

Question 8 to 11 for solicitation number **5000024325**

Q-8. The response to Question 6 indicated that for form 2322, the total number of stations that report this data is 9 and they each of the 9 stations is required to report data 365 days per year. Likewise, the response to Question 6 indicated that for form 2304, the total number of stations that report this data is 62 and that the data is reported on a monthly basis. For each of the other 12 forms, please indicate the number of stations that report data and the frequency with which they report data.

Answer 8 - 1. Current numbers do not represent potential volumes as number of stations have, historically, been higher. As indicated in RFP, forms to be keyed, would primarily be 2304 and 2322 (which includes associated 2325 and French equivalent form 2330). There has been some thought key sunshine records, but that is dependent on resource availability (for ECCC to prepare the records). It should be noted that the RFP specifications include the other form types so as to allow for flexibility to address any backlogs or older unprocessed forms. In regards to the proposed Bright Sunshine (form 2307), this network had about 156 stations in 2000 (some of these records have been keyed). Approximate number of un-keyed forms within this network is estimated to be about 6000 pages. (period 2000 to 2016). Number for the other forms are not known in detail but would be much less as these are networks with historically few in number. The only other network which would have volumes similar to or possibly exceeding Bright Sunshine would be form 0063-9686.

Form Number	Form Name	No of Stations (current)
0063-2270	Evaporation / Evaporation	1
0063-2271	Soil Temperature / Température du Sol	1
0063-2304	Climatological Station Report Sommaire Climatologique	62
0063-2305 ¹	Rapport de station climatologique	Figure included in 2304
0063-2306	Abstract of the Wind Sommaire des Vents	0
0063-2307	Sunshine Record Relevé de l'Insolation	13
0063-2322	Surface Weather Record	9
0063-2325 ^[1]	Monthly Summary of Instrument Malfunctions, Changes and New Installations Sommaire Mensuel des Défectuosités d'Instruments des Changements et des Nouvelles	9

^[1] Form 0063-2325 is not keypunched but accompanies forms 0063-2322 and its equivalent form 0063-2330.

	Installations	
0063-2330	Observations Météorologiques En Surface	Figure included in 2322
0063-9605	Anemograph Chart / Feuille Diagramme Anemographique	
0063-9686	Recording Rain Gauge Daily Chart 99 Feuille Journaliere Pluviometre Enregistreur	45
0063-9689	Recording Precipitation Gauge – Monthly Report Pluviographe – Rapport Mensuel	1

2. Evidence provided by the bidder, that demonstrates their ability to create files and input into that file, information or data from another source (paper or electronic), to the specifications and requirements of a client, for the purposes of this RFP, would be sufficient, to be considered as equivalent to providing a “keypunch” service.

Q-9. We have considerable experience digitizing documents for use in the medical, legal and government administrative environments. This includes coding, tagging and indexing documents to facilitate filing, search and retrieval. The activities involved in manually coding, tagging or indexing are the same as "keypunching" (i.e. the input of data into a file or database from digital or physical documents). Please confirm this understanding and that coding, tagging and indexing experience will be considered equivalent to keypunching for the purposes of evaluating bids.

Answer-9

Yes, at one time, keypunch cards were in use. They are no longer in use, and they will not be encountered, in the execution of the resultant service contract. The referenced term has survived, largely because the format of the output data file has not changed, nor had it significantly affected its documentation. Because of this, some old terms, have remained within our local common office vernacular. You will note, definitions have been provided, within the original RFP, to assist in that regard, where it was believed confusion could result from certain expressions or words.

Q-10. Section 5 of the Statement of Work (Annex A) indicates that there is a 10% per day late penalty on batches of climatological forms that are not returned to ECCC within 5 days of collection of a batch from MSC. In order to accurately forecast our resource requirements and develop the price proposal we require some additional information on batches. Please provide the following information:

- Maximum volumes (batch size) that the contractor will be expected to complete within the 5-day batch processing period (please indicate the breakdown of the number of pages and form types to be included in each batch);
- Average volumes (batch size) that the contractor will be expected to complete within the 5-day batch processing period (please indicate the breakdown of the number of pages and form types to be included in each batch);
- The frequency of delivery of each batch (please indicate the breakdown by form type);

Answer 10

Page 4 paragraph 4.4. of the Statement of Work gave examples as per typical batches 2304 – 500 pages (of a monthly type form); 2322 up to 4000 pages (approximately 10 stations for 12 month period of daily type form). The numbers for any other form should not exceed that for a similar type form i.e. another type monthly form, about 500 pages, and up to 4000 for another daily type form.

It should be noted that a month of daily forms, from a single station, is a basic unit for the 2322. A month of daily 2322 records translates to 1 header line plus 1 line per day of key-able data. The number of characters needing to be keyed for this, a single station for one month would be 73 characters for the header and up to 46 characters for each day of the month. Taking a month like July as an example, in total that would equate to $73 + (31 \text{ days}) \times 46 = 1499$ keyed characters. This is a maximum. This estimate of characters, is based upon the keypunch format, not the actual data values that would occur, and for which keystrokes have to be entered (which, is a function of the data observed and recorded on the individual pages). Assuming the actual number of keystrokes is 75% of 1499 total, that is about 1124 keystrokes. At a typing speed of 80 characters per minute, a simplistic modelling of the keypunch process (straight division) would indicate, those number of characters could be typed within 14 min for one station-month.

ECCC expects that, initially, only the 2322 (a daily type form) will be sent, and, that batches are more likely to be on the smaller side (maybe ½ the usual) as we reorganize our resources to prepare the documents.

It is expected, that the service provider will require a little time to configure or tool-up on their side, therefore, in delivery of the first 2 or 3 keyed files from batches submitted, the 5 day requirement will be relaxed, as both sides establish their respective processes.

The prediction of frequency of future batches is not possible to predict, however, based upon past experience shipments occurred no more than once or twice per month.

Q-11. When can the contractor expect to receive the first batch for processing?

Answer 11

ECCC shall, upon awarding of successful contract, contact the successful bidder to arrange first pickup at, a reasonable date (likely within the first month of the effective start date of the contract) .