

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
800 Burrard Street, Room 219  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9**

## Request For a Standing Offer Demande d'offre à commandes

National Individual Standing Offer (NISO)  
Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Pacific  
Region  
219 - 800 Burrard Street  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9

<b>Title - Sujet</b> Documents Imaging Scanners	
<b>Solicitation No. - N° de l'invitation</b> EN929-150346/A	<b>Date</b> 2015-10-23
<b>Client Reference No. - N° de référence du client</b> EN929-150346	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$VAN-576-7648
<b>File No. - N° de dossier</b> VAN-5-38258 (576)	<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 2015-12-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Sobhee, Sachin	<b>Buyer Id - Id de l'acheteur</b> van576
<b>Telephone No. - N° de téléphone</b> (604)775-7022 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Matane QC and Winnipeg, MB	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Buyer ID - Id de l'acheteur

van576

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File No. - N° du dossier

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**EN929-150346/A**

**Document Imaging Scanners**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

- Annex A – Requirement
- Annex B – Basis of Payment
- Annex C – Environmental Requirements,
- Annex D – Reporting Requirements,
- Annex E – Evaluation and Basis of Selection
- Annex F – OEM Certification Form

### **1.2 Summary**

The Document Imaging Solutions Centre (DISC), which is part of Cheque Redemption Control Directorate (CRCD) of the department of Public Works and Government Services Canada (PWGSC), provides imaging solutions to various departments and agencies. DISC is located in Matane, Quebec and has a satellite office in Winnipeg, Manitoba.

This requirement is to supply (purchase and lease) PWGSC with different types of scanners within the next three years. CRCD will require various types of scanners to meet its requirements. CRCD anticipates a requirement for eleven (11) different categories of scanners.

As per the Integrity Provisions under section 01 of Standard Instructions 2006 and 2007, offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **1.3 Security Requirements**

There is no Security Requirement associated with this requirement.

### **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

### **2.2 Submission of Offers**

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 14 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### **2.4 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (2 hard copies)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;  
(b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work in Accordance with Annex A - Requirement.

#### Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### 3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card. Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

##### 3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation,

#### Section III: Certifications

Offerors must submit the certifications required under Part 5.

### 3.2 Multiple Offers

- (a) Multiple Offers by the same Offeror will not be accepted. If the Offeror submits multiple Offers, the Offeror will be asked to withdraw all but one of its Offers; or all Offers in their entirety. In the event that the Offeror refuses to withdraw all but one Offer, Canada may, at its discretion, choose to accept only the Offer which it feels provides the Best Value to Canada.
- (b) Hardware must be offered by category. The Offeror must offer a maximum of one (1) Hardware product per category. Offerors are not required to propose a product in every category.
- (c) If more than one offeror offers the identically equipped Hardware in the same sub-category, only the lowest priced responsive Offer will receive a standing offer in that category.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- a. Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Technical Evaluation

Offers will be evaluated in accordance with Annex E "Evaluation and Basis of Selection"

##### 4.1.1.1 Mandatory Technical Criteria

Refer to Annex E "Evaluation and Basis of Selection".

##### 4.1.1.2 Point Rated Technical Criteria

Refer to Annex E "Evaluation and Basis of Selection".

#### 4.1.2 Financial Evaluation

Offers will be evaluated in accordance with Annex E "Evaluation and Basis of Selection"

##### 4.1.2.1 SACC Manual Clause M0220T (2013-04-25), Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection

Refer to Annex E "Evaluation and Basis of Selection".

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.



The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

## **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

## **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

### **5.2.1 Integrity Provisions – List of Names**

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.2.3.1 OEM Certification**

a. Any offeror that is not the Original Equipment Manufacturer (OEM) for every item of hardware proposed as part of its bid is required to submit the OEM's certification (Annex F) regarding the offeror's

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authority to provide and maintain the OEM's hardware, which must be signed by the OEM (not the offeror). No standing offer will be awarded to an offeror who is not the OEM of the hardware it proposes to supply to Canada, unless the OEM certification has been provided to Canada. Offerors are requested to use the OEM Certification Form included with the bid solicitation. Although all the contents of the OEM Certification Form are required, using the form itself to provide this information is not mandatory. For offerors/OEMs who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the offer being declared non-responsive.

b. If the hardware proposed by the offeror originates with multiple OEMs, a separate OEM certification is required from each OEM.

c. For the purposes of this bid solicitation, OEM means the manufacturer of the hardware, as evidenced by the name appearing on the hardware and on all accompanying documentation.

#### **5.2.3.2 Electrical Certifications**

All document scanners offered must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, by a certification organization accredited by the Standards Council of Canada (SCC) and bear the certification logo that is applicable to the accredited agency.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

**6.1.1** The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### 6.2 Security Requirements

There is no Security Requirement associated with this requirement.

#### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### 6.3.1 General Conditions

2005 (2015-07-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen calendar days after the end of the reporting period.

#### 6.4 Term of Standing Offer

##### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.  
**[Three year period to be inserted at Standing Offer award.]**

##### 6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional one year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority two days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 6.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Sachin Sobhee, Supply Specialist  
Public Works and Government Services, Pacific Region  
800 Burrard Street, Vancouver, BC

Telephone: 604-775-7022  
Email: sachin.sobhee@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 6.5.2 Project Authority

The Project Authority for the Standing Offer is:

***[To be inserted at Standing Offer award.]***

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Cheque Redemption Control Directorate (CRCDD) of the department of Public Works and Government Services Canada (PWGSC).

## 6.7 Call-up Procedures

An Identified User may issue a Call-up directly to any Offeror in the applicable category, up to \$400,000.00.

## 6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 Call-up Against a Standing Offer.

## 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included).

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions 4001 (2015-04-01), Hardware Purchase, Lease and Maintenance;
- e) for purchase of equipment, the general conditions 2030 (2015-09-03), General Conditions - Higher Complexity - Goods;
- f) for lease of equipment, the general conditions 2035 (2015-07-03), General Conditions – Higher Complexity - Services
- g) Annex A, Requirement;
- h) Annex B, Basis of Payment;
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

## 6.11 Certifications

### 6.11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### 6.11.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

## 6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 6.1 Statement of Work

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### 6.2 Standard Clauses and Conditions

#### 6.2.1 General Conditions

For purchase of equipment, 2030 (2015-07-03), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

Section 19 Interest on Overdue Accounts, of 2030 (2015-07-03), General Conditions - Higher Complexity - Goods will not apply to payments made by credit cards.

For lease of equipment, 2035 (2015-07-03), General Conditions, Higher Complexity – Services, apply to and form part of the Contract.

Section 19 Interest on Overdue Accounts, of 2030 (2015-07-03), General Conditions - Higher Complexity - Goods will not apply to payments made by credit cards.

#### **6.2.2 Supplemental General Conditions**

4001 (2015-04-01), Hardware Purchase, Lease and Maintenance; applies to and form part of the Contract.

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

Delivery must be made within twenty calendar days from receipt of a call-up against the Standing Offer, unless longer delivery period specified in the call-up.

### **6.4 Payment**

#### **6.4.1 Basis of Payment**

For providing the Hardware in accordance with the Contract, Canada will pay the Contractor the firm price(s) set out in Annex B, FOB destination, including all customs duties, Applicable Taxes extra.

#### **6.4.2 Limitation of Price**

SACC Manual clause C6000C (2011-05-16) Limitation of Price

#### **6.4.3 Terms of Payment: Single Payment**

SACC Manual clause H1000C (2008-05-12) Single Payment

#### **6.4.4 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_.

### **6.5 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### **6.6 Insurance**

SACC Manual clause G1005C (2008-05-12) Insurance

### **6.7 Hardware**

#### **Purchased Hardware**

For purchased hardware, with respect to the provisions of Supplemental General Conditions 4001:

Part III of 4001 applies to the Contract	Yes
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(Additional Conditions: Purchase)	
Part IV of 4001 applies to the Contract (Additional Conditions: Lease)	No
Part V of 4001 applies to the Contract (Additional Conditions: Maintenance)	Yes
Delivery Location	Matane, Quebec; and Winnipeg, Manitoba
Contractor must deliver Hardware Documentation	Despite Section 7(4), only 1 copy of the Hardware Documentation is required.
Contractor must update Hardware Documentation throughout Contract Period	No
Hardware Documentation must include maintenance documentation	No
Language of Hardware Documentation	The Hardware Documentation must be delivered in English and French.
Special Delivery Requirements	No
Special Site Delivery or Installation Requirements	No
Contractor must Install Hardware at time of Delivery	Yes, the contractor must follow the instruction from SSC and support SSC in the installation of the hardware
Contractor must Integrate and Configure Hardware at time of Installation	Yes, included in the unit price of the Hardware for Categories 1 and 2.
Hardware is part of a System	Yes
Availability-level Testing will be performed before Acceptance	Yes, for Categories 1 and 2.
Availability Level Test Period for pre-Acceptance Availability-level Testing	15 days
Who will perform availability-level testing	Canada and the Contractor
Minimum Availability Level for Hardware	90%
Hardware Warranty Period	For categories 1 and 2, despite 4001, the Hardware Warranty Period under Part V is 3 years.  For categories 3 to 11, the Hardware Warranty Period is 1 year.
Option to Extend Hardware Maintenance Period	For categories 1, and 2, the Contractor grants Canada an irrevocable option to extend the Hardware Maintenance Period by seven (7) one-year periods.  For categories 3 to 11, the Contractor grants to Canada an irrevocable option to extend the Hardware Maintenance Period by two (2) additional one-year periods.  These option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment.
Class of Maintenance Service	On-Site Maintenance Service
Principal Period of Maintenance (PPM)	<b>Categories 1-2</b> <b>Monday – Friday 7am to 5pm:</b> On-site Maintenance Service, 15 minute call-response time, technician on-site within 2 hours. <b>Monday – Friday 5pm to 10pm:</b> On-site Maintenance Service, 15 minute call-response time, technician on-site within 2 hours. <b>Saturday and Sunday:</b> Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.  <b>Categories 3-11</b>

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	<b>Monday – Friday 7am to 5pm:</b> On-site Maintenance Service, 15 minute call-response time, technician on-site within 2 hours.  <b>Saturday and Sunday:</b> Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.
Toll-free Telephone Number for Maintenance Service	[ ]
Website for Maintenance Service	[ ]

### Leased Hardware

For leased Hardware, with respect to the provisions of Supplemental General Conditions 4001:

