



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement Canada</p> <p>800 rue de la Gauchetière Ouest, bureau 7810 Montréal (Québec) H5A 1L9</p> <p>Attention de : Anthony De Flavis</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Keypunching Service for Monitoring Strategies & Data Management Division</p>	
	<p>ECCC Bid Solicitation No. /SAP No. – N° de la demande de soumissions ECCC / N° SAP 5000024325</p>	
	<p>Date of Bid solicitation (2017-02-10) Date de la demande de soumissions (2017-02-10)</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 2:00 P.M. on – le 27 March, 2017</p>	<p>Time Zone – Fuseau horaire Eastern Standard Time EST</p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à Anthony.deflavis@canada.ca</p>	
	<p>Telephone No. – N° de téléphone 514-283-5958</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</p>	
	<p>Destination - of Services / Destination des services</p>	
	<p>Security / Sécurité Reliability</p>	
	<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>	
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>
	<p>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)</p>	
	<p>Signature</p>	<p>Date</p>



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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include, a Confidentiality Agreement, the Information - Ontario Labour Legislation, Financial Bid Presentation Sheet, Mandatory Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, Insurance Requirements, the Schedule of Milestones, and any other annexes.

2. Summary

2.1 The Contractor shall, upon request from Environment and Climate Change Canada (ECCC), be responsible to collect the climatological forms from 4905 Dufferin Street, Toronto and deliver them to the Contractor's place of work in the Greater Toronto Area (GTA). There, the information required of the form type (as defined by the file formats in Appendix A), shall be copied from the forms and entered into an ASCII formatted file. The resultant electronic data files shall be emailed to the Archives & Data Services unit of the Atmospheric Monitoring and Data Services Division of ECCC.

2.2 There is no security requirement associated with this requirement.

2.3 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

3. Debriefings



Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PWGSC *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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003, 2014-09-25 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada (ECCC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:



Delete: “the Procurement Business Number of each member of the joint venture,”
Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety
Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: “sixty (60) days”
Insert: “one hundred and twenty (120) days”

The standard instructions 2004 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”
Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety
Insert: “Deleted”

At Section 07 Rejection of Bid, Subsection 07 (1) a. and b.:

Delete: In their entirety
Insert: “Deleted”

At Section 10 Joint Venture, Subsection 10 (1b):

Delete: “the Procurement Business Number of each member of the joint venture,”
Insert: “Deleted”

2. Submission of Bids

Bids must be submitted to Environment and Climate Change Canada (ECCC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

3. Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada’s request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, “former public servant” is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the



Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per page 7, definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:



- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (3 hard copies)
- Section II: Financial Bid (3 hard copies)
- Section III: Certifications (3 hard copies)
- Section IV: Additional Information (3 hard copies)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) format;
- (b) use a numbering system that corresponds to the bid solicitation.

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, bidders 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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid



- 1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet as seen in attachment 1 to part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet as seen in attachment 1 to part 3. The total amount of Applicable Taxes must be shown separately.
- 1.3 Bidders must submit their price and, rates, FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for performance of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

1.5 Bidders should include the following information in their financial bid:

- (a) Their legal name; and



- (b) The name of the contact person (including this person’s mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

ATTACHMENT 1 TO PART 3 - FINANCIAL BID

The tenderer must complete the presentation sheet of the financial bids and include in its financial bid when completed. At the very least, the bidder must meet this financial bid Format Sheet by including in its financial bid for the periods indicated below its rate for each deliverables

ECCC wishes to establish a contract until March 31, 2018 as an initial Period

From Contract signature to 31 March 2018		
Form number		
0063-2270		\$ _____
0063-2271		\$ _____
0063-2304		\$ _____
0063-2305		\$ _____
0063-2306		\$ _____
0063-2307		\$ _____
0063-2322		\$ _____
0063-2325		\$ _____
0063-2330		\$ _____
0063-9605		\$ _____
0063-9686		\$ _____
0063-9689		\$ _____
Bidder’s pick-up charges		\$ _____
Bidder’s Grand Total Price excluding applicable taxes		\$ _____

Option Period

From 1 April 2018 to 31 March 2019		
Form number		
0063-2270		\$ _____
0063-2271		\$ _____
0063-2304		\$ _____
0063-2305		\$ _____
0063-2306		\$ _____



0063-2307	\$ _____
0063-2322	\$ _____
0063-2325	\$ _____
0063-2330	\$ _____
0063-9605	\$ _____
0063-9686	\$ _____
0063-9689	\$ _____
Bidder's pick-up charges	\$ _____
Bidder's Grand Total Price excluding applicable taxes for Option Period	\$ _____

Determining Bid Price

Bidders will base their bid on a per record count, where a record is defined as page of material for each of the climatological forms (listed in Table 1.1). It is expected that rates will be provided for each form type and that there will be a charge for pick-up and delivery which should be included as well.

Environment and Climate Change Canada (ECCC) accrues, approximately 75,000 new records of form 0063-2322 annually. This 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 on a month to month basis and as a result ECCC will not guarantee a firm number of records on an annual basis.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

EVALUATION PROCEDURES AND BASIS OF SELECTION – Highest combined Technical Merit (70%) and Price (30%)

Evaluation Procedures

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. obtain the required minimum of 73 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 121 points."

2. Bids not meeting (a) or (b) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



Technical Evaluation Criteria

	Rated Criteria	Maximum Score	Score
<p>1. TECHNICAL (MAX. 56 POINTS)</p>	<p>R1. A) Describe the methodology that will be employed to ensure accuracy of the keyed data. Provide evidence of the method’s effectiveness through providing at least 3 past customer examples.</p> <p>The proposed method is clearly explained and is demonstrated to be effective through the inclusion of at least 3 examples. The details of the examples clearly demonstrate the method’s effectiveness.</p> <p>The proposed method is explained in a fashion that on some points is not easily followed or may be missing some details that help to make it clearly understood, however, through use of 3 or more past client examples it is clearly demonstrated to be effective.</p> <p>The proposed method is explained in a fashion that on some points is not easily followed, is missing some details that help to make it clearly understood, and the examples provided are too few, or lacking in some details as to completely support the claim of the method’s effectiveness.</p> <p>The proposed method is not explained in a clear manner and the evidence supplied does not clearly demonstrate its effectiveness.</p> <p>R1. B) Through use of at least 2 real, customer examples, provide evidence of supplying client specific keypunch file outputs (similar to the file formats required of ECCC). Indicate the time frame within which you were able to adapt your operations to the requested keypunch format requirements.</p> <p>All 6 points (listed) below are satisfied::</p> <ul style="list-style-type: none"> • provides 2 examples; • example provides details that demonstrates having created a client specific keypunch output file; • lists steps taken to modify or accommodate their keying process to produce the client’s required output format; • provides information as to the time taken (start to finish) to complete the overall adjustment to meet the client’s keypunch format specification; • provide details outlining how the contractor ensured the accuracy and completeness in meeting the output format; • provides statement or evidence as to the satisfaction of their client in meeting the format specifications. 	<p>A) Max. 12 points</p> <p>12</p> <p>8</p> <p>4</p> <p>0</p> <p>B) Max. 24 points</p> <p>24</p>	



