

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

Title - Sujet Document Imaging Services	
Solicitation No. - N° de l'invitation EN929-142184/C	Amendment No. - N° modif. 013
Client Reference No. - N° de référence du client 20142184	Date 2015-04-01
GETS Reference No. - N° de référence de SEAG PW-\$\$XS-003-28574	
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 2015-04-16	
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:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

Bid Solicitation Amendment No. 013**Document Imaging Services (DIS)****Part A Questions and Answers**

Question #22

Using some of the job scenarios in attachment 6 to Part 4, a "mini-coding" requirement could consist of one field with barcode data capture, but could also consist of 3 fields consisting of 60-90 characters of manual data entry (e.g., name, address, DOB). How do you expect to approach pricing with such a wide range of requirement and effort?

Answer #22

Canada expects the vendors to apply their knowledge and expertise to determine applicable pricing.

Question #23

Based on PWCSC past experience with respect to coding, can you provide us with an approximate percentage of index fields that require manual keying and the percentage of fields that can be automatically populated via barcode or pulled from a database for the average file and document?

Answer #23

Canada does not have an approximate percentage of manually keyed fields versus automated capture fields. That level of information will be available on a collection basis at the time the TA is prepared.

As indicated in the Basis of Payment, Sections I – III,

- Fields that are applicable to a set of documents, such as form number, or can be populated automatically from a spreadsheet or database, in aggregate count as one field of data. For example, if a spreadsheet provides fields for capture such as DOB, first name, last name, those 3 items will count as 1 field of index data.

Question #24

Based on PWGSC past experience with respect to coding, of the fields that require manual keying, what would be the average number of characters that would need to be keyed per field.

Answer # 24

Canada does not have that level of information available.

Question #25

Does PWGSC have any past production data regarding the average number of keystrokes required for each coding category? (mini, basic and standard)?

Answer #25

No, Canada does not have this data available.

Question #27

Based upon PWGSC experience, can you please provide us with some guidance re: full text transcription with respect to number of characters captured per page and estimated proportion of documents requiring full text transcription? For pricing purposes, are we to assume you may want an entire handwritten page to be transcribed? Or are we to assume you have an OCR threshold to achieve and only want a few corrections of OCR text? The work effort for each of these examples is substantially different and would be priced differently.

Answer #27

The per-page pricing provided by the Bidder will form a ceiling price.

At the time of the Task Authorization bid, the nature of such a request will be evident and pricing can be subject to a downward adjustment if warranted.

Question #28

What are the assumptions being used for turnaround times for completion of the various TA's (for example, how much time would be given to complete each of the jobs defined in Attachment 6 to Part 4 - Examples)?

Answer #28

The turnaround times for completion will be specified in the various TAs based on the intended use of the information captured, service level agreements with Canada's clients and the size of the collection(s).

Question #29

Please elaborate and clarify Preparation Level 3 requirements re: handling of true source and attachments?

Answer #29

Solicitation No. - N° de l'invitation

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

20142184

Amd. No. - N° de la modif.

013

File No. - N° du dossier

003xsEN929-142184

Buyer ID - Id de l'acheteur

003xs

CCC No./N° CCC - FMS No/ N° VME

The intent of handling true source attachments is to ensure that the relationship between documents is obvious and retained, for example, where a covering memo references an enclosed/attached report. Details of image and file-naming requirements would be provided in the TA.

Question #32

Given the amount of information required to prepare and submit a quality response to the RFP, would the Crown consider granting a two week extension to the closing date?

Answer #32

Canada will not consider any extension requests for this solicitation.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.