

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. 016
Client Reference No. - N° de référence du client 20142184	Date 2015-04-10
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	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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. 016

Document Imaging Services (DIS)

Part A Questions and Answers

Question #38

On April 2nd 2015, in amendment #13, The Crown published the following:

"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."

We have a follow-up question to Question #32 - Our question has 4 parts:

- A) Can Canada please provide a responsive explanation as to why they will not consider an extension request for this solicitation?
- B) Can Canada please explain the negative impact or risk that will result in granting the vendor community a 2 week extension?

The response timeline has already been negatively impacted by the following business realities:

- 1) Significant Government year-end pressures;
- 2) March Break and Easter long weekend;
- 3) The publication of several impactful amendments;

As a result, we remain hopeful that Canada will reconsider its position and take into account the multiple extension requests.

- C) Will Canada please extend the response date by two weeks, to April 30th, 2015?
- D) In addition, will Canada please extend the Q&A period accordingly?

Answer #38

- A) Canada has extremely tight deadlines for this requirement.
- B) Canada's ability to proceed with this requirement will be substantially limited if these deadlines are not met. To compensate for Easter holidays, an additional two days were already included in arriving at the current closing date. While there have been some clarifications, Canada does not consider the amendments to be impactful.
- C) Canada will not extend the deadline.
- D) The Q&A period remains unchanged.

Question #39

In light of the cumulative effect of March Break, the coming Easter long weekend, government year-end and its associated increase in published RFP volumes, and the volume of number of amendments that have been issued for this particular solicitation that need to be factored into the response, we would like to request an extension of three (3) weeks to the due date.

Answer #39

There will be no extensions to this solicitation.

Question #40

Regarding Table 2 -4. It's not quite clear what response is required by Canada in these tables. It does not mention that they are either a a mandatory nor point related requirement, nor does it state (unlike the previous two tables) what the expectations for the answers are.

Are we to simply answer "yes" to each question, or is a detailed response required.

Answer #40

Tables 2, 3, and 4 are included in Attachment 1 to Part 4 Technical Bid, pages 21 – 29.

Table 2 is referenced in Criteria R5 and contains items that should be included in the Bidder's response. Table 3 is referenced in Criteria R7 and contains items that should be included in the Bidder's response. Table 4 is referenced in Criteria R10 and contains items that should be included in the Bidder's response. Each of these tables provide references to sections and content from Annex A Statement of Work (SOW).

Responding `Yes` is not an acceptable response, nor is simply restating the requirement. Refer also to the following definition in R5, R7 and R10:

0 points – Unacceptable Response– Based on the information provided, the response does not address the requirement or indicates a lack of understanding of the requirement or is generally a repetition of the requirement as stated in the RFP rather than a clear response that indicates an understanding of the requirement. May represent an unacceptable risk to the Client

Question #41

The digital processing field is relatively new. With regard to PWGSC's request for proposal process, our company would like to know if our production team's experience could be used to adequately meet corporate capabilities O1, O2 and C1, given that the company itself has never executed a contract of this scope in this specific field. However, the members of the team adequately meet requirements O1, O2 and C1 with their extensive experience.

Our question is: **Can we use projects carried out by our members to demonstrate our corporate capability for O1, O2 and C1?**

Answer #41

A corporation, joint venture or partnership may submit a bid, but must be a single entity for the purpose of contracting. The history and equipment of the individual members who form part of the Bidder may be used to respond to O1, O2, C1.

Question #42

Certain elements of the request for proposal suggest that we that take steps that require days, if not weeks, to get answers.

Given that, during the period of preparation, we lost a few days over the Easter long weekend and that the request for proposal needs to be prepared during a very busy time for many businesses, i.e. the end of the fiscal year, we would like to ask that the request for proposal be extended by two weeks, that is until April 30, 2015. **Is that possible?**

Answer #42

Please see Answer #38.

Question #43

Will PWGSC accept additional Bidder terms and conditions to incorporate industry standard limitation of liability terms into the resulting contract?

Answer #43

No, Canada will not accept additional Bidder terms and conditions in the resulting contracts.

Question #44

Will PWGSC delete the most favored customer clauses found in RFP Section 5.1.3.2 (Rate or Price Certification) subsections (a) and (b), and in the second sentence of Annex B Section 8.2 (Additional Fixed Per Diem Labour Rates)? Such clauses are vague and ambiguous and PWGSC should be comfortable that it is getting the best value by comparing the bids submitted as a result of this RFP.

Answer #44

No, Canada will not delete the clauses found in the RFP Part 5, Article 5.1.3.2 and in Annex B Article 8.2.

Question #45

The Financial Bid spreadsheet (Attachment 2 to Part 4) only allows 1 price for microfilm/fiche ... would PWGSC allow us to bid different prices for the different media – i.e. one price for microfilm and another rate for microfiche?

Answer #45

No, the same price will apply to both microfilm and microfiche.

Question #46

Are all business awards based on TAs – would Call Ups ever be considered to award business?

Answer #46

All work will be awarded through the TA Bid Solicitation process as described in the RFP Part 4, Article 4.2, Stage 2: Bid Solicitation Task Authorizations (TAs) under Contract, and Part 7, sub-article 7.1.2.1 Task Authorization Bid Solicitation Process.

Question #47

Can the Secret materials be processed and imaged at the vendor site?

Answer #47

Yes, as long as the appropriate security levels / clearances are in place.

Part B RFP Changes

#14

At Solicitation Amendment #10, Part A Questions and Answers, Answer #5

Delete: Answer #5 in its entirety.