Part III of 4001 applies to the Contract (Additional Conditions: Purchase)	No
Part IV of 4001 applies to the Contract (Additional Conditions: Lease)	Yes
Part V of 4001 applies to the Contract (Additional Conditions: Maintenance)	Yes
Delivery Location	Matane, Quebec; and Winnipeg, Manitoba
Contractor must deliver Hardware Documentation	Despite Section 7(4), only 1 copy of the Hardware Documentation is required.
Contractor must update Hardware Documentation throughout Contract Period	No
Hardware Documentation must include maintenance documentation	No
Language of Hardware Documentation	The Hardware Documentation must be delivered in English and French.
Special Delivery Requirements	No
Special Site Delivery or Installation Requirements	No
Contractor must Install Hardware at time of Delivery	Yes, the contractor must follow the instruction from SSC and support SSC in the installation of the hardware
Contractor must Integrate and Configure Hardware at time of Installation	Yes, included in the unit price of the Hardware for Categories 1 and 2.
Hardware is part of a System	Yes
Availability-level Testing will be performed before Acceptance	Yes, for Categories 1 and 2.
Availability Level Test Period for pre-Acceptance Availability-level Testing	15 days
Who will perform availability-level testing	Canada and the Contractor
Minimum Availability Level for Hardware	90%
Lease Period	12, 24, 36, 48, or 60 months, as specified in the call-up.
Option to Extend Lease Period	The Contractor grants to Canada an irrevocable option to extend the Lease Period by 2 one-year periods. These option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment.
Delivery of Leased Hardware	The Leased Hardware must be delivered by no later than 15 calendar days after the date of the call-up.
Class of Maintenance Service	On-Site Maintenance Service on an on-call basis, as specified in PPM below.
Principal Period of Maintenance (PPM)	<b>Categories 1-2</b> <b>Monday – Friday 7am to 5pm:</b> On-site Maintenance Service,



	<p>15 minute call-response time, technician on-site within 2 hours.  <b>Monday – Friday 5pm to 10pm:</b> On-site Maintenance Service, 15 minute call-response time, technician on-site within 2 hours.  <b>Saturday and Sunday:</b> Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.</p> <p><b>Categories 3-11</b>  <b>Monday – Friday 7am to 5pm:</b> On-site Maintenance Service, 15 minute call-response time, technician on-site within 2 hours.  <b>Saturday and Sunday:</b> Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.</p>
Toll-free Telephone Number for Maintenance Service	[ ]
Website for Maintenance Service	[ ]

#### 6.8 Purchased and/or Leased Hardware - Simple Software Requirement

The Hardware must be delivered together with any software specified in the Contract or required for the Hardware to function in accordance with the Specifications (the "Licensed Software"). With respect to the Licensed Software:

- It must be the current release and, unless otherwise specified, require no further research or development to meet the Specifications;
- It must be supported by, and fully compatible with, the Hardware up to the limit of the Hardware's expansion capability. The Contractor must completely integrate and interface the Licensed Software with the Hardware before acceptance;
- The Contractor grants a single, perpetual, non-exclusive license to Canada for the Client to use the Licensed Software in accordance with the Contract. This license allows the Client to install, copy, deploy and use the Licensed Software

#### 6.9 Delivery-Specific Deliverable Substitutions of Hardware

- If the Contractor is unable to provide a specific item of Hardware ordered under the Contract and wishes to offer a substitute in respect of that order, the Contractor must submit a request to the Contracting Authority together with a certificate that the proposed substitute item meets or exceeds the specification(s) of the existing product being substituted and the price for the substitute product must not exceed:
  - the firm price (or ceiling price, if applicable) for the product originally offered in the Contractor's bid that resulted in the award of the Contract;
  - the current published list price of the substitute product, minus any applicable Government discount; or
  - the price at which the substitute product is generally available for purchase, whichever is the lowest.
- The substitute item must not be shipped until formally authorized by the Contracting Authority after the Technical Authority determines the substitution is acceptable. Whether or not to accept or reject a pro-posed substitution is entirely within the discretion of Canada.
- The ability to propose a substitute for a specific delivery does not relieve the Contractor of its obligation to make delivery within the period set out in the Contract, regardless of whether or when the proposed substitution is approved.

## 6.10 Leased Hardware Expiration, Extension, Termination and Option to Purchase

- (a) **Expiration Notice:** The Contractor must notify the Identified User a minimum of ninety (90) days before the expiration date of any lease contract. This reminder will allow for a timely reassessment of the end user's printing and copying requirements.
- (b) **Extending the Lease Period:** Where the original Lease Period was 1, 2, 3, or 4 years, Canada may, at its option, through contract amendment, change the Lease Period to a Lease Period of longer duration at any time during the Lease Period, and the total FMR and CPP Rate associated with the revised Lease Period will be applicable to all months of the new Lease Period, including retroactively to those months that the equipment has already been installed, with any overpayment to date to be credited against future costs; but in no event will the recalculated amount to the date of the change exceed the amount already paid. The Installation Date of the new Lease Period must be the same as the installation date of the original.
- (c) **Lease Extensions:** Where the original Lease Period was 5 years, Canada may at its option, through Contract Amendment, extend the Lease period for any period between 1 day and two (2) years in accordance with the Lease Extension formula below:

### Lease Extension Firm Monthly Rates (FMR):

The FMR for Lease Extensions where the period of extension is between 1 day and one (1) year must not exceed 60% of the original FMR that the Identified User was paying for the 5 year Lease Period.

Where the Lease Extension has exceeded one (1) year, the FMR for the extension period after one year must not exceed 60% of the FMR that the Identified User was paying for the first year of the extension.

- (d) **Lease Termination:** Canada may at its option, with two weeks notice, terminate the use of any installed Hardware, where such termination would take effect at the end of the month following the two week notice period subject to the following conditions:
- (e) **Lease Termination Fees During a Lease Period:** Where the termination takes place prior to the completion of the applicable Lease Period, then Canada will pay a fixed Termination Fee. The Contractor may choose to, but is not obliged to, waive or reduce this Termination Fee in the event of a subsequent Call-up for new Hardware. In no case will the Termination Fee be added to the new Call-up.

The Termination Fee will be equal to the applicable Adjusted Amount minus the actual amount paid to-date. The Adjusted Amount will be calculated as following:

1. Where the original lease period was 1 year and the actual period of installation was less than 12 months, then the Adjusted Amount will be based on the rates associated with a 1 year lease period multiplied by 12 months.
2. where the original Lease Period was 2, 3, 4 or 5 years and the actual period of installation was less than 24 months, then the Adjusted Amount will be based on the rates associated with a TWO (2) Year Lease Period multiplied by 24 months; but in no event will the Termination Fee exceed the balance of the Firm Monthly Rate that would have been due had the lease not been terminated;

3. where the original Lease Period was 3, 4 or 5 years and where the actual period of installation was less than 36 months, then the Adjusted Amount will be based on the rates associated with a TWO (2) Year Lease Period multiplied by the actual number of months that the equipment was installed; but in no event will the Termination Fee exceed the amount that would have been due for 36 months using the Firm Monthly Rate for a THREE (3) Year Lease Period, or exceed the balance of the Firm Monthly Rate that would have been due had the lease not been terminated.

4. where the original Lease Period was 4 or 5 years and where the actual period of installation was less than 48 months, then the Adjusted Amount will be based on the rates associated with a THREE (3) Year Lease Period multiplied by the actual number of months that the equipment was installed; but in no event will the Termination Fee exceed the amount that would have been due for 48 months using the Firm Monthly Rate for a FOUR (4) YEAR Lease Period or exceed the balance of the Firm Monthly Rate that would have been due had the lease not been terminated.

5. where the original Lease Period was 5 years and where the actual period of installation was less than 60 months, then the Adjusted Amount will be based on the rates associated with a FOUR (4) Year Lease Period multiplied by the actual number of months that the equipment was installed; but in no event will the Termination Fee exceed the balance of the Firm Monthly Rate that would have been due had the Lease Period not been terminated.

**(f) Lease Termination of Hardware during Lease Extension Periods:** Where an installed Hardware is in a Lease Extension period, the Identified User may terminate the contract by providing one (1) months written notice and no Termination Fees will apply. Where an installed Hardware is in a Lease Extension period, and where the Identified User can show documented evidence of excessive downtime or reduction of functionality, the Contract may be terminated with a minimum of thirty days notice and no Termination Fees will apply.

**(g) End-of-Lease Option to Purchase:** Offerors may offer the option of an end-of-lease purchase of the installed Hardware, for each of the lease periods. These prices will be ceiling prices posted on the IPMG website and may be negotiated downward if acceptable to the Offeror and Identified User.

The prices quoted for End-of-Lease Purchase options do not form part of the Evaluated Price in the evaluation, although Canada reserves the right to perform a pricing audit on any optional equipment or services and to reject any optional equipment that does not provide good value to Canada.

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## **ANNEX A REQUIREMENT**

### **A.1 Background**

The Document Imaging Solutions Centre (DISC), which is part of Cheque Redemption Control Directorate (CRCD) of the department of Public Works and Government Services Canada (PWGSC), provides imaging solutions to various departments and agencies. DISC is located in Matane, Quebec and has a satellite office in Winnipeg, Manitoba. PWGSC integrated document imaging into its own processes for the Receiver General of Canada in 2001 and began delivering solutions to federal departments and agencies in 2003.

DISC has a class leading enterprise document imaging service using experienced public servant employees and state of the art imaging equipment and software. PWGSC specializes in a comprehensive imaging service that includes different components such as: basic conversion of paper records to electronic format, imaged front and back on a single pass, store JPG and TIFF format at the same time, optical character recognition (OCR), indexing and classification, audit trails for evidentiary purposes, creation of a database of record information and integration with client IT systems according to their requirements. Once digitized, clients can access, print or add notes to the correspondence, directly from the user's desktop, through the secured government Intranet or directly from the client application. Document imaging is a business automation solution for departments and agencies that rely on paper-based processing and want to increase speed of service to Canadians and cut the costs of its operations. DISC offers customized services to meet the broad spectrum of needs of our clients, from complex comprehensive imaging on an ongoing basis to simple one time collection digitization.

DISC expects to process 33.5M pages in fiscal year 2014/2015 and increase 20% of this volume for the next three (3) years. For the FY 2014/2015 this volume will be divided between the two imaging centers, that is to say: 32M pages for Matane and 1.5M pages for Winnipeg.

### **A.2 Requirement summary**

CRCD has a requirement for the lease or purchase of eleven (11) different categories of scanners. All products categories must meet the general requirements provided at section A.3 and specific requirements according to section A.4 of this Annex.

### **A.3 General Requirements**

- A.3.1 Products must be brand new machine built from new parts and still serviceable.
- A.3.2 For categories 1 and 2, The scanners must have three years warranty and optional support for up to 7 additional years post date of purchase must be available. For categories 3 to 11, the scanners must have one year warranty and optional support for 2 additional years post date of purchase must be available.
- A.3.3 Offeror must provide on-site set up, training and assistance customizing software.
- A.3.4 The scanners must meet the following network requirements:
  - a. Windows 7 compatible (32 and 64 bits)
  - b. Minimum 1 gigabit Ethernet connection
  - c. Compatible with Windows server 2008 and 2012 (32 and 64 bits)
- A.3.5 Offeror must provide the following on-site training in Matane, Quebec and Winnipeg, Manitoba as scheduled with PWGSC:
  - a. IT Operations training, provided in French and English, including, but not limited to preventive maintenance, monitoring, troubleshooting, and performance tuning
  - b. Basic maintenance training, provided in French or English (as required by the client), including, but not limited to technician on the various type of maintenance, replacement of worn parts and custome service via telephone.
  - c. Operations training, provided in French and English, including, but not limited to user training on the various Software Solution functions.

