

WEB DESIGN RFP 1000189683

Q & A – ROUND 2

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| Q1. | <p>3.0.3 The Financial Bid must contain a detailed breakdown of the total estimated price, by phase, or by major tasks. The Financial Bid should address each of the following, if applicable:</p> <ul style="list-style-type: none">> a. Per Page rate (based on up to 85 pages per issue, total of> approximately 1020 pages annually) Bidders must indicate the proposed all-inclusive rate per page (up to 85 per journal issue / 1020 pages annually). <p>* Does this include English and French versions of the indicated journal? Approximately 42.5 English / 42.5 French, or does this number need to be doubled to accommodate French layout? Language has not been specified in the RFP.</p> |
| A1. | <p>This includes both English and French versions of the journal (usually up to 38 English and 47 French pages).</p> |
| Q2. | <p>> 1.1. Introduction</p> <p>> The Public Health Agency of Canada (PHAC) requires a design and XML solution that will take Word documents and create InDesign-compatible, Web-ready PDF files and XML files specialized for PubMed Central very quickly (not more than 5 working days per 85 PDF pages) for Health Promotion and Chronic Disease Prevention in Canada (HPCDP) on a monthly and as-required basis.</p> <p>* Does the 5 day turnaround include review time by the group at PHAC or is this 5 days set aside for our in house production of both the PDF and the XML related material?</p> |
| A2. | <p>The 5 days are for the contractor's in-house production of the English and French PDF issues (the XML will only be need to be produced later, once the content is final and the issue has been released).</p> |
| Q3. | <p>Which version of WORD are the files to be presented to the contractor?</p> |
| A3. | <p>The files are in .doc or .docx format, usually created using Word 2003 or later.</p> |
| Q4. | <p>Are you producing FULL TEXT XML documents or simply XML CITATATIONS applicable to posting PDF files with the NIH.</p> |
| A4. | <p>The XML files must contain the full-text articles of the journal, as they are destined to archiving within PubMed Central.</p> |
| Q5. | <p>If yes to the above Are you planning to submit FULL</p> |
| A5. | <p>Yes, the full-text articles are being submitted and are therefore required from the contractor.</p> |
| Q6. | <p>Will you be submitting Article Level PDF files as part of your PMC submission? https://www.ncbi.nlm.nih.gov/pmc/pub/filespec/</p> |
| A6. | <p>Yes, article-level PDFs are submitted to PubMed Central as part of the XML submissions.</p> |

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| Q7. | Does your group currently have a standardized naming convention for your files, image sets and package files? (ie. https://library.stanford.edu/research/data-management-services/data-best-practices/best-practices-file-naming) |
| A7. | Yes, the naming conventions determined by PubMed Central must be respected by the contractor. |
| Q8. | <p>M4 The Proponent must have at least 6 months prior experience, within the last 2 years, creating XML files specialized for PubMed Central which meet all of PubMed Central's technical requirements, are conform to PubMed Central's standard format and tagging styles, and are successfully posted on PubMed Central.</p> <p>R4 2 samples of PubMed Central-compliant XML work. The XML files will be run through PubMed Central's XML validation tool. 1 or more errors: 0 point 0 errors: 3 points</p> <p>Is it possible to show other XML work that has been done due to the following reasons:</p> <p>1) Work done in the last 2 years is still covered by NDA so I have no access to it. 2) Work submitted to PubMed and PMC cannot be pulled from that source as XML extraction is not allowed under PMC rules 3) I have never been made the DESIGNATOR of the previous submissions so as it stands files were submitted to the client but at no time did I have access to PMC</p> |
| A8. | If the bidder is unable to provide samples of their work due to NDA, PHAC will accept links to URL's of published PMC XML files that they created along with validation (i.e. a signed letter or a detailed invoice) from the company the work was done for, that the samples are in fact those of the bidder. |
| Q9. | <p>3.1 PRICING SCHEDULE AS AND WHEN REQUESTED / MISCELLANEOUS FEES The bidder must provide a unit price for each of the following:</p> <ul style="list-style-type: none"> - Graphic re-drawing - Corrections above the average of 1 in 10 lines - Corrections to issues that have already been delivered (errata) - PDF template redesign <p>In this section of the Pricing Schedule you request an hourly/daily rate as well as a Maximum Total. How would you consider a correct calculation here as all of the above 4 elements could be quite various on a per volume basis.</p> |
| A9. | The as and when requested / miscellaneous fees can be provided as a price-per-item (e.g. price per graphic needing to be re-drawn, price per correction above average of 1 in 10 lines) or as a percentage of the overall cost (usually 5-15% of the total cost), at the proponent's discretion. This should not be included in the total as these are hypothetical situations. |
| Q10. | Is this to be considered a COMPLETE template redesign, or are they simply modifications to a currently held template? |
| A10. | If it is decided that the journal will be the object of a redesign, it would be a full redesign of the |