	<p>Only 1 example is provided, however it addresses all 5 of the remaining points.</p> <p>One or more examples are provided, however, 1 of the 5 last points is not addressed by any of the examples.</p> <p>One or more examples are provided, however, 2 of the 5 last points are not addressed by any of the examples.</p> <p>One or more examples are provided, however, 3 of the last 5 points are not addressed by any of the examples.</p> <p>One or more examples are provided, however, only 1 of the last 5 points is addressed by either of the examples.</p> <p>None of the points above are satisfied.</p> <p>Note: 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.</p> <p>R1. C) Provide evidence that (as per the requirements of the statement of work) the documents as owned by ECCC will not be physically moved beyond the Greater Toronto Area.</p> <p>An explicit statement is included within the bid indicating the facility where the work it to occur is within the boundaries of the Greater Toronto Area.</p> <p>A statement of awareness of this as a requirement is contained within the bid.</p> <p>No Information provided.</p> <p>R1. D) State your request, if any, for deviations from the requirements outlined in the Statement of Work specifying the reason for such deviations; should there be no request for deviations please state that in your submission for this point within the technical section.</p> <p>An explicit statement is included within the bid which indicates the bidder does not require deviations; or, A statement is included that the bidder requires some deviation(s) and they are listed and clearly explained.</p>	<p>20</p> <p>16</p> <p>12</p> <p>8</p> <p>4</p> <p>0</p> <p>C) Max 8 points</p> <p>8</p> <p>4</p> <p>0</p> <p>D) Max 12 points</p> <p>12</p>	
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	<p>A statement is included that the bidder requires some deviation(s) however they are not well indicated or clearly explained.</p> <p>There is no statement confirming or denying this point within the Technical portion of the bid.</p>	<p>6</p> <p>0</p>	
<p>2. PROJECT / TEAM EXPERIENCE (MAX. 30 POINTS)</p>	<p>R2. A) Identify the minimum relevant experience, education or qualifications required for those personnel who can be assigned to the project work.</p> <p>Details are provided as to the team responsible for the work. The composition of the team assigned to the work should be described or include details with respect to:</p> <p>(1) the roles (i.e. supervisor, key operator, set-up operator etc., or whatever roles the bidder divides the responsibilities within);</p> <p>(2) the minimum number of personnel assigned within each identified role with respect to this project (e.g. 1 supervisor, 2 key operators, 1 set-up operator);</p> <p>(3) minimal qualifications (years of experience, credentials etc.) for the personnel assigned within each roll. (e.g. 'will not assign a person with less than X years supervisory experience as supervisor');</p> <p>(4) a listing of personnel, roles and actual qualifications for personnel to be drawn from for the project (e.g. minimum of 1 keypunch operator of 3 years of experience but for this project will draw from pool of 3 people having with 3, 5, & 10 years of experience respectively in that role).</p> <p>Base points (to a maximum of 8) are assigned based upon each category (1, 2, 3 & 4) as per:</p> <p>2 points – where information clearly describes the team within context of each category.</p> <p>1 points – where information appears incomplete or is not clearly conveyed.</p> <p>0 points – where no information is provided for the category</p> <p>In addition, points are also awarded based on average experience for two of the roles listed in (4).</p>	<p>A) Max. 20 points;</p>	



