

**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> 008
<b>Client Reference No. - N° de référence du client</b> 20142184	<b>Date</b> 2015-03-25
<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>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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>

## Bid Solicitation Amendment No. 008

### Document Imaging Services (DIS)

#### Part A Questions and Answers

##### Question #11:

About RFP page 118 of 169, R1 Column F. The text first mentions a coding throughput of 12,000,000 which we assume represents key strokes but later mentions points attribution based on preparation of pages.

Since mandatory requirement M1 already established the minimum image throughput at 8 million, can you confirm that R1 and its points attribution actually corresponds to coding key strokes?

##### Answer #11:

The intention is to rate preparation throughput. Please see RFP Change #13 below.

##### Question #12:

It is our understanding that the current financial model (both for evaluation purposes and future invoicing) is based on the mini, basic, standard coding approach.

ie. *"Each entry type (single or double) allows pricing options for three levels of coding:*

- *Mini coding (up to 3 fields of index data)*
- *Basic coding (capture of 4, 5 or 6 fields of index coding)*
- *Standard coding (capture of 7 or 8 fields of coding)"*

We do not believe that breakdown to provide enough granularity.

For an example a Basic coding project of 100,000 documents with 4 fields each with an average of 10 characters per field might represent 4,000,000 characters.

While another Basic coding project of 100,000 documents with 6 fields each with an average of 20 characters per field might represent 12,000,000 characters.

Using estimated keystrokes per hour of 6000 for this example, the first project would represent 666 work hours while the second project would represent 2000 work hours.

We would recommend using a digitization price per page that is independent of data entry requirements and using a cost per character for coding rather than the three levels system.

If the system is not changed, could you specify a fixed length per field and fixed number of field for each level to be used by vendors for bid purposes and fair/consistent evaluation of all bids?

Could you specify what your position is when it comes to the high labour variance potential under the same fixed price using the current system from project to project and how you would expect vendors to respond?

**Answer #12:**

There is no intention to obtain a keystroke-based price. Canada does understand the variability between collections and documents. Canada expects that vendors will respond using their knowledge and experience based on average number of keystrokes per field to determine appropriate pricing.

Bidders should note that the rate is provided on a per page basis. Should coding occur at the document level, and a document is 50 pages with 10 fields of data captured, the mini coding rate would apply per page (10 fields divided by 50 pages is < 1 field per page). If a document is 5 pages, and 20 fields are captured, the basic coding rate would apply (20 fields divided by 5 pages = 4 fields per page.) The collection will be reviewed at the time of the Task Authorization development to determine the average document sizes and applicable coding levels.

**Question #16:**

At Annex A, Statement of Work Part 4 – Professional Services Requirements Item 24. Reference Materials - Handling and Safeguarding of Classified and Protected Information and Assets, section 504 part (a)

There is a mention that PROTECTED information and assets shall be stored in a locked container? Scanning facilities have access controls, cameras and other security capabilities but work is typically stored on pallets in a shared storage location. Does this requirement for a locked container above include the physical paper that will be sent to us (would we need a cage to store the documents under lock/key)?

May you also confirm that working in a shared secure location is acceptable as long as work is segregated and logical separation exists in computing environments?

**Answer #16:**

Section 504 of the PWGSC Industrial Security Manual

<http://iss-ssi.pwgsc-tpsgc.gc.ca/msi-ism/index-eng.html> Chapter 5 - **Handling and Safeguarding of Classified and Protected Information and Assets**, states that “As a minimum, PROTECTED information and assets shall be stored in a locked container. PROTECTED C information and assets and all CLASSIFIED information must be stored in an approved security container in accordance with the RCMP Technical Security Branch security equipment guide under G1-001. PROTECTED or CLASSIFIED information and assets may be stored on open shelving in a secure room, only after inspection and approval by Cisd, and only to the level approved by Cisd.”

Bidders may also consult the PWGSC Industrial Security Manual for all security questions. In addition, the PWGSC Industrial Security site on Physical Security <http://iss-ssi.pwgsc-tpsgc.gc.ca/ssi-iss-services/sp-ps-eng.html> also provides information on the Minimum Standards for Protected and Classified Storage, Transmission and Destruction. For specific guidance, Bidders should consult the PWGSC Industrial Security Program <http://iss-ssi.pwgsc-tpsgc.gc.ca/ressources-resources/contactisp-contactezpsi-eng.html>.

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**Part B RFP Changes****#13****At Attachment 1 to Part 4 – Technical Bid, R1, column F:**

**DELETE:** R1, column F in its entirety.

**AND REPLACE WITH:**

The response should, at a minimum, address all items in column “D” and demonstrate that the Bidder has a minimum preparation throughput of 12,000,000 pages in the last 2 years.

A maximum of 20 points will be awarded as follows:

- 5 points for each year in which a minimum of 12,000,000 pages were prepared to a maximum of 10 points, and
- 1 point for each additional annual preparation of 1,000,000 pages in the last 2 years to a maximum of 10 points.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**