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| | entire template. |
| Q11. | <p>ANNEX A - STATEMENT OF WORK</p> <p>1.2. Objectives of the Requirement The Contractor will use their own software to produce Web-ready PDF and XML files that will be supplied to PHAC. The solution must allow PHAC to modify the PDF documents using Adobe InDesign. XML documents must comply with PubMed Central specifications.</p> <p>What VERSION of Indesign files are required? (ie. CS5, CS6 etc) What level of final PDF is required? (ie. Acrobat 5, 6 etc.) Is there a INDESIGN template that can be reviewed pre submission along with any required fonts from your group?</p> |
| A11. | <p>The InDesign files should be provided in the latest version available (currently CS6), but .idml files should be provided within each package delivered. Final PDFs should also be provided in the latest version of Acrobat (currently Acrobat 6).</p> <p>Templates will be provided to the proponent who is awarded the contract, along with all custom fonts owned and used by the Journal.</p> |
| Q12. | What software is your group using to review and modify XML documents when required? (ie. www.oxygenxml.com) |
| A12. | The journal team uses Notepad++ but typically does not review or modify XML documents for PubMed Central. All XML documents are uploaded directly to PubMed Central, and if errors are reported, the contractor is asked to fix them. |
| Q13. | <p>2. Requirements</p> <p>> URL linking within PDF</p> <p>* Does this include both linking to external resources as well as internal cross references? If yes then how extensive is your Journal cross referencing. Pecific examples on your website would help to gage this requirement.</p> |
| A13. | <p>This includes linking to external resources. The Journal does not currently link to its previous articles. For example, see references 11, 20, 28 and 47 in the following PDF: http://www.phac-aspc.gc.ca/publicat/hpcdp-pspmc/37-3/assets/pdf/ar-03-eng.pdf</p> |
| Q14. | <p>Workflow process includes, but is not limited to:</p> <ul style="list-style-type: none"> - Page layout in accordance with journal style and sub-template requirements (further document analysis to be completed on templates) <p>Can you please expand on what is meant by "further document analysis to be completed on templates"</p> |
| A14. | <p>This means that sometimes templates must be adapted depending on contents and requirements specific to an issue of the journal.</p> <p>A few examples:</p> <ul style="list-style-type: none"> - We require that figures and tables be positioned after, but as close as possible to, the first callout to the figure or table in the text. However, sometimes it is necessary to adjust and have callouts appear after the table or figure (in order for all tables and |

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| | <p>figures to appear before the references section).</p> <ul style="list-style-type: none"> - Sometimes wide tables must be formatted in landscape orientation. - If the abstract is exceptionally long, sometimes the keywords must be positioned differently, and this might require a bit of creative thinking. - Adjustments might be needed at times to fit footnotes on the same page as the callout appears. |
| Q15. | <p>Last-minute changes to PDFs, including but not limited to the addition of doi's and hyperlinks, the removal of articles, the addition of short articles (such as editorials and letters to the editor), modifications to existing articles, which may necessitate quick turnaround times.</p> <p>What procedure are you using to generate you DOI's</p> |
| A15. | <p>The Journal generates DOIs by providing XML metadata to CrossRef (this XML is not required as part of this contract).</p> |
| Q16. | <p>Are these types of "last minute" changes (article additions, letters to editor) to be included in the per page costing or should these be considered "errata"?</p> |
| A16. | <p>These last-minute changes are to be included in the per-page cost. The contractor asked to add a 1-page Letter to the Editor at the last minute would be expected to charge an extra 2 pages for this work (1 page in English, 1 page in French).</p> |
| Q17. | <p>2.2. Technical, Operational and Organizational Environment The XML files must be compliant with PubMed Central guidelines and requirements, as per the instructions for providers at the following link: http://www.ncbi.nlm.nih.gov/pmc/pmcdoc/tagging-guidelines/article/style.html</p> <p>Can you please be more specific on the following points with regards to Tagging Guidelines</p> <p>Which DTD is to be specified in the documents?</p> |
| A17. | <p>The DTD is the following:</p> <pre><?xml version="1.0" encoding="ISO-8859-1"?> <!DOCTYPE article PUBLIC "-//NLM//DTD Journal Publishing DTD v3.0 20080202//EN" "journalpublishing3.dtd"> <article article-type="research-article" dtd-version="3.0" xml:lang="en" xmlns:xlink="http://www.w3.org/1999/xlink" xmlns:mml="http://www.w3.org/1998/Math/MathML"></pre> |
| Q18. | <p>Which level of RULES are to be supplied?</p> |
| A18. | <p>As per https://www.ncbi.nlm.nih.gov/pmc/pmcdoc/tagging-guidelines/article/genprac.html, rules need to be applied based on the style selected.</p> |
| Q19. | <p>Which samples available on this referenced page are applicable to the task/work required?</p> |
| A19. | <p>Regardless of the style selected by the contractor, the important thing is for the schema and tagging guidelines to be diligently followed so that the files are compliant and accepted by PubMed Central.</p> |

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| Q20. | Is this the XML Parser/Checker your group will use at this link? https://www.ncbi.nlm.nih.gov/pmc/tools/stylechecker/ or here https://www.ncbi.nlm.nih.gov/pmc/tools/xmlchecker/ or here? https://www.ncbi.nlm.nih.gov/pubmed/citcheck/ |
| A20. | The contractor will be asked to validate the XML files using https://www.ncbi.nlm.nih.gov/pmc/tools/xmlchecker/ , but upon receipt, the Journal team validates the files with an even more reliable tool, located at https://www.ncbi.nlm.nih.gov/pmc/utills/pv/ , but only accessible to those who have a PMC account. Any error reports are then sent to the contractor with a request to fix the files. |
| Q21. | <p>3.2. Contractor's Obligations</p> <p>All work will be completed at the Contractor's workplace using the Contractor's equipment, software, and tools. In addition, the Contractor will attend meetings by teleconference if and when required.</p> <p>Should costs for such meetings be included in the Rate/Page Fee or be indicated as a separate line item under MISC FEES?</p> |
| A21. | They can be added as a separate line under the As and when required / Miscellaneous Fees. |
| Q22. | <p>In Annex B, Pricing Schedule:</p> <p>The cost that you are asking to calculate cannot be compared. Total price should be "A x B x C". But "B" is not a set number. You are stating "70 to 85" pages. For a fair comparison between suppliers, that would need to be a fixed number.</p> |
| A22. | For the purposes of evaluation, we will use the highest possible number (up to 85 pages). |