- A.3.6 Offeror must provide upon request the following implementation and installation services: On-site technical resource(s) in Matane and Winnipeg at the CRCD facility to perform the product installation.
- A.3.7 Offeror must provide authorized PWGSC users with access to the offeror's incident tracking and reporting system that will provide status on PWGSC logged incidents.
- A.3.8 The following documentation must be delivered with the scanners in hard copy and soft/electronic copies:
- A complete set of documentation including all publications pertaining to technical specifications, software related documentation installation requirements, configuration, parts manual, administration and operating instructions;
  - Bilingual (French and English) non-technical end user operational documentation related to the day-to-day operations.
- A.3.9 The scanners components must execute on and support the following Operating Systems, including, but not limited to Microsoft Windows 7 Enterprise Edition 32 Bits and subsequent releases.
- A.3.10 The scanners components must execute on and support the following Operating Systems, including, but not limited to Microsoft Windows Server 2008 R2 Edition 64 Bits and subsequent releases.
- A.3.11 Offeror must provide TWAIN and ISIS drivers.
- A.3.12 Offeror must provide basic software to manage the scanner.

#### A.4 Category Specific Requirements

The scanners must meet the following specifications denoted with an "x" for their respective category.

Scanner Product category	1 - Very High Volume Production Doc Scanner with TIFF Native	2 - Very High Volume Production Document Scanner	3 - Mid Volume Production Document Scanner with flatbed	4 - Mid Volume Production Document Scanner with feeder	5 - Production Scanner with integrated mail opening and extraction	6 - Book scanner	7 - Wide Format Duplex Scanner (36 inches)	8 - Wide Format Scanner (46 to 54 inches)	9 - Microfiches and microfilm Scanner (dual function)	10 - Microfiches Scanner	11 - Microfilm Scanner
<b>Specification</b>											
Output images file format (bi-tonal, grayscale or colour image) but not limited to: JPEG; JPEG 2000; PDF; PDFa, Single and multi-page colour	X	X	X	X	X	X	X	X	X	X	X
TIFF Native	X	X	X	X	X	X	X	X	X	X	X
Minimum speed of 90 pages per minute (ppm)			X	X							
Minimum speed of 250 pages per minute (ppm)	X	X									
Autoload platform for microfiche, minimum 300 pages per minute (ppm)									X	X	
Minimum optical output resolution of 150 dpi with a preferred optical resolution of 600 dpi (or better)	X	X	X	X		X	X	X	X	X	X
Minimum optical output resolution of 150 dpi with a preferred optical resolution of 300 dpi (or better)					X						
Output of 24 bit colour, 8 bit grayscale (or better)	X	X	X	X	X	X	X	X	X	X	X

Scanner Product category	1 - Very High Volume Production Doc Scanner with TIF/EE Native	2 - Very High Volume Production Document Scanner	3 - Mid Volume Production Document Scanner with flatbed	4 - Mid Volume Production Document Scanner with feeder	5 - Production Scanner with integrated mail opening and extraction	6 - Book scanner	7 - Wide Format Duplex Scanner (36 inches)	8 - Wide Format Scanner (46 to 54 inches)	9 - Microfiches and microfilm Scanner (dual function)	10 - Microfiches Scanner	11 - Microfilm Scanner
200 sheet Automatic Document Feeder Capacity			X	X							
1000 sheet Automatic Document Feeder Capacity	X	X									
Feeder with Drop Feed, Packet Feed, and Auto Feed Capabilities					X						
Handle multiple paper weights (onion to heavy bond paper: 12 lb Bond – 122 lb Tag [45 g/m2 – 200 g/m2] Asian rice paper to cardstock)	X	X	X	X	X	X	X	X			
Multi-feed detection (ultrasonic)	X	X	X	X	X						
Flat paper path	X	X	X	X	X	X	X	X			
The scanner must be able to scan both side at the same time (Duplex)	X	X	X	X	X		x				
Integrated A3 flatbed scanning			X								
Combination of envelop opening, extraction unit and high volume production scanning					X						
Must have multiple output trays	X	X			X						
Image auto-rotation	X	X									
Automated deskew	X	X									
Image auto-cropping	X	X									
Optical Character Recognition (OCR)	X	X									
Auto-feed and ability to manually feed documents	X	X	X	X	X				X	X	X
Variable scan speeds	X	X	X	X	X	X	X	X	X	X	X
Import and manage image files containing scanned images of paper sizes varying from small A10 (1.02 inch x 1.46 inch) to A3 (11.69 inches x 16.54 inches). Currently the largest size acquired or scanned at CRCD is A3 (11.69 inches x 16.54 inches)	X	X	X	X	X						
Import and manage image files containing scanned images of paper sizes varying from small A10 (1.02 inch x 1.46 inch) to a minimum of 36 inches.							X				
Import and manage image files containing scanned images of paper sizes varying from small A10 (1.02 inch x 1.46 inch) to a minimum of 54 inches.								X			

Scanner Product category	1 - Very High Volume Production Doc Scanner with TIFF Native	2 - Very High Volume Production Document Scanner	3 - Mid Volume Production Document Scanner with flatbed	4 - Mid Volume Production Document Scanner with feeder	5 - Production Scanner with integrated mail opening and extraction	6 - Book scanner	7 - Wide Format Duplex Scanner (36 inches)	8 - Wide Format Scanner (46 to 54 inches)	9 - Microfiches and microfilm Scanner (dual function)	10 - Microfiches Scanner	11 - Microfilm Scanner
Components must deliver, enable and support the capability for authorized users to: a) Print document images using standard operating system print drivers; b) View images (e.g. to zoom in, zoom out, first page, last page, single page, scroll up and down, page rotation: 90 degree and 180 degrees); c) Navigate and view 150 dpi to 600 dpi images (bi-tonal, grayscale and colour)	X										
Components must deliver, enable and support the capability for authorized users to: a) Print document images using standard operating system print drivers; b) View images (e.g. to zoom in, zoom out, first page, last page, single page, scroll up and down, page rotation: 90 degree and 180 degrees); c) Navigate and view 150 dpi to 300 dpi images (bi-tonal, grayscale and colour)		X									
The Software Solution use by the scanner must deliver, enable and support the following in both French and English: a) All online help, user interfaces and messages within the administration functions (e.g. queue management, user profile management, etc.) b) All online help, user interfaces and messages within the operational functions	X	X									
Use a modular vacuum conveyor track	X	X									
The scanner must handle all standard fiche formats and custom sizes up to 5 x 8 inches									X	x	
The scanner must scan single fiche scanning and autoloader for unattended scanning									X	X	
The scanners must have the ability to scan both microfilm and microfiche.									X		



Scanner Product category	1 - Very High Volume Production Doc Scanner with TIF/ Native	2 - Very High Volume Production Document Scanner	3 - Mid Volume Production Document Scanner with flatbed	4 - Mid Volume Production Document Scanner with feeder	5 - Production Scanner with integrated mail opening and extraction	6 - Book scanner	7 - Wide Format Duplex Scanner (36 inches)	8 - Wide Format Scanner (46 to 54 inches)	9 - Microfiches and microfilm Scanner (dual function)	10 - Microfiches Scanner	11 - Microfilm Scanner
The scanners must be able to scan 16 mm microfilms.									X		X
Power : 120 or 240 V	X	X									
Power : 120 V maximum of 15 Amp			X	X	X	X	X	X	X	X	X
3-year period on-site maintenance service Monday to Friday, from 7AM to 5PM with 15 minutes call-response time, technician on- site within 2 hours (for equipment purchases)	X	X									
optional 7-year period on-site maintenance service, Monday to Friday, from 7AM to 5 PM with 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases).	X	X									
1-year period on-site maintenance service Monday to Friday, from 7AM to 5PM with 15 minutes call-response time, technician on- site within 2 hours (for equipment purchases).			X	X	X	X	X	X	X	X	X
optional 2-year period maintenance service , Monday to Friday, from 7 AM to 5 PM, with 15 minutes call-response time, technician on- site within 2 hours (for equipment purchases)			X	X	X	X	X	X	X	X	X
3 year period maintenance service Monday to Friday, from 5PM et 10PM 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases)	X	X									
optional 7 year-period maintenance service Monday to Friday, from 5PM et 10PM, 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases)	X	X									
Monthly preventive maintenance service and recommendations	X	X									
Saturday and Sunday Telephone support, 15 minute call-response time, 2 hours to diagnose or fix problem, technician on-site before 8:30am next business day.	X	X	X	X	X	X	X	X	X	X	X



#### A.5 Estimated Quantities Required

Category	Scanner Type	Description	Estimated quantities
1	<b>Very High Volume Production Doc Scanner with TIFF Native</b>	High speed/ high volume document scanner (TIFF Native) Open track	4
2	<b>Very High Volume Production Document Scanner</b>	High speed/ high volume document scanner Open track	5
3	<b>Mid Volume Production Document Scanner with flatbed</b>	Duplex et large format (11 x 17) with flatbed	20
4	<b>Mid Volume Production Document Scanner with feeder</b>	With continuous paper processing functionality	2
5	<b>Production Scanner with integrated mail opening and extraction</b>	One-step scanning platform engineered High-speed mailroom automation and document imaging Stack feeding capability of up to 700 sheets of paper (or better)	7
6	<b>Book scanner</b>		2
7	<b>Wide Format Duplex Scanner (36 inches)</b>	Large format 36 in.	7
8	<b>Wide Format Scanner (46 up to 54 inches)</b>	Large format 46 up to 54 in.	2
9	<b>Microfiches and microfilm Scanner (dual function)</b>	Dual Capability of scanning both types of documents (standard fiche formats and custom sizes up to 5 x 8 inches and 16 mm microfilms)	2
10	<b>Microfiches Scanner</b>	The scanner must handle all standard fiche formats and custom sizes up to 5 x 8 inches	1
11	<b>Microfilm Scanner</b>	The scanners must be able to scan 16 mm microfilms.	1

## ANNEX B BASIS OF PAYMENT

The scanner purchase price and lease rates for each category must include all parts and accessories and required to meet the specifications as detailed in Annex A, "Requirements". Offerors must propose a price/rate (as applicable) for each item listed in the tables below.

All prices are DDP Destination (Incoterms 2000), including all applicable fee, excluding taxes.

All unit prices must be inclusive of any provincial electronic disposal surcharge.

### B.1 Very High Volume Production Document Scanner with TIFF Native

Make/Model (write the make and model of the proposed product)	
Purchase Price	\$
Monthly Lease rate – 12 months	\$
Monthly Lease rate – 24 months	\$
Monthly Lease rate – 36 months	\$
Monthly Lease rate – 48 months	\$
Monthly Lease rate – 60 months	\$
On-site maintenance service, Monday to Friday, from 7AM to 5 PM with 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only).	
Option year 1	\$
Option year 2	\$
Option year 3	\$
Option year 4	\$
Option year 5	\$
Option year 6	\$
Option year 7	\$
On-site maintenance service, Monday to Friday, from 5PM et 10PM 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only)	
Option year 1	\$
Option year 2	\$
Option year 3	\$
Option year 4	\$
Option year 5	\$
Option year 6	\$
Option year 7	\$
Saturday and Sunday Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.	
Option year 1	\$
Option year 2	\$
Option year 3	\$
Option year 4	\$
Option year 5	\$
Option year 6	\$
Option year 7	\$

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Monthly rate for preventive maintenance service and recommendations	\$
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### B.1.1 Imaging consumables

Offerors must list all consumables and prices for the scanner. Add lines to the table as necessary.

Imaging consumables are defined as any items that are used up, burnt out, or worn down during the scanning process and replaced on routine basis. This includes items such as lamps, rollers, pads, an tires, but does not include replacement parts that are covered by the warranty or maintenance service agreement.

Line No.	Description	OEM Brand Name & Part Number	Year 1 of Standing Offer	Year 2 of Standing Offer	Year 3 of Standing Offer	Option Year 1 of Standing Offer	Option Year 2 of Standing Offer
1.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The consumables will be available by placing orders directly with:

Company Name	
Company Address	
Contact Name	
Telephone Number	
E-mail Address	

### B.2 Very High Volume Production Document Scanner

Make/Model (write the make and model of the proposed product)	
Purchase Price	\$
Monthly Lease rate – 12 months	\$
Monthly Lease rate – 24 months	\$
Monthly Lease rate – 36 months	\$
Monthly Lease rate – 48 months	\$
Monthly Lease rate – 60 months	\$
On-site maintenance service, Monday to Friday, from 7AM to 5 PM with 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only).	

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Option year 1	\$
Option year 2	\$
Option year 3	\$
Option year 4	\$
Option year 5	\$
Option year 6	\$
Option year 7	\$
On-site maintenance service, Monday to Friday, from 5PM et 10PM 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only)	
Option year 1	\$
Option year 2	\$
Option year 3	\$
Option year 4	\$
Option year 5	\$
Option year 6	\$
Option year 7	\$
Saturday and Sunday Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.	
Option year 1	\$
Option year 2	\$
Option year 3	\$
Option year 4	\$
Option year 5	\$
Option year 6	\$
Option year 7	\$
Monthly rate for preventive maintenance service and recommendations	\$

### B.2.1 Imaging consumables

Offerors must list all consumables and prices for the scanner. Add lines to the table as necessary.

Imaging consumables are defined as any items that are used up, burnt out, or worn down during the scanning process and replaced on routine basis. This includes items such as lamps, rollers, pads, an tires, but does not include replacement parts that are covered by the warranty or maintenance service agreement.

Line No.	Description	OEM Brand Name & Part Number	Year 1 of Standing Offer	Year 2 of Standing Offer	Year 3 of Standing Offer	Option Year 1 of Standing Offer	Option Year 2 of Standing Offer
1.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Solicitation No. - N° de l'invitation  
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3.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The consumables will be available by placing orders directly with:

Company Name	
Company Address	
Contact Name	
Telephone Number	
E-mail Address	

### B.3 Mid Volume Production Document Scanner with Flatbed

Make/Model (write the make and model of the proposed product)	
Purchase Price	\$ _____
Monthly Lease rate – 12 months	\$ _____
Monthly Lease rate – 24 months	\$ _____
Monthly Lease rate – 36 months	\$ _____
Monthly Lease rate – 48 months	\$ _____
Monthly Lease rate – 60 months	\$ _____
On-site maintenance service, Monday to Friday, from 7AM to 5 PM with 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only).	
Option year 1	\$ _____
Option year 2	\$ _____
Saturday and Sunday Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.	
Option year 1	\$ _____
Option year 2	\$ _____
Monthly rate for preventive maintenance service and recommendations	\$ _____

#### B.3.1 Imaging consumables

Offerors must list all consumables and prices for the scanner. Add lines to the table as necessary.

Imaging consumables are defined as any items that are used up, burnt out, or worn down during the scanning process and replaced on routine basis. This includes items such as lamps, rollers, pads, an tires, but does not include replacement parts that are covered by the warranty or maintenance service agreement.

Line No.	Description	OEM Brand Name & Part	Year 1 of Standing	Year 2 of Standing	Year 3 of Standing	Option Year 1 of	Option Year 2 of
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Solicitation No. - N° de l'invitation  
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		Number	Offer	Offer	Offer	Standing Offer	Standing Offer
1.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The consumables will be available by placing orders directly with:

Company Name	
Company Address	
Contact Name	
Telephone Number	
E-mail Address	

#### B.4 Mid Volume Production Document Scanner with Feeder

Make/Model (write the make and model of the proposed product)	
Purchase Price	\$
Monthly Lease rate – 12 months	\$
Monthly Lease rate – 24 months	\$
Monthly Lease rate – 36 months	\$
Monthly Lease rate – 48 months	\$
Monthly Lease rate – 60 months	\$
On-site maintenance service, Monday to Friday, from 7AM to 5 PM with 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only).	
Option year 1	\$
Option year 2	\$
Saturday and Sunday Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.	
Option year 1	\$
Option year 2	\$
Monthly rate for preventive maintenance service and recommendations	\$

##### B.4.1 Imaging consumables

Offerors must list all consumables and prices for the scanner. Add lines to the table as necessary.

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Imaging consumables are defined as any items that are used up, burnt out, or worn down during the scanning process and replaced on routine basis. This includes items such as lamps, rollers, pads, an tires, but does not include replacement parts that are covered by the warranty or maintenance service agreement.

Line No.	Description	OEM Brand Name & Part Number	Year 1 of Standing Offer	Year 2 of Standing Offer	Year 3 of Standing Offer	Option Year 1 of Standing Offer	Option Year 2 of Standing Offer
1.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The consumables will be available by placing orders directly with:

Company Name	
Company Address	
Contact Name	
Telephone Number	
E-mail Address	

#### B.5 Production Scanner with integrated mail opening and extraction

Make/Model (write the make and model of the proposed product)	
Purchase Price	\$
Monthly Lease rate – 12 months	\$
Monthly Lease rate – 24 months	\$
Monthly Lease rate – 36 months	\$
Monthly Lease rate – 48 months	\$
Monthly Lease rate – 60 months	\$
On-site maintenance service, Monday to Friday, from 7AM to 5 PM with 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only).	
Option year 1	\$
Option year 2	\$
Saturday and Sunday Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.	
Option year 1	\$

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Option year 2	\$
Monthly rate for preventive maintenance service and recommendations	\$

### B.5.1 Imaging consumables

Offerors must list all consumables and prices for the scanner. Add lines to the table as necessary.

Imaging consumables are defined as any items that are used up, burnt out, or worn down during the scanning process and replaced on routine basis. This includes items such as lamps, rollers, pads, an tires, but does not include replacement parts that are covered by the warranty or maintenance service agreement.

Line No.	Description	OEM Brand Name & Part Number	Year 1 of Standing Offer	Year 2 of Standing Offer	Year 3 of Standing Offer	Option Year 1 of Standing Offer	Option Year 2 of Standing Offer
1.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The consumables will be available by placing orders directly with:

Company Name	
Company Address	
Contact Name	
Telephone Number	
E-mail Address	

### B.6 Book Scanner

Make/Model (write the make and model of the proposed product)	
Purchase Price	\$
Monthly Lease rate – 12 months	\$
Monthly Lease rate – 24 months	\$
Monthly Lease rate – 36 months	\$
Monthly Lease rate – 48 months	\$



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Monthly Lease rate – 60 months	\$
On-site maintenance service, Monday to Friday, from 7AM to 5 PM with 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only).	
Option year 1	\$
Option year 2	\$
Saturday and Sunday Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.	
Option year 1	\$
Option year 2	\$
Monthly rate for preventive maintenance service and recommendations	\$

### B.6.1 Imaging consumables

Offerors must list all consumables and prices for the scanner. Add lines to the table as necessary.

Imaging consumables are defined as any items that are used up, burnt out, or worn down during the scanning process and replaced on routine basis. This includes items such as lamps, rollers, pads, an tires, but does not include replacement parts that are covered by the warranty or maintenance service agreement.

Line No.	Description	OEM Brand Name & Part Number	Year 1 of Standing Offer	Year 2 of Standing Offer	Year 3 of Standing Offer	Option Year 1 of Standing Offer	Option Year 2 of Standing Offer
1.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The consumables will be available by placing orders directly with:

Company Name	
Company Address	
Contact Name	
Telephone Number	
E-mail Address	

## B.7 Wide Format Duplex Scanner (36 inches)

Make/Model (write the make and model of the proposed product)	
Purchase Price	\$
Monthly Lease rate – 12 months	\$
Monthly Lease rate – 24 months	\$
Monthly Lease rate – 36 months	\$
Monthly Lease rate – 48 months	\$
Monthly Lease rate – 60 months	\$
On-site maintenance service, Monday to Friday, from 7AM to 5 PM with 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only).	
Option year 1	\$
Option year 2	\$
Saturday and Sunday Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.	
Option year 1	\$
Option year 2	\$
Monthly rate for preventive maintenance service and recommendations	\$

### B.7.1 Imaging consumables

Offerors must list all consumables and prices for the scanner. Add lines to the table as necessary.

Imaging consumables are defined as any items that are used up, burnt out, or worn down during the scanning process and replaced on routine basis. This includes items such as lamps, rollers, pads, an tires, but does not include replacement parts that are covered by the warranty or maintenance service agreement.

Line No.	Description	OEM Brand Name & Part Number	Year 1 of Standing Offer	Year 2 of Standing Offer	Year 3 of Standing Offer	Option Year 1 of Standing Offer	Option Year 2 of Standing Offer
1.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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4.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The consumables will be available by placing orders directly with:

Company Name	
Company Address	
Contact Name	
Telephone Number	
E-mail Address	

#### B.8 Wide format Scanner (46 to 54 inches)

Make/Model (write the make and model of the proposed product)	
Purchase Price	\$
Monthly Lease rate – 12 months	\$
Monthly Lease rate – 24 months	\$
Monthly Lease rate – 36 months	\$
Monthly Lease rate – 48 months	\$
Monthly Lease rate – 60 months	\$
On-site maintenance service, Monday to Friday, from 7AM to 5 PM with 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only).	
Option year 1	\$
Option year 2	\$
Saturday and Sunday Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.	
Option year 1	\$
Option year 2	\$
Monthly rate for preventive maintenance service and recommendations	\$

#### B.8.1 Imaging consumables

Offerors must list all consumables and prices for the scanner. Add lines to the table as necessary.