	<p>The first role average considered for these additional points, is that associated to the role, as named by the bidder, that most closely resembles (determined by ECCC based upon the bidder's description) the function related to typing or "keying" data from the original document into a file.</p> <p>The second role average considered for these additional points, is that associated to the role, as named by the bidder, that most closely resembles (determined by ECCC based upon the bidder's description) the function related to directing or "supervising" the work or keying.</p> <p>Points are awarded based upon each role based upon the per person average number of years of experience for the personnel indicated to be drawn from within the response by the bidder in item (4).</p> <p>Additional points (to a maximum of 12) are awarded as per:</p> <p>2 points – for each of the two role averages where it fall between ≥ 2.0 and ≤ 4.0 years of experience 4 point – for each of the two role averages where it is between > 4.0 and ≤ 8.0 years of experience 6 points – for each average > 8.0</p> <p>R2. B) Provide a recent (i.e. within the past 3 years) example illustrating your organization's effectiveness, in seeing through to completion a challenging issue or project; provide some details, including information as to why it makes it a good example that represents your organization.</p> <p>The example given clearly explains and addresses each of the 4 four items:</p> <ul style="list-style-type: none"> • date of occurrence was stated and it is found to occurred after October 1, 2013; • details were provided as to indicate the challenge or issue to be overcome; • details were provided on how the organization overcame the identified issue; • the positive attribute of the organization that this example illustrates. <p>The response addresses the first three items in a logical and easily understood manner but it is not entirely clear in describing, or logically supporting the indicated attribute.</p>	<p>B) Max. 10 points</p> <p>10</p> <p>7</p>	
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	<p>The response addresses the last three items in a logical and easily understood manner but it is not entirely clear in describing as to when the event had occurred.</p> <p>The response clearly addresses the 2nd and 3rd items and leaves some doubts as to when it occurred and as to the positive attribute being presented.</p> <p>The response provided does not clearly address the challenge or issue to be overcome (2nd item) and how the issue was overcome (3rd item).</p>	<p>5</p> <p>3</p> <p>0</p>	
<p>3. COMPANY (MAX. 31 POINTS)</p>	<p>R3. A) Provide detail on the physical or technological barriers, procedures and practices in place to safeguard the physical security of the source documents, their processing during keypunching and that of the final product output until it is handed back to the client.</p> <p>The approach to safeguard the physical security of the documents is described wherein multiple risks within each of the stages of transit, storage, processing, and access are identified and multiple protective measures are presented for each risk. The risks and measures are clearly explained and they appear to be logical and appropriate. The effectiveness of some (if not all) of the measures are demonstrated (through the use of statistics or client endorsement statements). There appear to be no gaps in the approach.</p> <p>The approach is described wherein multiple risks within each of the stages of transit, storage, processing, and access are identified and multiple protective measures are presented for each risk. The risks and measures are clearly explained and they appear to be logical and appropriate. There appear to be no gaps in the approach.</p> <p>The approach is described wherein multiple risks within each of the stages of transit, storage, processing, and access are identified and at least one protective measure is presented for each risk. The risks and measures are clearly explained and they appear to be logical and appropriate. There appear to be no gaps in the approach.</p> <p>The approach is described wherein at least one risk is identified within each of the stages of transit, storage, processing, and access are identified and at least one protective measure is presented for each risk. The risks and measures are clearly explained and they appear to be logical and appropriate. There appear to be no gaps in the approach.</p> <p>The approach is described wherein at least one risk is identified</p>	<p>A) Max. 15 points</p> <p>15</p> <p>12</p> <p>10</p> <p>8</p>	



	<p>within each of the stages of transit, storage, processing, and access are identified and at least one protective measure is presented for each risk. The risks and measures are clearly explained and they appear to be logical and appropriate.</p> <p>The approach is described wherein at least one risk is identified within each of the stages of transit, storage, processing, and access are identified and at least one protective measure is presented for each. The risks and measures are explained but lack some information so as to appear wholly logical or appropriate.</p> <p>One of more of the each of the stages (with respect to transit, storage, processing, and access) do not have at least 1 risk or 1 measure identified.</p> <p>R3. B) Indicate the total number of keystrokes, within a one week period that your organization is able to provide, in an average week. Indicate the highest possible total number of keystrokes your organization is able to provide (on occasion) within a one week period. (A one week period assumes the material to be keyed is received by noon of a day and the output keypunch file is ready by noon of the same day of the subsequent week (e.g. Wednesday to Wednesday).</p> <p>The bidder provides an average and highest (peak) total number of keystrokes for a 1 week period.</p> <p>The bidder provides only an average or highest (peak) number for the 1 week period</p> <p>The bidder provides figures but it is not obvious how they relate to the requested figure (i.e. it represents another measurement duration)</p> <p>Additional points (to a maximum of 6) are awarded based upon the actual number provided by the bidder as the average for a 1 week period as per:</p> <p>2 points – where the average number of keystrokes per 1 week period falls between $\geq 120,000$ and $\leq 180,000$ (characters in a week))</p> <p>4 points – where the average number of keystrokes per 1 week period falls between $>180,000$ and $\leq 240,000$ (characters in a week)</p> <p>6 points – for an average $>240,000$ (characters in a week)</p> <p>R3. C) Describe the manner in which you are able to ensure</p>	<p>6</p> <p>4</p> <p>0</p> <p>B) Max. 10 points</p> <p>4</p> <p>2</p> <p>0</p> <p>C) Max. 6</p>	
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	<p>accuracy in the counts for number of records keyed and bill accordingly.</p> <p>A method is described which is presented in a logical and straightforward manner. It does not have any obvious drawbacks and its effectiveness is supported with client statements or other forms of endorsements.</p> <p>A method is described and it is presented in a logical and straightforward manner. It does not have any obvious drawbacks.</p> <p>The method proposed is not clearly articulated, requiring clarification on some points.</p> <p>No information is provided on this topic within the technical portion of the bid.</p> <p>R4. A) Outline the background and experience of your organization, particularly as it relates to being a keypunch service provider; include any technical literature, and/or brochures.</p> <p>Sufficient detail is provided explaining the history of the organization and through the material presented so as to leave no doubt that the bidder has been providing keypunching services in a professional capacity for a number of years. Provided are statements of endorsement of the bidder's keypunching service from clients.</p> <p>Sufficient detail is provided explaining the history of the organization and through the material presented so as to leave no doubt that the bidder has been providing keypunching services in a professional capacity for a number of years.</p> <p>No information is provided on this topic within the technical portion of the bid.</p>	<p>points</p> <p>6</p> <p>4</p> <p>2</p> <p>0</p> <p>R4) Max. 4 points</p> <p>4</p> <p>2</p> <p>0</p>	
<p>TOTAL POSSIBLE POINTS</p>	<p>An overall score of 73/121 (60%) is also required</p>	<p>121 (minimum required: 73 / 121)</p>	