And Replace With:

Answer #5

For the purposes of overall Evaluated Price, Canada will use the volumes indicated in the EXCEL workbook Att2_P4 EN 20150301, worksheet 'Volumes for Evaluation', against each of the per page prices in each of the worksheets 'HCROMM', 'MM', 'RSHR', 'BP' and 'Optional and Prof Services'. Using a subset of the Hard Copy Records other than Microfilm and Microfiche (HCROMM) as an example, the calculations illustrated below will be applied. The references to cells in column E reflect the volumes in the Volumes for Evaluation worksheet in the column E, and the HCROMM cell references refer to the pricing information input by the Bidder on the HCROMM worksheet. These formulas are provided for illustrative purposes only.

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Amd. No. - N° de la modif.

016

File No. - N° du dossier

003xsEN929-142184

Buyer ID - Id de l'acheteur

003xs

CCC No./N° CCC - FMS No/ N° VME

Volume of Pages/Images		
Section 1		
Single Entry		
Mini coding		= 'Volumes for Evaluation' !E5*HCRO MM!E\$7
Basic Coding		= 'Volumes for Evaluation' !E6*HCRO MM!F\$7
Standard coding		= 'Volumes for Evaluation' !E7*HCRO MM!G\$7
Double Entry		
Mini coding		= 'Volumes for Evaluation' !E9*HCRO MM!E\$9
Basic Coding		= 'Volumes for Evaluation' !E10*HCRO MM!F\$9
Standard coding		= 'Volumes for Evaluation' !E11*HCRO MM!G\$9
Section 1 - Subtotal		=SUM(L5:L11)
Section 2		
Single Entry		
Mini coding		= 'Volumes for Evaluation' !E15*HCRO MM!J\$7
Basic Coding		= 'Volumes for Evaluation' !E16*HCRO MM!J\$7
Standard coding		= 'Volumes for Evaluation' !E17*HCRO MM!K\$7
Double Entry		
Mini coding		= 'Volumes for Evaluation' !E19*HCRO MM!J\$9
Basic Coding		= 'Volumes for Evaluation' !E20*HCRO MM!J\$9
Standard coding		= 'Volumes for Evaluation' !E21*HCRO MM!K\$9
Section 1 and 2 subtotal		=SUM(L15:L21)+L12
Section 3:		
Single Entry		
Mini coding		= 'Volumes for Evaluation' !E25*HCRO MM!M\$7
Basic Coding		= 'Volumes for Evaluation' !E26*HCRO MM!N\$7
Standard coding		= 'Volumes for Evaluation' !E27*HCRO MM!O\$7
Double Entry		
Mini coding		= 'Volumes for Evaluation' !E29*HCRO MM!M\$9
Basic Coding		= 'Volumes for Evaluation' !E30*HCRO MM!N\$9
Standard coding		= 'Volumes for Evaluation' !E31*HCRO MM!O\$9
TOTAL		=SUM(L25:L31)+L22
Additional Features in addition to Standard Digitization		
Related to Section 1 Volumes:		
Each additional field of index data (default for 9th and subsequent fields of data)		= 'Volumes for Evaluation' !E37*HCRO MM!G47
Uplift applicable to field(s) of index data, where it is demonstrated by the Contractor from the TA sample and where approved by the Project Authority, that the data field source is of poor capture quality		= 'Volumes for Evaluation' !E38*HCRO MM!G48
Additional set of images adhering to CGSB standards for evidentiary use		= 'Volumes for Evaluation' !E39*HCRO MM!G49
Full text OCR		= 'Volumes for Evaluation' !E40*HCRO MM!G50
Higher resolution	400 DPI	= 'Volumes for Evaluation' !E41*HCRO MM!G51
	600 DPI	= 'Volumes for Evaluation' !E42*HCRO MM!G52
	> 600 DPI	= 'Volumes for Evaluation' !E43*HCRO MM!G53
Colour images		= 'Volumes for Evaluation' !E44*HCRO MM!G54
		etc.

#15**At RFP Part 1, At Article 1.5.2 – Stage 2 - Bid Solicitation Task Authorizations (TAs) under Contracts:****ADD:**

1.5.2 e) In addition to SACC 2003, article 12 Rejection of Bid, sub-article (3), to avoid any bidding manipulation, Canada reserves the right to assign Contract Task Authorizations within any of the series identified, and the resulting contractor(s) within any of the series will be required to provide the services being requested at the prices/rates being proposed.

#16**At RFP Part 4, At Article 4.2.1 – Stage 2 - BID SOLICITATION TASK AUTHORIZATIONS (TAs) UNDER CONTRACT(S):****ADD:**

In addition to SACC 2003, article 12 Rejection of Bid, sub-article (3), to avoid any bidding manipulation, Canada reserves the right to assign Contract Task Authorizations within any of the series identified, and the resulting contractor(s) within any of the series will be required to provide the services being requested at the prices/rates being proposed.

#17**At RFP Part 7, At Article 7.1.2.1 - Task Authorizations Bid Solicitation Process:****ADD:**

In addition to SACC 2003, article 12 Rejection of Bid, sub-article (3), to avoid any bidding manipulation, Canada reserves the right to assign Contract Task Authorizations within any of the series identified, and the resulting contractor(s) within any of the series will be required to provide the services being requested at the prices/rates being proposed.

#18**At RFP Attachment 5 to Part 4 - Financial Bid Instructions, At Part 1 :****ADD:**

11. In addition to SACC 2003, article 12 Rejection of Bid, sub-article (3), to avoid any bidding manipulation, Canada reserves the right to assign Contract Task Authorizations within any of the series

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identified, and the resulting contractor(s) within any of the series will be required to provide the services being requested at the prices/rates being proposed.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED