Part 4 – Technical Bid please see RFP Changes #7, #8 and #9 below.

##### **#7**

##### **At RFP Part 1, Article 2.2 – Submission of Bids:**

**DELETE:** sub-article 2.2 in its entirety.

##### **AND REPLACE WITH:**

Bids 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 bid solicitation.

Multiple bids from the same bidder (or a bid from a bidder and another bid from any of its affiliates) are not permitted in response to this bid solicitation. Each bidder must submit only a single bid. For the purpose of this bid solicitation, individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. If any bidder submits more than one bid (or an affiliate also submits a bid), either on its own or as part of a joint venture, the first bid submitted to the bid receiving unit will be evaluated.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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#8

At Attachment 1 to Part 4 – Technical Bid, page 7 of 30:

ADD:

Table 1 Technical Bid					
SOW Section Number	Section Name/ Evaluation Subject	Points Available	Submission Requirements	Compliant = Yes Non-Compliant = No	Evaluation Criteria
A	B	C	D	E	F
	Account Manager/Project Lead	M4	The candidate must be able to read, write and speak fluently in <u>either one</u> of Canada's official languages. The candidate must have a Reliability status security clearance for Series 2 and a Secret security clearance for Series 3, at the time of bid solicitation closing date, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).	Yes No	The response must state the Bidder's compliancy with a Yes or No in column "E" and provide the candidate's Security Clearance number and expiry date or date of birth.
	Project Manager	M5	The candidate must be able to read, write and speak fluently in <u>either one</u> of Canada's official languages. The candidate must have a Reliability status security clearance for Series 2 and a Secret security clearance for Series 3, at the time of bid solicitation closing date, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).	Yes No	The response must state the Bidder's compliancy with a Yes or No in column "E" and provide the candidate's Security Clearance number and expiry date or date of birth.

#9

At Attachment 1 to Part 4 – Technical Bid, pages 17, 18 and 19 of 30:

DELETE:

Table 1 Technical Bid					
SOW Section Number	Section Name/ Evaluation Subject	Points Available	Submission Requirements	Compliant = Yes Non-Compliant = No	Evaluation Criteria
A	B	C	D	E	F
	Core Team and Essential	R11	The Bidder should name a candidate to	1 points	The response should, at a minimum,

	<p><b>Resources</b></p>	<p><b>5 points</b></p>	<p>be the Project Manager (PM) and provide his/her current resume.</p> <p>The candidate must be able to read, write and speak fluently in <u>either one</u> of Canada's official languages and have a Reliability status security clearance for Series 2 and a Secret security clearance for Series 3, at the time of bid solicitation closing date, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).</p> <p>The Bidder should demonstrate that the proposed candidate:</p> <ul style="list-style-type: none"> <li>a) Has a minimum of four years in the past 7 years in Project Management; and</li> <li>b) Has a minimum of two years in the past 5 years in a project management role associated with set-up, preparation of documents, record conversion, quality control and the technical support of document imaging projects.</li> </ul>		<p>address all items in column "D".</p> <p>A maximum of 5 points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>• Up to 2 points for years of experience as a Project Manager             <ul style="list-style-type: none"> <li>○ 0 points: &lt; 4 years</li> <li>○ 1 point: 4 – 5 years in the past 7 years</li> <li>○ 2 points: &gt; 5 years in the past 7 years</li> </ul> </li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Up to 3 points for years of experience in a project management role associated with set-up, preparation of documents, record conversion, quality control and the technical support in the document imaging industry             <ul style="list-style-type: none"> <li>○ 1 point: 2 - 3 years in the past 5 years</li> <li>○ 3 points: &gt;3 years in the past five years</li> </ul> </li> </ul>
	<p><b>Core Team and Essential Resources</b></p>	<p><b>R12</b> <b>5 points</b></p>	<p>The Bidder should name a candidate to be the Account Manager/Project Lead and provide his/her current resume.</p> <p>The candidate must be able to read, write and speak fluently in <u>either one</u> of Canada's official languages and have a Reliability status security clearance for Series 2 and a Secret security clearance for Series 3, at the time of bid solicitation closing date, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).</p> <p>The Bidder should demonstrate that the proposed candidate:</p> <ul style="list-style-type: none"> <li>c) Has a minimum of four years in the past 7 years in an Account Management role; and</li> <li>d) Has a minimum of two years</li> </ul>	<p>2 points</p>	<p>A maximum of 5 points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>• Up to 2 points for years of experience as an Account Manager/Project Lead             <ul style="list-style-type: none"> <li>○ 0 points: &lt; 4 years</li> <li>○ 1 points: 4 – 5 years in the past 7 years</li> <li>○ 2 points: &gt; 5 years in the past 7 years</li> </ul> </li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Up to 3 points for years of experience as an Account Manager/Project Lead in the document imaging industry             <ul style="list-style-type: none"> <li>○ 1 point: 2 - 3 years in</li> </ul> </li> </ul>