#		Maximum Points	
R1 A)	TECHNICAL	12	
B)		24	
C)		8	
D)		12	
R2 A)	PROJECT / TEAM EXPERIENCE	20	
B)		10	
R3 A)	COMPANY	15	
B)		10	
C)		6	
R4 A)	CORPORATE EXPERIENCE	4	

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

Certifications Required Precedent to Contract Award

1. Integrity Provisions - Associated Information



By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

2. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

2.1 Education and Experience

PWGSC SACC Manual clause A3010T 2010-08-16 Education and Experience

2.2 Former Public Servant in Receipt of a Pension

As per page 7, definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- c. name of former public servant;
- d. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.



Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- h. name of former public servant;
- i. conditions of the lump sum payment incentive;
- j. date of termination of employment;
- k. amount of lump sum payment;
- l. rate of pay on which lump sum payment is based;
- m. period of lump sum payment including start date, end date and number of weeks;
- n. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

Signed

Date



PART 6 – SECURITY AND OTHER REQUIREMENTS

1. The contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS**.

2.0. Insurance Requirements

N/A

PART 7 - RESULTING CONTRACT

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

TITLE: Keypunching Service for Monitoring Strategies & Data Management Division

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

2.1 General Conditions

2010B 2014-09-25, General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers" Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"



Insert Subsection: “35 Liability”

“The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4007, 2010-08-16, *Canada to own Intellectual Property Rights in Foreground*

3. Security Requirement

3.1 The contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS**.

3.1.2 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of ECCC.

3.1.3 The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- b) *Industrial Security Manual* (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from contract award to **March 31, 2018** inclusive.

4.2 Option Period

- i. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by one **(1) additional year** period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- ii. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a formal contract amendment.

4.3 Transition Period



The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 5 days under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 5 days calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Anthony De Flavis
Title: Contracting Officer
Environment and Climate Change Canada
Procurement and Contracting Division
Address: 105 rue McGill,
Montreal, QC H2Y 2E67

Telephone: 514-283-5958
Facsimile: 514-496-6247
E-mail address: Anthony.deflavis@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Technical Authority (at contract award)

The Technical Authority for the Contract is:

Name:
Title:
Organization:
Address:

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to



authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative (at contract award)

Name:

Title:

Organization:

Address:

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$_____ (at contract award) and Applicable Taxes are extra.

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.



- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Time Verification

C0711C 2008-05-12 Time Verification

8. Invoicing Instructions

8.1 Monthly Payments

H1008C, 2008-05-12 Monthly Payments

- 8.1.1 The Contractor must submit invoices in accordance with Annex "B" Basis of Payments.