Imaging consumables are defined as any items that are used up, burnt out, or worn down during the scanning process and replaced on routine basis. This includes items such as lamps, rollers, pads, an tires, but does not include replacement parts that are covered by the warranty or maintenance service agreement.

Line No.	Description	OEM Brand Name & Part Number	Year 1 of Standing Offer	Year 2 of Standing Offer	Year 3 of Standing Offer	Option Year 1 of Standing Offer	Option Year 2 of Standing Offer

Solicitation No. - N° de l'invitation  
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1.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The consumables will be available by placing orders directly with:

Company Name	
Company Address	
Contact Name	
Telephone Number	
E-mail Address	

#### B.9 Microfiches and microfilm scanner (dual function)

Make/Model (write the make and model of the proposed product)	
Purchase Price	\$ _____
Monthly Lease rate – 12 months	\$ _____
Monthly Lease rate – 24 months	\$ _____
Monthly Lease rate – 36 months	\$ _____
Monthly Lease rate – 48 months	\$ _____
Monthly Lease rate – 60 months	\$ _____
On-site maintenance service, Monday to Friday, from 7AM to 5 PM with 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only).	
Option year 1	\$ _____
Option year 2	\$ _____
Saturday and Sunday Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.	
Option year 1	\$ _____
Option year 2	\$ _____
Monthly rate for preventive maintenance service and recommendations	\$ _____

##### B.9.1 Imaging consumables

Offerors must list all consumables and prices for the scanner. Add lines to the table as necessary.

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Imaging consumables are defined as any items that are used up, burnt out, or worn down during the scanning process and replaced on routine basis. This includes items such as lamps, rollers, pads, an tires, but does not include replacement parts that are covered by the warranty or maintenance service agreement.

Line No.	Description	OEM Brand Name & Part Number	Year 1 of Standing Offer	Year 2 of Standing Offer	Year 3 of Standing Offer	Option Year 1 of Standing Offer	Option Year 2 of Standing Offer
1.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The consumables will be available by placing orders directly with:

Company Name	
Company Address	
Contact Name	
Telephone Number	
E-mail Address	

#### B.10 Microfiches Scanner

Make/Model (write the make and model of the proposed product)	
Purchase Price	\$ _____
Monthly Lease rate – 12 months	\$ _____
Monthly Lease rate – 24 months	\$ _____
Monthly Lease rate – 36 months	\$ _____
Monthly Lease rate – 48 months	\$ _____
Monthly Lease rate – 60 months	\$ _____
On-site maintenance service, Monday to Friday, from 7AM to 5 PM with 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only).	
Option year 1	\$ _____
Option year 2	\$ _____
Saturday and Sunday Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.	

Solicitation No. - N° de l'invitation  
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CCC No./N° CCC - FMS No./N° VME

Option year 1	\$
Option year 2	\$
Monthly rate for preventive maintenance service and recommendations	\$

#### B.10.1 Imaging consumables

Offerors must list all consumables and prices for the scanner. Add lines to the table as necessary.

Imaging consumables are defined as any items that are used up, burnt out, or worn down during the scanning process and replaced on routine basis. This includes items such as lamps, rollers, pads, an tires, but does not include replacement parts that are covered by the warranty or maintenance service agreement.

Line No.	Description	OEM Brand Name & Part Number	Year 1 of Standing Offer	Year 2 of Standing Offer	Year 3 of Standing Offer	Option Year 1 of Standing Offer	Option Year 2 of Standing Offer
1.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The consumables will be available by placing orders directly with:

Company Name	
Company Address	
Contact Name	
Telephone Number	
E-mail Address	

#### B.11 Microfilm Scanner

Make/Model (write the make and model of the proposed product)	
Purchase Price	\$
Monthly Lease rate – 12 months	\$
Monthly Lease rate – 24 months	\$
Monthly Lease rate – 36 months	\$
Monthly Lease rate – 48 months	\$

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Monthly Lease rate – 60 months	\$
On-site maintenance service, Monday to Friday, from 7AM to 5 PM with 15 minutes call-response time, technician on-site within 2 hours (for equipment purchases only).	
Option year 1	\$
Option year 2	\$
Saturday and Sunday Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.	
Option year 1	\$
Option year 2	\$
Monthly rate for preventive maintenance service and recommendations	\$

### B.11.1 Imaging consumables

Offerors must list all consumables and prices for the scanner. Add lines to the table as necessary.

Imaging consumables are defined as any items that are used up, burnt out, or worn down during the scanning process and replaced on routine basis. This includes items such as lamps, rollers, pads, an tires, but does not include replacement parts that are covered by the warranty or maintenance service agreement.

Line No.	Description	OEM Brand Name & Part Number	Year 1 of Standing Offer	Year 2 of Standing Offer	Year 3 of Standing Offer	Option Year 1 of Standing Offer	Option Year 2 of Standing Offer
1.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The consumables will be available by placing orders directly with:

Company Name	
Company Address	
Contact Name	
Telephone Number	
E-mail Address	

## **ANNEX C**

### **Environmental Requirements**

The following is a summary of the mandatory environmental certifications and programs required by all Offerors or document scanners offered under this Standing Offer.

#### **C1. Environmental Standards**

In support of the Government of Canada's Federal Sustainable Development Strategy (FSDS) and Policy on Green Procurement, Offerors must commit to comprehensive, nationally recognized environmental standards for:

- (a) The reduction or elimination of environmentally hazardous materials
- (b) Design for reuse and recycling
- (c) Energy efficiency
- (d) End of Life Management for reuse and recycling
- (e) Environmental stewardship in the manufacturing process
- (f) Packaging

#### **C2. Packaging Recycling**

The Offeror must currently promote recycling through an established and ongoing packaging recycling program as per the following:

- (a) All materials in which offered products are packaged and shipped must be recyclable.
- (b) The Offeror must take back all packaging from an Identified User's site at the time of document scanner installation.
- (c) The Offeror must reuse, recycle or dispose of all packaging materials removed from products delivered under any Call-up in an environmentally sensitive manner.

#### **C3. Future Environmental Programs**

Canada reserves the right to accept future individual or comprehensive environmental certifications in the place of one or more of the mandatory certifications, provided such certifications incorporate the equivalent or higher environmental criteria, standards and assessments (e.g. the currently under development IEEE 1680.2 Standard for Environmental Assessment of Imaging Equipment).



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## ANNEX D REPORTING REQUIREMENTS

### Detailed Report

Standing Offer Number:

Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

Order Number	Category	Part Number	Quantity	Date	Value

Quarterly Totals:

\$ \_\_\_\_\_

## ANNEX E EVALUATION PROCEDURES AND BASIS OF SELECTION

### E.1 Technical Evaluation Criteria

In its technical offer, the Offeror must demonstrate how it meets each of the mandatory criteria and point rated criteria specified in the Substantiation of Technical Compliance Tables below.

#### E.1.2 Substantiation of Technical Compliance Tables

The Offeror must complete the compliance tables below and include the tables in its offer.

The Offeror is advised to address each mandatory and rated requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Offeror will meet the requirements and carry out the required work. Simply stating that the Offeror or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Offeror may be considered non-compliant and may be disqualified. The substantiation may refer to additional documentation submitted with the offer where Offeror are requested to indicate where in the offer the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Offeror direct Canada to the appropriate location in the documentation.

Requirement # Sub-Function	Requirement Description	Comply
Contains the letter "M" to denote a Mandatory Requirement, or "R" to denote a point Rated requirement. A sequential number and a descriptive sub-function title.	Describes the Requirement	Offeror's response "Yes or No"
<b>Substantiation</b>		
Statement from the Offeror explaining how the requirement is met. Include relevant narrative and/or documentation to support the statement.		
<b>Reference</b>		
Information on where additional documentation can be found in the bid to support the substantiation.		

### E.2 Technical Evaluation Criteria

#### E.2.1 General Mandatory Requirements

Mandatory Number	Requirements Description	Comply
<b>General requirements</b>		
<b>M – 1</b>	<b>The scanners must be brand new machine built from new parts and still serviceable</b>	
	<b>Substantiation</b>	
	<b>Reference</b>	

Mandatory Number	Requirements Description	Comply
<b>M – 2</b>	<p>For categories 1 and 2, the scanners must have an optional 7 years of on-site warranty beyond the initial 3 year period, for a total potential period of 10 years.</p> <p>For categories 3 to 11, the scanners must have an optional 2 years of on-site warranty beyond the initial 1 year period, for a total potential period of 3 years.</p> <p>If the optional warranty is required by the client, PWGSC will purchase the warranty at the time the initial call-up is placed.</p>	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M – 3</b>	<p><u><b>Categories 1-2</b></u> Monday – Friday 7am to 5pm: On-site Maintenance Service, 15 minute call-response time, technician on-site within 2 hours. Monday – Friday 5pm to 10pm: On-site Maintenance Service, 15 minute call-response time, technician on-site within 2 hours. Saturday and Sunday: Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.</p> <p><u><b>Categories 3-11</b></u> Monday – Friday 7am to 5pm: On-site Maintenance Service, 15 minute call-response time, technician on-site within 2 hours. Saturday and Sunday: Telephone support, 15 minute call-response time, 2 hours to diagnose or repair problem, technician on-site before 8:30am next business day.</p>	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M – 4</b>	Have on-site set up, training and assistance customizing software	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M – 5</b>	<p>The scanners must meet the following network requirements:</p> <ul style="list-style-type: none"> <li>a. Windows 7 compatible (32 and 64 bits)</li> <li>b. Minimum 1 gigabit Ethernet connection</li> <li>c. Compatible with Windows server 2008 and 2012 (32 and 64 bits)</li> </ul>	
	<b>Substantiation</b>	

Mandatory Number	Requirements Description	Comply
	<b>Reference</b>	
<b>Training and Services</b>		
<b>M – 6</b>	<p>The offeror must provide the following on-site training in Matane, Quebec as scheduled by PWGSC:</p> <p>a) IT Operations training, provided in French or English, including, but not limited to:</p> <p>i. Preventive Maintenance, Monitoring, Troubleshooting, and Performance Tuning</p> <p>b) Operations training, provided in French and English, including, but not limited to:</p> <p>i. User training on the various Software Solution functions</p>	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M – 7</b>	<p>The offeror must provide the following implementation and installation services:</p> <p>a) On-site technical resource(s) in Matane and Winnipeg at the CRCD facility to perform the installation</p>	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M – 8</b>	<p>The offeror must provide authorized PWGSC users with access to the Offeror's incident tracking and reporting system that will provide status on PWGSC logged incidents.</p>	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>Documentation</b>		
<b>M - 9</b>	<p>The following documentation must be delivered with the scanners in hardcopy and electronic form:</p> <p>a) A complete set of documentation including all publications pertaining to technical specifications, software documentation installation requirements, configuration, administration and operating instructions;</p> <p>d) Bilingual (French and English) non-technical end user operational documentation related to the day-to-day operations.</p>	
	<b>Substantiation</b>	
	<b>Reference</b>	

Mandatory Number	Requirements Description	Comply
<b>General Technical (Desktop, Server, Operating System) Requirements</b>		
<b>M – 10</b>	The scanners components must execute on and support the following Operating Systems, including, but not limited to: a) Microsoft Windows 7 Enterprise Edition 32 Bits and subsequent releases.	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M – 11</b>	The scanners components must execute on and support the following Operating Systems, including, but not limited to: a) Microsoft Windows Server 2008 R2 Edition 64 Bits and subsequent releases.	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M – 12</b>	The scanners provider must provide: a) TWAIN Drivers b) ISIS Drivers	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M – 13</b>	The offeror must meet the Environmental Requirements stated in Annex C.	
	<b>Substantiation</b>	
	<b>Reference</b>	

### E.2.2 General Point Rated Requirements

An evaluation reduction of up to 4% will be given for meeting the following point rated criteria.

