

Solicitation # 5000024325 Question #6 and #7

Question # 6

Attachment 1 to Part 3 (Financial Bid) of the RFP requires bidders to submit per form rates for processing each of 12 form types plus rates for Bidder's pick up charges. Attachment 1 to Part 3 also indicates that approximately 75,000 new records of Form 0063-2322 accrue annually from ECCC and that that figure does not include those records which may be acquired through other sources or as they may exist in any processing backlogs. All work is priority based and levels will [vary] on a month to month basis and thus ECCC will not guarantee a firm number of records on an annual basis. Section 4.4 of Annex A (Statement of Work) provides the only other volumetric information with respect to the processing of the forms. It indicates that:

"The most common type of batches, are expected to be:

- 1) 0063-2322 (or its equivalent 0063-2330) - comprised of up to 4000 pages, requiring 2 lines, with 73 characters for one line and 46 columns for the second line, for every keyed page (i.e. record) of material.*
- 2) 0063-2304 – comprised of up to 500 pages, requiring up to 32 lines (one identification or header line + 1 line of data for each day of the month) with up to 80 characters per line, for each page (i.e. record)."*

Does Canada intend that the selected contractor process all the forms that are generated each month for each of the form types, or does Canada intend to continue processing some of the forms itself? If Canada intends to continue processing a portion of the forms, please indicate the proportion that Canada intends to process. Please provide historical volumes of the number of each form that are generated each month. Please provide historical volumes of the number of each form that have been subjected to keypunching each month (i.e. that Canada has keypunched).

Answer # 6

Canada has not keyed data from these forms for quite some time. It has used outside service providers for this function. The most recent contract for this type of service expired March 31, 2016. There is no current service provider with whom to key this data.

For 2322, the current number of stations with forms of this type requiring this service is 9. Total number of forms per year is 9x365 pages per year which averages to 274 forms (i.e. pages) per month. Historically, the number of stations has been higher. On January 1, 2014 there were 33 stations or 33x365 forms per year which averages to 1003 or pages per month at that point in time.

For 2304, the number of stations requiring this service is 62. This form type is submitted on a monthly basis (1 page per month), thus there are approximately 62 pages per month at this time. Historically, the numbers stations of this form type have been relatively steady since 2008 when there were about 80 stations. There is a 2 year backlog of about 1500 pages at this time as none of these forms were processed for that period.

Question # 7

Could you provide an indication of the volume of forms that would be processed by the contractor.

Answer # 7

Canada has not keyed this type of itself for many years but chosen to use outside contractors.. The specifications described herein, with the exception of some minor updates, have not changed, as the forms, and the output data formats required, have not changed in 20 or more years. It is understood that service prices change and may be higher or lower, for many reasons. It is the intention to process as many records as possible based upon the winning bid. Experience with the most recent contract has indicated it is possible to obtain 1000 keyed lines for about \$520. The old bid structure was based upon number of keyed lines which did not reflect well the price per page which would give Canada a truer sense of the actual cost. Thus the cost formatting was changed in this RFP, to a price per page, to address this concern. Given the past budget and experience it is believe that some or all portion of the data above may be keyed.