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. 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 Articles of Agreement;
- (b) [4007](#) Supplemental General Conditions, 2010-08-16;
- (c) 2010B General Conditions - Professional Services (Medium Complexity) [2014-09-25](#) as modified;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____, as clarified on _____ **or** as amended on _____



ANNEX A STATEMENT OF WORK

CONFIDENTIALITY

The parties anticipate that it may be necessary to transfer information relating to the Licensed Process, Patents, Trade-mark, Know-How or other information relating to this Agreement, of a confidential nature. The parties shall keep all such information confidential during and after the life of this Agreement.

Subject to the Access to Information Act, R.S. 1985, c.A-1, the parties agree that the terms of this Agreement are confidential and each party shall use the same degree of care to prevent disclosure of the terms of this Agreement to third parties as it uses to protect its own confidential information of similar nature.

Keypunching Service for Monitoring Strategies & Data Management Division

1. Background

The Meteorological Service of Canada (MSC) maintains a network of weather stations across the country for Environment and Climate Change Canada (ECCC). These stations are monitored by observers who gather hourly, daily or monthly climatological and meteorological data for operational purposes and which is placed into the National Archive. The data gathered is contained within one of the following form types:

Table 1.1

Form Number	Form Name
0063-2270	Class "A" Pan Evaporation Monthly Record Evaporation du Bac de Classe "A" Relevé Mensuel
0063-2271	Monthly Record of Soil Temperature Relevé Mensuel de la Température du Sol
0063-2304	Climatological Station Report Sommaire Climatologique ¹
0063-2305 ¹	Rapport de station climatologique
0063-2306	Abstract of the Wind Sommaire des Vents
0063-2307	Sunshine Record Relevé de l'Insolation
0063-2322	Surface Weather Record

¹ This observational data is collected by the Province of Québec.



0063-2325 ²	Monthly Summary of Instrument Malfunctions, Changes and New Installations Sommaire Mensuel des Défectuosités d'Instruments des Changements et des Nouvelles Installations
0063-2330	Observations Météorologiques En Surface
0063-9605	Anemograph Chart Feuille Diagramme Anemographique
0063-9686	Recording Rain Gauge Daily Chart 99 Feuille Journaliere Pluviometre Enregistreur
0063-9689	Recording Precipitation Gauge – Monthly Report Pluviographe – Rapport Mensuel

These forms are stored within the MSC office in Toronto, Ontario (at 4905 Dufferin Street). In order to process and archive the data contained within, it must first be entered into a standard format file. File formats for each of the form types listed in Table 1.1 are found in Appendix A.

2. Definitions

MSC

Meteorological Service of Canada – Branch of the Federal Government responsible for creating weather forecasts and weather warnings.

AMDSD

Atmospheric Monitoring and Data Services Division – the Division within the Meteorological Service of Canada responsible for managing and archiving the data utilized in the function related to forecasting and providing weather warnings.

Contractor

This term refers to the individual or company that performs the work as set out within the Statement of Work.

Keyed, Keying or Key punching

Refers to the function required of the contracted worker(s) to enter the data contained within the Climatological Forms, as alphanumeric characters into an ASCII file, as per the formatting requirements detailed by Environment Canada.

Note: The term “key punch” comes from the period when actual punch cards were the means to load data into the computer. The cards 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 local office vernacular.

² Form 0063-2325 is not keypunched but accompanies forms 0063-2322 and its equivalent form 0063-2330.



Climatological Form

The Climatological Form refers to the document type within which climatological and meteorological data are recorded. A form has four characteristic features: a form name; a form number (at the bottom right hand side of the form); a (or set of) station identifiers (at the top right hand side of the form, identifying the location the data was obtained); and, a date, representing the period this information was gathered (generally at the top but varying by exact location depending upon type of form).

Record

A record is considered to be the entire set of data contained within a single page of information from one of the climatological forms.

ASCII

ASCII refers to the 8-bit standard code that allows characters - letters, numbers, punctuation, and other symbols – to be represented by the same 8-bits on many different kinds of computers.