Point Rated Number	Requirements Description	Comply
<b>R – 1</b>	The Offeror should be ISO 9001 certified. A 2% evaluation reduction will be given to Offerors who are certified.	
	<b>Substantiation</b>	

Point Rated Number	Requirements Description	Comply
R – 2	Reference	
	The Offeror should be ISO 14001 certified. A 2% evaluation reduction will be given to Offerors who are certified.	
	Substantiation	
	Reference	

## E2.3 Mandatory Technical Evaluation Criteria for each category

### Category 1 - Very High Volume Production Doc Scanner with TIFF Native

The proposed product in Category 1 must meet the following mandatory criteria.

Mandatory Number	Requirements Description	Comply?
M1 – 1	Output images file format (bi-tonal, grayscale or colour image) but not limited to: i. Jpeg ii. PDF iii. Single and multi-page colour TIFF Native	
	Substantiation	
	Reference	
M1 – 2	Minimum optical output resolution of 150 dpi with a preferred optical resolution of up to 600 dpi (or better)	
	Substantiation	
	Reference	
M1 – 3	The scanner must have a following specification • Output of 24 bit colour, 8 bit greyscale (or better)	
	Substantiation	
	Reference	
M1 – 4	The scanner must have a following specification • Multi-feed detection (ultrasonic)	
	Substantiation	
	Reference	

Mandatory Number	Requirements Description	Comply?
M1 – 5	The scanner must have a following specification <ul style="list-style-type: none"> <li>Flat paper path</li> </ul>	
	Substantiation	
	Reference	
M1 – 6	The scanner must have a following specification <ul style="list-style-type: none"> <li>Choice of stacker (multiple pocket options)/ Multiple trays output</li> </ul>	
	Substantiation	
	Reference	
M1 – 7	The scanner must have a following specification <ul style="list-style-type: none"> <li>Image auto rotation</li> </ul>	
	Substantiation	
	Reference	
M1 – 8	The scanner must have a following specification <ul style="list-style-type: none"> <li>Auto-cropping</li> </ul>	
	Substantiation	
	Reference	
M1 - 9	The scanner must have automatic deskew	
	Substantiation	
	Reference	
M1 – 10	The scanner must have a following specification <ul style="list-style-type: none"> <li>1000 sheet Automatic Document Feeder Capacity</li> </ul>	
	Substantiation	
	Reference	
M1 – 11	The scanner must have a following specification <ul style="list-style-type: none"> <li>Optical Character Recognition (OCR)</li> </ul>	
	Substantiation	
	Reference	
M1 – 12	The scanner must have a following specification <ul style="list-style-type: none"> <li>Able to handle multiple paper weights (onion to heavy bond paper) ; 12 lb Bond-122 lb Tag (45g/m2-200 g/m2) Asian rice paper to cardstock)</li> </ul>	

Mandatory Number	Requirements Description	Comply?
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M1 – 13</b>	The scanner must have a following specification <ul style="list-style-type: none"> <li>• Auto-feed and ability to manually feed documents</li> </ul>	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M1 – 14</b>	The scanner must have a following specification <ul style="list-style-type: none"> <li>• Variable scan speeds</li> </ul>	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M1 – 15</b>	The scanners must import and manage image files containing scanned images of paper sizes varying from small A10 (1.02 inch x 1.46 inch) to A3 (11.69 inches x 16.54 inches). Currently the largest size acquired or scanned at CRCD Matane is A3 (11.69 inches x 16.54 inches)	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M1 - 16</b>	The scanners components must deliver, enable and support the capability for authorized users to <ul style="list-style-type: none"> <li>a) Print document images using standard operating system print drivers;</li> <li>b) View images (e.g. to zoom in, zoom out, first page, last page, single page, scroll up and down, page rotation: 90 degree and 180 degrees);</li> <li>c) Navigate and view 150 dpi to 600 dpi images (bi-tonal, grayscale and colour) (or better).</li> </ul>	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M1 - 17</b>	The Software Solution use by the scanner must deliver, enable and support the following in both French and English: <ul style="list-style-type: none"> <li>a) All online help, user interfaces and messages within the administration functions (e.g. queue management, user profile management, etc.)</li> <li>b) All online help, user interfaces and messages within the operational functions</li> </ul>	
	<b>Substantiation</b>	
	<b>Reference</b>	



Mandatory Number	Requirements Description	Comply?
M1 – 18	The scanners must use a modular vacuum conveyor track	
	Substantiation	
	Reference	
M1 – 19	The scanners must be able to scan : Minimum speed of 250 pages per minute (ppm) , duplex pages	
	Substantiation	
	Reference	
M1 – 20	The scanners must be compatible with: Power: 120V or 240V	
	Substantiation	
	Reference	
M1 - 21	The scanners must be able to scan both sides at the same time (Duplex)	
	Substantiation	
	Reference	

## Category 2 - Very High Volume Production Document Scanner

The proposed product in Category 2 must meet the following mandatory criteria.

Mandatory Number	Requirements Description	Comply?
M2 – 1	Output images file format (bi-tonal, grayscale or colour image) iv. Jpeg v. PDF vi. Single and multi-page colour TIFF	
	Substantiation	
	Reference	
M2 – 2	Minimum optical output resolution of 150 dpi with a preferred optical resolution of up to 600 dpi, but not limited (or better)	
	Substantiation	
	Reference	

Mandatory Number	Requirements Description	Comply?
M2 – 3	The scanner must have a following specification <ul style="list-style-type: none"> <li>Output of 24 bit colour, 8 bit greyscale (or better)</li> </ul>	
	Substantiation	
	Reference	
M2 – 4	The scanner must have a following specification <ul style="list-style-type: none"> <li>Multi-feed detection (ultrasonic)</li> </ul>	
	Substantiation	
	Reference	
M2 – 5	The scanner must have a following specification <ul style="list-style-type: none"> <li>Flat paper path</li> </ul>	
	Substantiation	
	Reference	
M2 – 6	The scanner must have a following specification <ul style="list-style-type: none"> <li>Choice of stacker (multiple pocket options)/ Multiple trays output</li> </ul>	
	Substantiation	
	Reference	
M2 – 7	The scanner must have a following specification <ul style="list-style-type: none"> <li>Image auto rotation</li> </ul>	
	Substantiation	
	Reference	
M2- 8	The scanner must have automatic deskew	
	Substantiation	
	Reference	
M2 – 9	The scanner must have a following specification <ul style="list-style-type: none"> <li>Auto-cropping</li> </ul>	
	Substantiation	
	Reference	
M2 – 10	The scanner must have a following specification <ul style="list-style-type: none"> <li>1000 sheet Automatic Feeder Capacity</li> </ul>	
	Substantiation	

Mandatory Number	Requirements Description	Comply?
M2 – 11	Reference	
	The scanner must have a following specification <ul style="list-style-type: none"> <li>Optical Character Recognition (OCR)</li> </ul>	
	Substantiation	
	Reference	
M2 – 12	The scanner must have a following specification <ul style="list-style-type: none"> <li>Able to handle multiple paper weights (onion to heavy bond paper) 12 lb Bond-122 lb Tag (45g/m2-200 g/m2) Asian rice paper to cardstock)</li> </ul>	
	Substantiation	
	Reference	
M2 – 13	The scanner must have a following specification <ul style="list-style-type: none"> <li>Auto-feed and ability to manually feed documents</li> </ul>	
	Substantiation	
	Reference	
M2 – 14	The scanner must have a following specification <ul style="list-style-type: none"> <li>Variable scan speeds</li> </ul>	
	Substantiation	
	Reference	
M2 – 15	The scanners must import and manage image files containing scanned images of paper sizes varying from small A10 (1.02 inch x 1.46 inch) to A3 (11.69 inches x 16.54 inches). Currently the largest size acquired or scanned at CRCD Matane is A3 (11.69 inches x 16.54 inches)	
	Substantiation	
	Reference	
M2 - 16	The scanners component must deliver, enable and support the capability for authorized users to <ul style="list-style-type: none"> <li>a) Print document images using standard operating system print drivers;</li> <li>b) View images (e.g. to zoom in, zoom out, first page, last page, single page, scroll up and down, page rotation: 90 degree and 180 degrees);</li> <li>c) Navigate and view 150 dpi to 300 dpi images (bi-tonal, grayscale and colour) (or better).</li> </ul>	
	Substantiation	

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Mandatory Number	Requirements Description	Comply?
M2 - 17	Reference	
	The components use by the scanner must deliver, enable and support the following in both French and English: a) All online help, user interfaces and messages within the administration functions (e.g. queue management, user profile management, etc.) b) All online help, user interfaces and messages within the operational functions	
	Substantiation	
	Reference	
M2 – 18	The scanners must use a modular vacuum conveyor track	
	Substantiation	
	Reference	
M2 – 19	The scanners must be able to scan : Minimum speed of 250 pages per minute (ppm) , duplex pages	
	Substantiation	
	Reference	
M2 – 20	The scanners must be compatible with: Power: 120V or 240V	
	Substantiation	
	Reference	
M2 - 21	The scanners must be able to scan both sides at the same time (Duplex)	
	Substantiation	
	Reference	

### Category 3 - Mid Volume Production Document Scanner with flatbed

The proposed product in Category 3 must meet the following mandatory criteria.

Mandatory Number	Requirements Description	Comply?
M3 – 1	Output images file format (bi-tonal, grayscale or colour image) vii. Jpeg	

Mandatory Number	Requirements Description	Comply?
	viii. PDF	
	ix. Single and multi-page colour TIFF Native	
	Substantiation	
	Reference	
M3 – 2	Minimum optical output resolution of 150 dpi with a preferred optical resolution of up to 600 dpi (or better)	
	Substantiation	
	Reference	
M3 – 3	The scanner must have a following specification <ul style="list-style-type: none"> <li>Output of 24 bit colour, 8 bit greyscale (or better)</li> </ul>	
	Substantiation	
	Reference	
M3 – 4	The scanner must have a following specification <ul style="list-style-type: none"> <li>Multi-feed detection (ultrasonic)</li> </ul>	
	Substantiation	
	Reference	
M3 – 5	The scanner must have a following specification <ul style="list-style-type: none"> <li>Flat paper path</li> </ul>	
	Substantiation	
	Reference	
M3 – 6	The scanner must have a following specification <ul style="list-style-type: none"> <li>Minimum speed of 90 pages per minute (ppm)</li> </ul>	
	Substantiation	
	Reference	
M3 – 7	The scanner must have a following specification <ul style="list-style-type: none"> <li>Able to handle multiple paper weights (onion to heavy bond paper) 12 lb Bond-122 lb Tag (45g/m2-200 g/m2) Asian rice paper to cardstock)</li> </ul>	
	Substantiation	
	Reference	
M3 – 8	The scanner must have a following specification	

Mandatory Number	Requirements Description	Comply?
	<ul style="list-style-type: none"> <li>Auto-feed and ability to manually feed documents</li> </ul>	
	Substantiation	
	Reference	
M3 – 9	The scanner must have a following specification <ul style="list-style-type: none"> <li>Variable scan speeds</li> </ul>	
	Substantiation	
	Reference	
M3- 10	200 sheet Automatic Document Feeder Capacity	
	Substantiation	
	Reference	
M3- 11	Integrated A3 flatbed scanning	
	Substantiation	
	Reference	
M3 – 12	The scanners must import and manage image files containing scanned images of paper sizes varying from small A10 (1.02 inch x 1.46 inch) to A3 (11.69 inches x 16.54 inches). Currently the largest size acquired or scanned at CRCD Matane is A3 (11.69 inches x 16.54 inches)	
	Substantiation	
	Reference	
M3 - 13	Power: 120 V maximum of 15 Amp	
	Substantiation	
	Reference	
M3 - 14	The scanners must be able to scan both sides at the same time (Duplex)	
	Substantiation	
	Reference	

#### Category 4 – Mid Volume Production Document Scanner with feeder

The proposed product in Category 4 must meet the following mandatory criteria.

Mandatory Number	Requirements Description	Comply?
M4 – 1	Output images file format (bi-tonal, grayscale or colour image) x. Jpeg xi. PDF xii. Single and multi-page colour TIFF Native	
	Substantiation	
	Reference	
M4 – 2	Minimum optical output resolution of 150 dpi with a preferred optical resolution of up to 600 dpi (or better)	
	Substantiation	
	Reference	
M4 – 3	The scanner must have a following specification • Output of 24 bit colour, 8 bit greyscale (or better)	
	Substantiation	
	Reference	
M4 – 4	The scanner must have a following specification • Multi-feed detection (ultrasonic)	
	Substantiation	
	Reference	
M4 – 5	The scanner must have a following specification • Flat paper path	
	Substantiation	
	Reference	
M4 – 6	The scanner must have a following specification • Minimum speed of 90 pages per minute (ppm)	
	Substantiation	
	Reference	
M4 – 7	The scanner must have a following specification • Able to handle multiple paper weights (onion to heavy bond paper) 12 lb Bond-122 lb Tag (45g/m2-200 g/m2) Asian rice paper to cardstock)	
	Substantiation	
	Reference	

Mandatory Number	Requirements Description	Comply?
M4 – 8	The scanner must have a following specification <ul style="list-style-type: none"> <li>Auto-feed and ability to manually feed documents</li> </ul>	
	Substantiation	
	Reference	
M4 – 9	The scanner must have a following specification <ul style="list-style-type: none"> <li>Variable scan speeds</li> </ul>	
	Substantiation	
	Reference	
M4 – 10	The scanners must import and manage image files containing scanned images of paper sizes varying from small A10 (1.02 inch x 1.46 inch) to A3 (11.69 inches x 16.54 inches). Currently the largest size acquired or scanned at CRCD Matane is A3 (11.69 inches x 16.54 inches)	
	Substantiation	
	Reference	
M4- 11	Power: 120 V maximum 15 Amp	
	Substantiation	
	Reference	
M4 - 12	200 sheet Automated Document Feeder Capacity	
	Substantiation	
	Reference	
M4 - 13	The scanners must be able to scan both sides at the same time (Duplex)	
	Substantiation	
	Reference	

#### Category 5 - Production Scanner with integrated mail opening and extraction

The proposed product in Category 5 must meet the following mandatory criteria.

Mandatory Number	Requirements Description	Comply?
M5 – 1	Output images file format (bi-tonal, grayscale or colour image) xiii. Jpeg	



Mandatory Number	Requirements Description	Comply?
	xiv. PDF	
	xv. Single and multi-page colour TIFF Native	
	Substantiation	
	Reference	
M5 – 2	Minimum optical output resolution of 150 dpi with a preferred optical resolution of up to 300 dpi (or better)	
	Substantiation	
	Reference	
M5 – 3	The scanner must have a following specification <ul style="list-style-type: none"> <li>Output of 24 bit colour, 8 bit greyscale (or better)</li> </ul>	
	Substantiation	
	Reference	
M5 – 4	The scanner must have a following specification <ul style="list-style-type: none"> <li>Multi-feed detection (ultrasonic)</li> </ul>	
	Substantiation	
	Reference	
M5 – 5	The scanner must have a following specification <ul style="list-style-type: none"> <li>Flat paper path</li> </ul>	
	Substantiation	
	Reference	
M5 – 6	The scanner must have a following specification <ul style="list-style-type: none"> <li>Choice of stacker (multiple pocket options) / Multiple trays output</li> </ul>	
	Substantiation	
	Reference	
M5 – 7	The scanner must have a following specification <ul style="list-style-type: none"> <li>Able to handle multiple paper weights (onion to heavy bond paper) 12 lb Bond-122 lb Tag (45g/m2-200 g/m2) Asian rice paper to cardstock)</li> </ul>	
	Substantiation	
	Reference	
M5 – 8	The scanner must have a following specification	

Mandatory Number	Requirements Description	Comply?
	<ul style="list-style-type: none"> <li>Auto-feed and ability to manually feed documents</li> </ul>	
	Substantiation	
	Reference	
M5 – 9	The scanner must have a following specification <ul style="list-style-type: none"> <li>Variable scan speeds</li> </ul>	
	Substantiation	
	Reference	
M5 – 10	The scanners must have : a Combination of envelop opening, extraction unit and have high volume production scanning .	
	Substantiation	
	Reference	
M5 – 11	The scanners must have : a Feeder with Drop Feed, Packet Feed, and Auto Feed Capabilities	
	Substantiation	
	Reference	
M5 – 12	The scanners must import and manage image files containing scanned images of paper sizes varying from small A10 (1.02 inch X 1.46 inch) to A3 (11.69 inches X 16.54 inches). Currently the largest size acquired or scanned at CRCD is A3 (11.69 inches X 16.54 inches)	
	Substantiation	
	Reference	
M5 - 13	The scanners must be able to scan both sides at the same time (Duplex)	
	Substantiation	
	Reference	
M5- 14	Power: 120 V maximum 15 Amp	
	Substantiation	
	Reference	

### Category 6 - Book scanner

The proposed product in Category 6 must meet the following mandatory criteria.

Mandatory Number	Requirements Description	Comply?
M6- 1	Output images file format (bi-tonal, grayscale or colour image) xvi. Jpeg xvii. PDF xviii. Single and multi-page colour TIFF Native	
	Substantiation	
	Reference	
M6 - 2	Minimum optical output resolution of 150 dpi with a preferred optical resolution of up to 600 dpi (or better)	
	Substantiation	
	Reference	
M6 - 3	The scanner must have a following specification • Output of 24 bit colour, 8 bit greyscale (or better)	
	Substantiation	
	Reference	
M6 - 4	The scanner must have a following specification • Flat paper path	
	Substantiation	
	Reference	
M6 - 5	The scanner must have a following specification • Power: 120 V maximum 15 Amp	
	Substantiation	
	Reference	
M6 - 6	The scanner must have a following specification • Variable scan speeds	
	Substantiation	
	Reference	
M6 - 7	The scanner must have a following specification Able to handle multiple paper weights (onion to heavy bond paper) 12 lb	

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Mandatory Number	Requirements Description	Comply?
	<b>Bond-122 lb Tag (45g/m2-200 g/m2) Asian rice paper to cardstock)</b>	
	<b>Substantiation</b>	
	<b>Reference</b>	

#### Category 7 - Wide Format Duplex Scanner (36 inches)

The proposed product in Category 7 must meet the following mandatory criteria.

Mandatory Number	Requirements Description	Comply?
<b>M7 – 1</b>	<b>Output images file format (bi-tonal, grayscale or colour image)</b> xix. Jpeg xx. PDF xxi. Single and multi-page colour TIFF Native	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M7 – 2</b>	<b>Minimum optical output resolution of 150 dpi with a preferred optical resolution of up to 600 dpi (or better)</b>	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M7 – 3</b>	<b>The scanner must have a following specification</b> • Output of minimum, 24 bit colour, 8 bit grayscale (or better)	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M7 – 4</b>	<b>The scanner must have a following specification</b> • Power 120 V maximum 15 Amp	
	<b>Substantiation</b>	
	<b>Reference</b>	
<b>M7 – 5</b>	<b>The scanner must have a following specification</b> • Able to handle multiple paper weights (onion to heavy bond paper) 12 lb Bond-122 lb Tag (45g/m2-200 g/m2) Asian rice paper to cardstock)	
	<b>Substantiation</b>	
	<b>Reference</b>	

Mandatory Number	Requirements Description	Comply?
M7 – 6	The scanner must have a following specification <ul style="list-style-type: none"> <li>Variable scan speeds</li> </ul>	
	Substantiation	
	Reference	
M7 – 7	The scanner must be able to scan both side at the same time (Duplex)	
	Substantiation	
	Reference	
M7 – 8	The scanners must import and manage image files containing scanned images of paper sizes varying from small A10 (1.02 inch x 1.46 inch) to 36 inches.	
	Substantiation	
	Reference	
M7 – 9	The scanners must be: Flat paper path	
	Substantiation	
	Reference	

#### Category 8 - Wide Format Scanner (46 up to 54 inches)

The proposed product in Category 8 must meet the following mandatory criteria.

Mandatory Number	Requirements Description	Comply?
M8 – 1	Output images file format (bi-tonal, grayscale or colour image) <ul style="list-style-type: none"> <li>xxii. Jpeg</li> <li>xxiii. PDF</li> <li>xxiv. Single and multi-page colour TIFF Native</li> </ul>	
	Substantiation	
	Reference	
M8 – 2	Minimum optical output resolution of 150 dpi with a preferred optical resolution of up to 600 dpi (or better)	
	Substantiation	
	Reference	
M8 – 3	The scanner must have a following specification	

Mandatory Number	Requirements Description	Comply?
	<ul style="list-style-type: none"> <li>Output of 24 bit colour, 8 bit greyscale (or better)</li> </ul>	
	Substantiation	
	Reference	
M8 – 4	The scanner must have a following specification <ul style="list-style-type: none"> <li>Power 120 V maximum 15 Amp</li> </ul>	
	Substantiation	
	Reference	
M8 – 5	The scanner must have a following specification <ul style="list-style-type: none"> <li>Able to handle multiple paper weights (onion to heavy bond paper) 12 lb Bond-122 lb Tag (45g/m2-200 g/m2) Asian rice paper to cardstock)</li> </ul>	
	Substantiation	
	Reference	
M8 – 6	The scanners must import and manage image files containing scanned images of paper sizes varying from small A10 (1.02 inch x 1.46 inch) to 46 up to 54 inches.	
	Substantiation	
	Reference	
M8 – 7	The scanners must be: Flat paper path	
	Substantiation	
	Reference	
M8 – 8	The scanner must have a following specification <ul style="list-style-type: none"> <li>Variable scan speeds</li> </ul>	
	Substantiation	
	Reference	

#### Category 9 - Microfiches and microfilm Scanner (dual function)

The proposed product in Category 9 must meet the following mandatory criteria.

Mandatory Number	Requirements Description	Comply?
M9 – 1	Output images file format (bi-tonal, grayscale or colour image) xxv. Jpeg	

Mandatory Number	Requirements Description	Comply?
	xxvi. PDF	
	xxvii. Single and multi-page colour TIFF Native	
	Substantiation	
	Reference	
M9 – 2	Minimum optical output resolution of 150 dpi with a preferred optical resolution of up to 600 dpi (or better)	
	Substantiation	
	Reference	
M9 – 3	The scanner must have a following specification <ul style="list-style-type: none"> <li>Output of 24 bit colour, 8 bit greyscale (or better)</li> </ul>	
	Substantiation	
	Reference	
M9 – 4	The scanner must have a following specification <ul style="list-style-type: none"> <li>Auto-feed and ability to manually feed documents</li> </ul>	
	Substantiation	
	Reference	
M9 – 5	The scanner must scan 16mm roll film	
	Substantiation	
	Reference	
M9 – 6	The scanner must handles all standard fiche formats and custom sizes up to 5x8inches	
	Substantiation	
	Reference	
M9 – 7	The scanner must scan single fiche scanning and autoloader for unattended scanning	
	Substantiation	
	Reference	
M9 – 8	The scanners must include the part to scan microfilm and a part to scan microfiche.	
	The scanner must able to manage both kind of materiel	

Mandatory Number	Requirements Description	Comply?
	<b>Substantiation</b>	
<b>M9 – 9</b>	<b>Power 120 V maximum 15 Amp</b>	
	<b>Substantiation</b>	
<b>M9 – 10</b>	<b>The scanners must have : Variable scan speeds</b>	
	<b>Substantiation</b>	
<b>M9 – 11</b>	<b>Autoload platform for microfiche, minimum 300 pages per minute (ppm)</b>	
	<b>Substantiation</b>	
	<b>Reference</b>	

#### Category 10 - Microfiches Scanner

The proposed product in Category 10 must meet the following mandatory criteria.

Mandatory Number	Requirements Description	Comply?
<b>M10 – 1</b>	<b>Output images file format (bi-tonal, grayscale or colour image)</b> xxviii. Jpeg xxix. PDF xxx. Single and multi-page colour TIFF Native	
	<b>Substantiation</b>	
<b>M10 – 2</b>	<b>Minimum optical output resolution of 150 dpi with a preferred optical resolution of up to 600 dpi (or better)</b>	
	<b>Substantiation</b>	
<b>M10 – 3</b>	<b>The scanner must have a following specification</b> • Output of 24 bit colour, 8 bit greyscale (or better)	
	<b>Substantiation</b>	
	<b>Reference</b>	



Mandatory Number	Requirements Description	Comply?
M10- 4	The scanner must have a following specification • Power 120 V maximum 15 Amp	
	Substantiation	
	Reference	
M10 - 5	The scanner must have a following specification • Auto-feed and ability to manually feed documents	
	Substantiation	
	Reference	
M10 - 6	The scanner must handles all standard fiche formats and custom sizes up to 5x8inches	
	Substantiation	
	Reference	
M10 - 7	The scanner must scan single fiche scanning and autoloader for unattended scanning	
	Substantiation	
	Reference	
M10- 8	The scanners must have : Variable scan speeds	
	Substantiation	
	Reference	
M10 - 9	Autoload platform for microfiche, minimum 300 pages per minute (ppm)	
	Substantiation	
	Reference	

#### Category 11 - Microfilm Scanner

The proposed product in Category 11 must meet the following mandatory criteria.

Mandatory Number	Requirements Description	Comply?
M11 - 1	Output images file format (bi-tonal, grayscale or colour image) xxxi. Jpeg xxxii. PDF xxxiii. Single and multi-page colour TIFF Native	

Mandatory Number	Requirements Description	Comply?
	<b>Substantiation</b>	
<b>M11 – 2</b>	<b>Reference</b>	
<b>M11 – 2</b>	<b>Minimum optical output resolution of 150 dpi with a preferred optical resolution of up to 600 dpi (or better)</b>	
<b>M11 – 2</b>	<b>Substantiation</b>	
<b>M11 – 2</b>	<b>Reference</b>	
<b>M11 – 3</b>	<b>The scanner must have a following specification</b> • Output of 24 bit colour, 8 bit greyscale (or better)	
<b>M11 – 3</b>	<b>Substantiation</b>	
<b>M11 – 3</b>	<b>Reference</b>	
<b>M11 – 4</b>	<b>The scanner must have a following specification</b> • Power 120 V maximum 15 Amp	
<b>M11 – 4</b>	<b>Substantiation</b>	
<b>M11 – 4</b>	<b>Reference</b>	
<b>M11 – 5</b>	<b>The scanner must have a following specification</b> • Auto-feed and ability to manually feed documents	
<b>M11 – 5</b>	<b>Substantiation</b>	
<b>M11 – 5</b>	<b>Reference</b>	
<b>M11 – 6</b>	<b>The scanner must scan 16mm roll film</b>	
<b>M11 – 6</b>	<b>Substantiation</b>	
<b>M11 – 6</b>	<b>Reference</b>	
<b>M11- 7</b>	<b>The scanners must have : Variable scan speeds</b>	
<b>M11- 7</b>	<b>Substantiation</b>	
<b>M11- 7</b>	<b>Reference</b>	

### E3. Financial Evaluation and Calculation of Evaluated Price

Solicitation No. - N° de l'invitation  
EN929-150346/A  
Client Ref. No. - N° de réf. du client  
EN929-150346

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38258

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME

Offers will be evaluated on the basis of best value based on the **lowest evaluated price** for each category.

**For Categories 1 and 2, the Evaluated Price is calculated as follows:**

Scanner purchase price +  
12 month lease rate x 12 months +  
24 month lease rate x 24 months +  
36 month lease rate x 36 months +  
48 month lease rate x 48 months +  
60 month lease rate x 60 months +  
Option year 1 (M-F 7am to 5pm on-site warranty) +  
Option year 2 (M-F 7am to 5pm on-site warranty) +  
Option year 3 (M-F 7am to 5pm on-site warranty) +  
Option year 4 (M-F 7am to 5pm on-site warranty) +  
Option year 5 (M-F 7am to 5pm on-site warranty) +  
Option year 6 (M-F 7am to 5pm on-site warranty) +  
Option year 7 (M-F 7am to 5pm on-site warranty) +  
Option year 1 (M-F 5pm to 10 on-site warranty) +  
Option year 2 (M-F 5pm to 10 on-site warranty) +  
Option year 3 (M-F 5pm to 10 on-site warranty) +  
Option year 4 (M-F 5pm to 10 on-site warranty) +  
Option year 5 (M-F 5pm to 10 on-site warranty) +  
Option year 6 (M-F 5pm to 10 on-site warranty) +  
Option year 7 (M-F 5pm to 10 on-site warranty) +  
Option year 1 (Sat/Sun Telephone Support) +  
Option year 2 (Sat/Sun Telephone Support) +  
Option year 3 (Sat/Sun Telephone Support) +  
Option year 4 (Sat/Sun Telephone Support) +  
Option year 5 (Sat/Sun Telephone Support) +  
Option year 6 (Sat/Sun Telephone Support) +  
Option year 7 (Sat/Sun Telephone Support) +  
Monthly rate for preventive maintenance service and recommendations  
Total = \$\_\_\_\_\_

Total above minus up to 4% evaluation reduction = Evaluated Price \$\_\_\_\_\_

**For Categories 3 to 11, the Evaluated Price is calculated as follows:**

Scanner purchase price +  
12 month lease rate x 12 months +  
24 month lease rate x 24 months +  
36 month lease rate x 36 months +  
48 month lease rate x 48 months +  
60 month lease rate x 60 months +  
Option year 1 (M-F 7am to 5pm on-site warranty) +  
Option year 2 (M-F 7am to 5pm on-site warranty) +  
Option year 1 (Sat/Sun Telephone Support) +  
Option year 2 (Sat/Sun Telephone Support) +  
Monthly rate for preventive maintenance service and recommendations  
Total = \$\_\_\_\_\_

Total above minus up to 4% evaluation reduction = Evaluated Price \$\_\_\_\_\_

Solicitation No. - N° de l'invitation  
EN929-150346/A  
Client Ref. No. - N° de réf. du client  
EN929-150346

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38258

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME

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#### **E.4 Basis of Selection**

Offerors will be considered compliant if they meet the requirements of technical evaluation. Each category will be evaluated separately. One standing offer per category will be issued. Compliant offerors with the lowest evaluated price in each category will be recommended for issuance of a standing offer.

Solicitation No. - N° de l'invitation  
EN929-150346/A  
Client Ref. No. - N° de réf. du client  
EN929-150346

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-5-38258

Buyer ID - Id de l'acheteur  
VAN576  
CCC No./N° CCC - FMS No./N° VME

**Annex F**  
**OEM Certification Form**

<b>OEM Certification Form</b>	
This confirms that the original equipment manufacturer (OEM) identified below has authorized the Offeror named below to provide and maintain its products under any contract resulting from the bid solicitation identified below.	
Name of OEM	_____
Signature of authorized signatory of OEM	_____
Print Name of authorized signatory of OEM	_____
Print Title of authorized signatory of OEM	_____
Address for authorized signatory of OEM	_____
Telephone no. for authorized signatory of OEM	_____
Fax no. for authorized signatory of OEM	_____
Date signed	_____
Solicitation Number	_____
Name of Offeror	_____