

Amendment #1 to NRCan 5000027307 – Digital Scanning of Expedition Log Books

Front Page of RFP:

Insert: Solicitation closes: December 19, 2016

Delete: Solicitation closes: December 12, 2016

Insert: **NOTE: Mandatory Site Visit on December 7th. See 2.6 of Bidder's Instructions**

Delete: **NOTE: Mandatory Site Visit on November 30th. See 2.6 of Bidder's Instructions**

2.6 Mandatory Site Visit (Page 6)

Insert: It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **1 Challenger Drive, Dartmouth on December 7, 2016**. The site visit will **begin at 9:00 am**. Report to the Main entrance at BIO where you will sign in and receive a temporary pass. Instructions will be left with the Commissionaire to contact the Project Authority, Kate Jarrett.

Delete: It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **1 Challenger Drive, Dartmouth on November 30, 2016**. The site visit will **begin at 9:00 am**. Report to the Main entrance at BIO where you will sign in and receive a temporary pass. Instructions will be left with the Commissionaire to contact the Project Authority, Kate Jarrett.

Insert:

SW.4.1 Tasks, Deliverables, Milestones and Schedule

To provide a summary of the work required to digitize these log books, ensure that the digital copy is a duplicate of the original, ensure that the integrity of the original documents is preserved, and that the original log books are readily accessible throughout the scanning project.

- Contractor to transport a limited number of boxes containing log books to and from the Marine Geoscience Collection Facility (MGC Facility) to the vendor **Facility at a minimum weekly basis but preferably twice a week..**
- Vendors to perform 100% Quality Control (QC) on log books to ensure the integrity of the documents and assure their fidelity to the originals. Vendors must provide a Quality Control plan that indicates steps they use in order to keep errors to a minimum and that must be audited by an independent firm (to be named by the vendor).
- GSC-A to perform a quality assurance (QA) on documents and digital files prior to full acceptance.

- **As stated in SW 3.0 Objectives, books need to be readily accessible throughout the scanning project. It is imperative that records be returned within a 24 hour window should the need arise for record(s) to be accessed.**

Delete:

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To provide a summary of the work required to digitize these log books, ensure that the digital copy is a duplicate of the original, ensure that the integrity of the original documents is preserved, and that the original log books are readily accessible throughout the scanning project.

- Contractor to transport a limited number of boxes containing log books to and from the Marine Geoscience Collection Facility (MGC Facility) to the vendor
- Vendors must have a scanning reproduction facility in close proximity to the MGC Facility and must indicate their facility's distance from the Bedford Institute of Oceanography.
- Vendors to perform 100% Quality Control (QC) on log books to ensure the integrity of the documents and assure their fidelity to the originals. Vendors must provide a Quality Control plan that indicates steps they use in order to keep errors to a minimum and that must be audited by an independent firm (to be named by the vendor).
- GSC-A to perform a quality assurance (QA) on documents and digital files prior to full acceptance.

Insert:

Preparation of Lots and Transport

The vendor must provide and take responsibility for secure, point-to-point transport of log books from the MGC Facility to the facility where they will be scanned.

- GSC-A will prepare the log books in boxes to be processed by the vendor. GSC-A will assign a scan record number to each log book and place it in a numbered box. A digital listing of the contents of each box will be provided to the vendor detailing the scan box number, scan record number, medium type, record comments, log book format type, page size, page type, estimated number of pages and any relevant scanning comments. The box and record numbers are to be used as the digital filename. The number of pages per box will vary as the log books vary in size.
- The vendor will sign off on boxes as they are picked up from GSC-A, **on a minimum of a weekly basis** and assume responsibility for the documents. After scanning, the vendor will provide the digital files for QA as boxes are returned to GSC-A.
- Exact pickup schedules will be determined through a mutually agreeable arrangement with the vendor.
- Delivery of digital files and return of undamaged physical documents to MGC Facility before the next selection of boxes is taken for scanning.

Delete:

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- The vendor will sign off on boxes as they are picked up from GSC-A, and assume responsibility for the documents. After scanning, the vendor will provide the digital files for QA on an ongoing basis as boxes are returned.
- Exact pickup schedules will be determined through a mutually agreeable arrangement with the vendor.
- Delivery of digital files and return of undamaged physical documents to MGC Facility before the next selection of boxes is taken for scanning.

1.1 Mandatory Evaluation Criteria (page 25-26)

Delete: M4

The Bidder **MUST** have a scanning production facility in close proximity in the event that documents have to be returned at a moment's notice:

- Indicate scanning facility's kilometer range from the Marine Geoscience Collection Facility at the Bedford Institute of Oceanography (BIO)
- Demonstrate direct point-to-point transfer from BIO to the vendor's facility in an enclosed vehicle.

1.2 Evaluation of Rated Criteria

Delete: R4

Proximity of Scanning Facility

Bidder should provide:

- scanning facility's kilometer range from the Marine Geoscience Collection Facility at the Bedford Institute of Oceanography (BIO)
- Demonstrate direct point-to-point transfer from BIO to the vendor's facility in an enclosed vehicle.

Insert: Total Points Available will be 75 with 40 point to be considered compliant

Insert:

Appendix 2

1. FIRM PRICE - Milestone Payments

Bidder tendered all-inclusive firm price to perform the work is in Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses **including shipping cost** must be included in the firm price.

There are approximately 1300 log books with a total of 120,000 pages total. The log books are currently packaged in boxes with each box containing approximately 1350 pages each. Each box may include binder, book, book stapled, bound (duo tang and ring), loose, perforated notebooks and stapled (either at one corner or along one side). In addition to non-standard log book types there are a variety of page types including double, single and both up to a maximum of 72cm in width. The page sizes vary up to 90x30cm. The vendor will be responsible for picking up a set of boxes each week and returned these boxes before the next set will be released.

NOTE: There may be times when a box may need to be returned on short notice. We will give **24** hours notice.

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NOTE: There may be times when a box may need to be returned on short notice. We will give 4 hours notice.

All other Terms and Conditions remain the same.