Data

Data refers to the information contained on a climatological form which is to be captured and saved within the ASCII formatted file. Each individual item of data is usually referred to as a character/keystroke. The term, column, within the formatting notes (Appendix A) is the equivalent of a single character/keystroke.

3. Overview of the Work

The Contractor shall, upon request from Environment and Climate Change Canada (ECCC), be responsible to collect the climatological forms from 4905 Dufferin Street, Toronto and deliver them to the Contractor's place of work in the Greater Toronto Area (GTA). There, the information required of the form type (as defined by the file formats in Appendix A), shall be copied from the forms and entered into an ASCII formatted file. The resultant electronic data files shall be emailed to the Archives & Data Services unit of the Atmospheric Monitoring and Data Services Division of ECCC at ec.operation.de.donnees-data.operations.ec@canada.ca.

Emails sent to this address should both reference: "Keyed Data", the batch received date, "July 2, 2016 batch" and the "form number" (listed in Table 1.1) within the subject line for the attached data type. Should two or more different form types be contained within the same document pickup, then there should be a separate email for each type of form. For example a batch of 0063-2322 and 0063-2304 both picked up on July 2, 2016 for keypunching should have two emails with the subject lines as follows:

"form 0063-2322; keyed data; 2016-07-02 batch"

"form 0063-2304; keyed data; 2016-07-02 batch"



The attached data files should be similarly labelled however omitting the spaces and other special characters. For the above example the attached ASCII data files would be labelled as:

0063-2322_keyed_data_2016-07-02

0063-2304_keyed_data_2016-07-02

The total file size of an individual email should not exceed 10 megabytes. Should a prepared email exceed this amount then file attachments shall be separated into two or more emails so that the size of each does not exceed the maximum and both the email subject line and file names should be appended with “_2of3” indicating the number of emails/files..

The climatological forms shall be returned to ECCC in their original condition. The forms are original documents and of significant value. Replacement of these forms and the observational data contained within may not be possible and this is why the MSC restricts the location of the Contractor to the Toronto GTA. The forms are the property of ECCC and cannot be shared with a third party. ECCC confirms that no documents, data, or document images may be processed outside of Canada.

The climatological forms contain a large amount of information and the keying work can be tedious and time consuming. Accuracy, in transcribing the data from source to the required file format is paramount to subsequent data processing activities within ECCC. All data must be entered as provided on the forms and 99.98% verification by the Contractor is required.

The climatological forms are provided by Environment and Climate Change Canada to the Contractor as a grouping of records, or batches, and should be keyed and returned in the same batches. The records and the required keyed output from them, have not changed in 20 or more years. Further, ECCC has not keyed data from these forms for quite some time and has used outside service providers for this function. As a result the statement of work and technical details contained, with minor exceptions, have not changed and they have been successfully used in the past to award previous keypunch service contracts. The most recent contract for this type of service expired March 31, 2016. There is no current incumbent vendor.

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, however **the estimated budget for this requirement will be determined at a later date based on the financial bids received.**

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 of keying a record. Thus the cost formatting was changed within this RFP, to a price per page, to address this concern. As such, an estimated budget for the number of records to be processed for this requirement can only be determined at a later date, based on the financial bids received.

4. Details of the Work to be Performed

4.1 The Contractor must copy the data from the forms and enter (key) the data into the file format specified by Environment and Climate Change Canada (ECCC). It is crucial to



further processing, that the data be accurately transcribed, as the file formats utilized are position and character sensitive. Any keying deviation could prevent the follow-up quality assurance/control process and negate the value and usefulness of the output file.

- 4.2 The climatological forms provided for keying may be originals, carbon copies, or, scanned 1-bit (black and white) 300 dpi TIFF image files. The images are equivalent to the paper and differ only by the media. Bidders may submit different rates depending upon the media type. It is expected that the greatest proportion keying work will come from paper records.
- 4.3 A page from any of the climatological forms is considered to be a single record. A single record, as keyed to an ASCII file, will consist of multiple lines of information with each line containing multiple character/keystrokes. The exact number of characters required to be keyed per record will vary by record type. As an example, for form 0063-2270, Class "A" Pan Evaporation Monthly Record, it contains data for the 31 days of July. One record for this type, according to the file format of Appendix A, will consist of 31 lines with 80 columns (equivalent to characters/keystrokes) of keyed information.
- 4.4 The climatological forms will be made available to the Contractor in batches. A batch (depending upon form type) will be comprised of one or several month's worth of records for a selection of locations.

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.

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.

- 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).

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.

Upon preparation an email notification will be sent to the Contractor to retrieve a batch from 4905 Dufferin Street, Toronto, ON. The forms themselves are clearly identified and the observational data is entered in labeled columns.

Notes:

The "current numbers of stations" quoted above do not represent potential volumes as number of stations have, historically, been higher. As indicated, elsewhere the primary focus would be 2304 and 2322 (which includes associated 2325 and French equivalent form



2330). There has been some consideration to adding to that Bright Sunshine (2307) records, but that is dependent on resource availability (within ECCC to prepare the records).

These specifications include the other form types so as to allow ECCC flexibility to address any backlogs or older unprocessed forms. In regards to the proposed Bright Sunshine (2307), this network had about 156 stations in 2000 (some of these records have been keyed). An approximate number of un-keyed forms within this network is estimated to be about 6000 pages (within the 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 Installations	9
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

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



- 4.5 A batch of climatological records must be processed (have its corresponding data extracted and keyed into the required format) and returned to ECCC on the sixth business day from collection.
- 4.6 Contractors will be expected to provide at their cost, whatever software and hardware is required to extract the data and enter it onto computer media. ECCC will not supply software or data templates for the purpose of data extraction. Contractors prior to bidding should consider innovative software programs or template solutions which could assist them in keypunching the data in the format which ECCC has specified.
- 4.7 Bidders must be able to demonstrate that they are capable of providing the data in an accurate and timely fashion. It should be noted that entering the data is time consuming work appropriate for someone with keyboarding experience and skill. Bidders are encouraged to provide details of ability and skill for prospective staff. The number of individuals performing the work will not have an influence on the overall price of the monthly invoice. The invoice will be based solely on the total number of records.
- 4.8 ECCC will not supply a workplace or work materials for the purpose of performing the work as stated.
- 4.9 All keyed station records must be provided as an attachment in emails weekly to ec.operation.de.donnees-data.operations.ec@canada.ca and provided yearly to ECCC on DVD.

Notes:

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 $\frac{1}{2}$ 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.

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).

5. Financial Penalties for Timeliness



Environment and Climate Change Canada (ECCC) cannot stress enough the need for a quick turnaround for the keyed data. The keyed data from a batch the climatological forms must be returned on the sixth business day upon collection from ECCC (for example: if it is collected on Wednesday Feb 1 it must be returned by 3:30 pm Thursday February 9th). Regardless, the data must be digitized correctly and accurately at, or better than, the industry standard of 99.98% accuracy.

Damages for late turn-arounds will be determined on per day basis for every day late after this date. Financial penalty is assessed at 1/10 total value of the batch per day.

Damages for inaccurate keypunching of data (i.e. for each error beyond the allowed percentage) will be assessed at the rate established per record, per occurrence of an error, up to, but not exceeding, the full value of the batch price, had no errors beyond the allowed for accuracy, occurred.

For example, under the assumptions: the contractor's price was established to be \$1.00 per record; each record contained 100 characters or keystrokes; 100 records were in the batch, and 12 errors were made. The total value of the batch would be (\$1 x 100) \$100, the number of allowable errors would be $(100 \times 100 \times 99.98\%) \div 2$; number of errors beyond allowable would be $(12 - 2) \div 10$; therefore, the resultant financial penalty would be $(10 \times \$1)$ or \$10 for the batch.

Guarantee

The Contractor shall guarantee to ECCC the quality, quantity and turn-around as defined herein for each requirement under any resulting contract. Failure to meet the guarantee will result in Financial penalties as outlined above.

ANNEX B BASIS OF PAYMENT

(to be completed at contract award)