

**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> 009
<b>Client Reference No. - N° de référence du client</b> 20142184	<b>Date</b> 2015-03-26
<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> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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. 009****Document Imaging Services (DIS)****Part A Questions and Answers****Question #17:**

RE: M1 The Bidder must demonstrate its ability to provide services by providing the throughput in each of the last two (2) years, **by facility**, by entering the details in the EXCEL spreadsheet Appendix 1 to Technical Bid Tab A, Current Capability, columns A – S:

1. Annual throughput for:
  - a. Preparation
  - b. Scanning > 8,000,000 pages and/or micrographic images
  - c. Coding
  - d. Mail pieces (e.g. envelopes) received and processed

Does PWGSC expect that each facility used by a bidder to deliver services under a won contract vehicle – would need to have complied with a-d as above.

**Answer #17:**

PWGSC expects that a bidder will have at least one facility providing all of preparation, imaging and coding. PWGSC expects to be able to differentiate between (i) locations that a bidder may have access to which currently provide all these services, and (ii) locations that a bidder may have access to which does not currently provide all these services.

**Question #18:**

**RE: App1 EN Technical Bids Final 20150217 Appendix 1 to Technical Bid, Tab B Corporate Capability, columns A-Q.**

The Bidder should demonstrate its capability to service Canada by identifying the locations in which the bidder currently has digitization production level facilities or production level capture facilities and what digitization equipment and capabilities are currently available at those locations, by completing the EXCEL spreadsheet Appendix 1 to Technical Bid, Tab B Corporate Capability, columns A-Q.

The response should, at a minimum, address all items in column "D" and clearly indicate the locations in which the Bidder currently has digitization production level facilities or production level capture facilities and the digitization equipment and capabilities currently available at those locations.

A maximum of 10 points will be awarded as follows:

- 4 points for location in the NCR with scanning production level facilities;
- 1 point for each of the following regions in which the bidder currently has either a full digitization (high speed scanning and coding) production level facility or a production level capture facility to a maximum of 6 points:
  - British Columbia;

- 
- Alberta and/or Saskatchewan and/or Manitoba;
  - Quebec excluding NCR;
  - Ontario excluding NCR;
  - Atlantic Provinces (NB, NS, PEI, NFLD and Labrador)
  - Nunavut and/or Northwest Territories and/or Yukon.

What is PWGSC definition of a “current production level facility” and “production level capture facility”?

**Answer #18:**

PWGSC will evaluate the information provided on the spreadsheet to identify whether the bidder has a digitization production level facility or a production level capture facility, including the type and capability of the equipment,

A current digitization production level facility is a facility where a variety of scanning / conversion capabilities and services are currently provided, including high speed scanning, and including the coding /data entry functions.

A production level capture facility is a facility where a variety of scanning / conversion capabilities and services are provided, including high speed scanning. Coding/data entry functions may not be provided at this facility.

It is not necessary for a facility to currently provide all of the services identified on Tab B.

PWGSC will evaluate all of the information on Tab B to determine, on a whole, whether the bidder currently has a digitization production level facility or a production level capture facility at that location.

**Question #19:**

**RE: RFP Validity Period**

This procurement is currently open for 40 days and was published just prior to March break timelines, which is traditionally a period that many planned vacations occur. Will the Crown consider a one week extension to accommodate for this break to allow companies to properly respond to the RFP?

**Answer #19:**

Canada will not consider any extension requests.

**Question #20:**

**RE: use of Contract vehicles resulting from this procurement**

Please confirm whether Government Departments and Agencies will be mandated to utilize the contract vehicles which will result from this procurement exercise. If yes, does this effectively eliminate future document imaging RFP's from the Federal Government?

Solicitation No. - N° de l'invitation

EN929-142184/C

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

20142184

Amd. No. - N° de la modif.

009

File No. - N° du dossier

003xsEN929-142184

Buyer ID - Id de l'acheteur

003xs

CCC No./N° CCC - FMS No/ N° VME

---

**Answer #20:**

At this time, government departments and agencies are not mandated to use these contract vehicles. At this time, the digitization services provided by PWGSC are optional common services for government departments and agencies.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**