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			in the past 5 years in a Account Manager/Project Leader role with document imaging projects.		the past 5 years <ul style="list-style-type: none"> <li>○ 3 points: &gt;3 years in the past 5 years</li> </ul>
	<b>Core Team and Essential Resources</b>	<b>R13</b>  <b>10 points</b>	<p>The Bidder should name a candidate to be the Quality Assurance Specialist and provide his/her current resume.</p> <p>The candidate should have a Reliability status security clearance at the time of bid solicitation closing date, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).</p> <p>The Bidder should demonstrate that the proposed candidate:</p> <ul style="list-style-type: none"> <li>a) Has a minimum of three (3) years in the past 6 years in a Quality Assurance Specialist role; and</li> <li>b) Has a minimum of two years in the past 5 years in a Quality Assurance Specialist role with document imaging projects.</li> </ul>	<b>6 points</b>	<p>A maximum of 10 points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>• Up to 5 points for years of experience as a Quality Assurance Specialist. <ul style="list-style-type: none"> <li>- 3 points: &gt; 3 and &lt; 5 years of which 3 years are in the past 6 years</li> <li>- 4 points: &gt; 5 and &lt; 9 years of which 3 years are in the past 6 years</li> <li>- 5 points: 10 years or more of which 3 years are in the past 6 years</li> </ul> </li> <li>• Up to 5 points for years of experience as a Quality Assurance Specialist in the document imaging industry <ul style="list-style-type: none"> <li>- 3 points: 2 - 3 years in the past 5 years</li> <li>- 5 points: &gt;3 years in the past 5 years</li> </ul> </li> </ul>

**AND REPLACE WITH:**

<b>Table 1 Technical Bid</b>					
<b>SOW Section Number</b>	<b>Section Name/ Evaluation Subject</b>	<b>Points Available</b>	<b>Submission Requirements</b>	<b>Compliant = Yes Non-Compliant = No</b>	<b>Evaluation Criteria</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	<b>Core Team and Essential Resources</b>	<b>R11</b>  <b>5 points</b>	<p>The Bidder should name a candidate to be the Project Manager (PM) and provide his/her current resume.</p> <p>The Bidder should demonstrate that the proposed candidate:</p>	<b>1 points</b>	<p>The response should, at a minimum, address all items in column "D".</p> <p>A maximum of 5 points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>• Up to 2 points for years of</li> </ul>

			<p>e) Has a minimum of four years in the past 7 years in Project Management; and</p> <p>f) Has a minimum of two years in the past 5 years in a project management role associated with set-up, preparation of documents, record conversion, quality control and the technical support of document imaging projects.</p>		<p>experience as a Project Manager</p> <ul style="list-style-type: none"> <li>○ 0 points: &lt; 4 years</li> <li>○ 1 point: 4 – 5 years in the past 7 years</li> <li>○ 2 points: &gt; 5 years in the past 7 years</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Up to 3 points for years of experience in a project management role associated with set-up, preparation of documents, record conversion, quality control and the technical support in the document imaging industry           <ul style="list-style-type: none"> <li>○ 1 point: 2 - 3 years in the past 5 years</li> <li>○ 3 points: &gt;3 years in the past five years</li> </ul> </li> </ul>
	<b>Core Team and Essential Resources</b>	<b>R12</b>  <b>5 points</b>	<p>The Bidder should name a candidate to be the Account Manager/Project Lead and provide his/her current resume.</p> <p>The Bidder should demonstrate that the proposed candidate:</p> <p>g) Has a minimum of four years in the past 7 years in an Account Management role; and</p> <p>h) Has a minimum of two years in the past 5 years in a Account Manager/Project Leader role with document imaging projects.</p>	<b>2 points</b>	<p>A maximum of 5 points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>• Up to 2 points for years of experience as an Account Manager/Project Lead           <ul style="list-style-type: none"> <li>○ 0 points: &lt; 4 years</li> <li>○ 1 points: 4 – 5 years in the past 7 years</li> <li>○ 2 points: &gt; 5 years in the past 7 years</li> </ul> </li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Up to 3 points for years of experience as an Account Manager/Project Lead in the document imaging industry           <ul style="list-style-type: none"> <li>○ 1 point: 2 - 3 years in the past 5 years</li> <li>○ 3 points: &gt;3 years in the past 5 years</li> </ul> </li> </ul>
	<b>Core Team and</b>	<b>R13</b>	The Bidder should name a candidate to	<b>6 points</b>	A maximum of 10 points will be

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	<p><b>Essential Resources</b></p>	<p><b>10 points</b></p>	<p>be the Quality Assurance Specialist and provide his/her current resume.</p> <p>The Bidder should demonstrate that the proposed candidate:</p> <ul style="list-style-type: none"> <li>c) Has a minimum of three (3) years in the past 6 years in a Quality Assurance Specialist role; and</li> <li>d) Has a minimum of two years in the past 5 years in a Quality Assurance Specialist role with document imaging projects.</li> </ul>	<p>awarded as follows:</p> <ul style="list-style-type: none"> <li>• Up to 5 points for years of experience as a Quality Assurance Specialist.           <ul style="list-style-type: none"> <li>- 3 points: &gt; 3 and &lt; 5 years of which 3 years are in the past 6 years</li> <li>- 4 points: &gt; 5 and &lt; 9 years of which 3 years are in the past 6 years</li> <li>- 5 points: 10 years or more of which 3 years are in the past 6 years</li> </ul> </li> <li>• Up to 5 points for years of experience as a Quality Assurance Specialist in the document imaging industry           <ul style="list-style-type: none"> <li>- 3 points: 2 - 3 years in the past 5 years</li> <li>- 5 points: &gt;3 years in the past 5 years</li> </ul> </li> </ul>
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ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED