



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Transport Canada
TC MAIL ROOM, (Food Court Level)
Tower "C", Place de Ville
330 Sparks Street
Ottawa, Ontario K1A 0N5
Attention: Sylvain Desbois
Bid receiving Unit : 613-998-5105

Transports Canada
TC MAIL ROOM, (Niveau Food Court)
Tour C", Place de Ville
330 Sparks Street
Ottawa, Ontario K1A 0N5
Attention: Sylvain Desbois
Service de réception des soumissions : 613-998-5105

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Comments – Commentaires

Proposal To: Transport Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Proposition á : Transports Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet	
Extraction and Transformation of Ballast Water backlog data	
Solicitation No. – N° de l'invitation	Date
T8080-170189	November 1, 2017
Client Reference No. – N° référence du client	
T8080-170189	
GETS Reference No. – N° de référence de SEAG	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 02 :00 PM – 14h00	Eastern Standard Time (EST) Heure Normale de l'Est (HNE)
on – le December 11, 2017	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address inquiries to – Adresser toute demande de renseignements à :	
Sylvain Desbois, Contracting Specialist	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
	sylvain.desbois@tc.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
National Capital Region	

Instructions: See Herein

Instructions : Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
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)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable with this Request for Proposal.

1.2 Statement of Work

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

1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing or by telephone.

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 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 *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 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/22>

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Transport Canada (TC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.3 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 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.

2.5 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.

2.6 Basis for Canada's Ownership of Intellectual Property

Transport Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (4 hard copies) and 1 soft copy on CD or DVD or USB
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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) paper;
- (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) (<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
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry 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.

No prices must be indicated in the technical proposal.

Attachment 1 to Part 4: Technical Evaluation Criteria, contains additional instructions that bidders should consider when preparing their technical bid

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

- i. Bidders must submit their financial bid in accordance with Attachment 2 to Part 4 : Financial Evaluation – Pricing Schedule. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, as applicable.
- ii. Bidders must submit their price, FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST or HST excluded.
- iii. When preparing their financial bid, bidders should review the basis of payment in Annex B – Basis of Payment and clause 1.2, Financial Evaluation, of Part 4).
- iv. All prices included in the pricing schedule detailed in Attachment 2 to Part 4 : Financial Evaluation – Pricing Schedule exclude allowable authorized travel and living expenses.

- v. Bidders should include the following information in their financial bid:
- 1) Their legal name;
 - 2) Their Procurement Business Number (PBN); and
 - 3) 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:
 - a) their bid; and
 - b) any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

Bidders must also submit Page 1 of this Request for Proposal, duly completed and signed and dated by a person authorized to sign on behalf of the Bidder (Vendor/firm).

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria (Step 1)

Refer to Attachment 1 to Part 4 – Technical Evaluation Criteria
Only compliant proposals meeting all of the requirements will be considered for step 2.

1.1.2 Point Rated Technical Criteria (Step 2)

Refer to Attachment 1 to Part 4 – Technical Evaluation Criteria
Point-rated technical criteria not addressed will be given a score of zero.

1.2 Financial Evaluation (Step 3)

Refer to Attachment 2 to Part 4 – Financial Evaluation – Pricing Schedule

Only compliant proposals meeting all of the requirements detailed in Steps 1, 2 will be considered at this point. Prices submitted will be evaluated to determine the bid evaluation price as defined in Attachment 2 to Part 4 – Financial Evaluation - Pricing Schedule.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included. Please refer to Attachment 2 to Part 4 – Financial Evaluation – Pricing Schedule

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing and rates shall prevail and the extended pricing shall be corrected in the evaluation.

Failure or refusal to provide a rate for any proposed candidate in Attachment 2 to Part 4 – Financial Evaluation - Pricing Schedule shall be considered as failing to meet a mandatory requirement of the RFP and therefore, the Bidder's proposal shall be given no further consideration.

- 1.2.1 The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- 1.2.2 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule.

2. Basis of Selection

2.1 Basis of Selection – Highest Combined Rating of Technical Merit (70%) and Price (30%)

2.1.1 To be declared responsive, a bid must:

- a) Comply with all the requirements of the bid solicitation;
- b) Meet all the mandatory technical evaluation criteria; and
- c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria;

2.1.2 Bids not meeting a) or b) or c) will be declared non-responsive.

2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

- 2.1.4** To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- 2.1.5** To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- 2.1.6** For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 2.1.7** Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
- 2.1.8** The table below illustrates **an example** where the selection of the Contract is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	88	82	92
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	$88 / 100 \times 70 = 61.6$	$50,000^* / 60,000 \times 30 = 25.00$	86.60
Bidder 2	$82 / 100 \times 70 = 57.4$	$50,000^* / 55,000 \times 30 = 27.27$	84.67
Bidder 3	$92 / 100 \times 70 = 64.4$	$50,000^* / 50,000 \times 30 = 30.00$	94.40**

* represents the lowest evaluated price

**represents the bidder who will be recommended for award of a contract

- 2.2** In the event two or more responsive bids have the same highest combined rating of technical merit and price, these bids will be ranked in descending order of the overall scores obtained for all of the point rated technical criteria detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score being ranked the highest.

ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

1.0 Technical Evaluation Criteria

The proposal must demonstrate compliance with all of the mandatory and rated requirements and must provide the necessary documentation to support compliance. Bidders are advised to also refer to Part 3, Section I; Technical bid.

For work experience to be considered, the résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. When multiple tasks are performed simultaneously, bidders are to indicate timeline for each.

Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

2.0 Mandatory Technical Criteria (M)

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately. Proposals which fail to meet the Mandatory Requirements will be deemed non-responsive and given no further consideration.

Mandatory Requirements are evaluated on a pass or fail basis. Failure on the part of the Bidders to meet any one (1) of the following Mandatory Requirements will result in the proposal being deemed non-responsive and ineligible for any further consideration or evaluation. It is the responsibility of the Bidders to ensure that the proposal meets ALL of the Mandatory Requirements as indicated below.

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal that address the requirement identified in the criteria.

Mandatory Requirement	Cross Reference to page # in Proposal / Resume / CV	MET/ NOT MET
<p>M1: Bidder Team and Proposed Resources</p> <p>a) The Bidder's must propose a team of at least 2 individuals. For each proposed resource, the bidder must provide a resume with education, experience and qualifications and their role and responsibilities for this contract/project.</p> <p>b) One of the proposed resource assigned as the Project manager/Contractor representative must be able to communicate (read/speak and write) in English and have a minimum of three (3) full years of experience in the last 10 (ten) years of the RFP closing date as Project Manager overseeing optical scanning techniques including all of the following items: .</p> <ul style="list-style-type: none"> - set-up and preparation of documents; - record conversion; 		

<ul style="list-style-type: none"> - quality control and; - technical support of document imaging projects 		
<p>M2: Quality Control and Quality Assurance</p> <p>The Bidder's proposed resource responsible for quality control and quality assurance must have a minimum of three (3) full years of experience in quality control and quality assurance procedures for the work as described in the SOW</p>		
<p>M3: Equipment and Equipment operators</p> <p>a) The Bidder must provide the list of on-site equipment to perform and complete the work as described in the SOW.</p> <p>b) The Bidder must demonstrate having a minimum of two (2) trained operators for the equipment listed in M3 a) above and required to perform and complete the work as described in the SOW.</p>		
<p>M4: Transformation of data</p> <p>The Bidder must demonstrate having satisfactorily completed in the last 5 (five) years of the RFP closing date, at least 1 (one) large optical scanning project (*) from PDF format and where transformation of data was performed through a process.</p> <p>For each project described, the bidder must provide the following information:</p> <ul style="list-style-type: none"> a) Project name; b) Client organization; c) Project date; d) Description of the work performed and the responsibilities of the Bidder; e) contact name for reference purpose including phone and email address <p>(*) large optical scanning project is defined as a project where more 10,000 pages of data were transformed.</p>		
<p>M5: Workplan</p> <p>The bidder must submit a workplan with the following information:</p> <p>a) Work Plan showing their approach and methodology are comprehensive to complete the</p>		

tasks, deliverables and associated timelines. b) Workplan showing assignment of personnel, allocation of responsibilities and level of effort are appropriate to complete the tasks, deliverables and associated timelines.		
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3.0 Point Rated Technical Criteria (R)

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately. Point rated criteria not addressed in the bidder's proposal will result in a score of zero being assigned against that particular criterion.

Bidders must achieve or exceed a minimum technical score in each of the Point-Rated requirements. Only those proposals receiving the minimum score will be considered further. Compliant proposals, being those meeting all mandatory requirements and achieving the minimum technical scores for the Point Rated Requirements, will be evaluated on the basis of the Bidder's cost/price proposal.

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal that address the requirement identified in the criteria.

RATED CRITERIA	Cross Reference to page # in Proposal / Resume / CV	Points Allocated	Minimum Points Required	Bidder Score
<p>R-1: Project manager experience</p> <p>The Bidder's proposed Project manager/Contractor representative overall experience in optical scanning policies and techniques associated with all of the following items:</p> <ul style="list-style-type: none"> a) set-up, b) preparation of documents, c) record conversion, d) quality control e) technical support <p>9 years or more = 20 points Between 6 and 8 years = 10 points Between 3 and 5 years = 5 points</p>		20	5	
<p>R-2: Quality Control (QC) and Quality Assurance (QA) Experience</p> <p>The Bidder's proposed resource responsible for Quality Control and Quality Assurance (QC/QA) years of experience in the last 5 (five) years of the RFP closing date in QC/QA procedures with document imaging projects</p>		15	5	

<p>5 years or more = 15 points Between 3 and 4 years = 10 points Between 1 and 2 years = 5 points</p>				
<p>R-3: Quality Control and Quality Assurance Methodology</p> <p>The Bidder's soundness of Quality Control and Quality Assurance Procedures in place and to be followed for this contract/project.</p> <p>The Bidder should describe its QC/QA processes including (but not limited to):</p> <ol style="list-style-type: none"> 1- tracking process and methodology; 2- control points; 3- turnaround times and schedule; 4- errors and corrective actions; 5- exception process; 6- problem identification and resolution; 7- escalation process; 8- reporting; <p>8 items= 5 points Between 5 and 7 items= 4 points Between 1 and 4 items = 3 points</p>		5	3	
<p>R-4: Project management</p> <p>Bidder's number of relevant <u>completed</u> large Optical Scanning project(s) (*) of the Bidder for the following output format: Microsoft Excel</p> <p>For each project described, the bidder must provide the following information:</p> <ol style="list-style-type: none"> a) Project name; b) Client organization; c) Project date; d) Description of the work performed and the responsibilities of the Bidder; e) contact name and including phone and email address. <p>(*) large optical scanning project is defined as a project where more than 10,000 pages of data were transformed.</p> <p>1 project = 3 points 2+ projects = 5 points</p>		5	3	
<p>Total Maximum Available Points =45</p>	<p>Overall Minimum Points Required = 16</p>			
	<p>Bidder score (*) :</p>			

(*) : Overall Technical score. This value constitutes the technical evaluation score for bid evaluation and contractor selection purposes.

ATTACHMENT 2 TO PART 4 – FINANCIAL EVALUATION – PRICING SCHEDULE

Only bids which meet all the mandatory technical criteria and obtain the minimum number of points specified for the point rated technical criteria in Attachment 1 to Part 4 – Technical Evaluation Criteria will be rated on their financial proposal.

The Bidder must complete this pricing schedule and include it in its financial bid. The price specified below, includes any travel expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid

	A	B	C	D= A+B+C
Requirement	Estimated number of forms	Unit of Issue	Unit Price	Extended price
Professional services to set up profiles/templates and procedures for data extraction	N/A	One-time fee	N/A	\$[Insert amount]
Initial meeting and weekly meeting for the contract period.	N/A	One-time fee	N/A	\$[Insert amount]
TEST RUN: data extraction and transformation including correction of exception reports				
PDF readable form (between 1 to 4 pages)	240	1	\$[Insert amount]	\$[Insert amount]
PDF Scanned form (between 1 to 4 pages)	240	1	\$[Insert amount]	\$[Insert amount]
MS Word form (between 1 to 4 pages)	20	1	\$[Insert amount]	\$[Insert amount]
MAIN RUN: data extraction and transformation including correction of exception reports				
PDF readable form (between 1 to 4 pages)	10,000	1	\$[Insert amount]	\$[Insert amount]
PDF Scanned form (between 1 to 4 pages)	20,000	1	\$[Insert amount]	\$[Insert amount]
MS Word form (between 1 to 4 pages)	60	1	\$[Insert amount]	\$[Insert amount]
EVALUATED PRICE (the sum of prices excluding taxes)				\$[Insert amount]
Taxes				\$[Insert amount, as applicable]
Total Cost				\$[Insert amount]

PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and documentation 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, if any certification made by the Bidder is found to be untrue whether 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of [Standard Instructions](#) 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

5.1 Certifications Required with the Bid and Additional Information

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Former Public Servant

The Bidder must submit a duly completed Attachment 1 to Part 5 – Information on Former Canadian Public Servant, as part of their bid.

5.1.3 Additional Information

Bidders must submit Attachment 2 to Part 5 – Additional Certifications as part of their bid

5.2 Certifications Precedent to Contract Award

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

Forms : <http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

ATTACHMENT 1 TO PART 5 – INFORMATION ON FORMER CANADIAN PUBLIC SERVANT**Former Public Servant**

The Bidder must submit a duly completed Attachment 1 to Part 5 - Information on Former Canadian Public Servant, as part of their 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 with FPS, bidders must provide the information required below before contract award.

A. 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.

B. Former Public Servant in Receipt of a Pension

As per the above 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](#).

C. 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.

ATTACHMENT 2 TO PART 5 – ADDITIONAL CERTIFICATIONS**Additional Certifications**

Bidders must submit **Attachment 2 to Part 5 - Additional Certifications** as part of their bid.

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.

A. Bidder / Supplier Information. Bidder to also sign and date page 1

Supplier's legal name	
Supplier Operating name	
Supplier's procurement business number (PBN)	
Supplier's address	
Contact person name and email address	

B. 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.

Signature: _____

Date: _____

C. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Signature: _____

Date: _____

Part 6 – Resulting Contract Clauses

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010B (2016-04-04) : General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010B/17>

6.3.2 Supplemental General Conditions

4007 (2010-08-16): Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4007/3>

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract award to March 31, 2018

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Sylvain Desbois
Contracting Specialist
Transport Canada
275 Sparks Street
Building 275 Sparks - Floor 01 - Room 7
Ottawa, Ontario
K1A 0N5

Telephone : 613-990-4616
E-mail : sylvain.desbois@tc.gc.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.

6.5.2 Technical Authority / Departmental representative *(to be identified at contract award)*

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

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

The Technical Authority 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 Project Authority, however the Project 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.

6.5.3 Contractor's Representative *(to be identified at contract award)*

6.5.4 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B - Basis of Payment.

6.7.2 Limitation of Expenditure

- 6.7.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (amount to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.
- 6.7.2.2 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:
- when it is 75 percent committed, or
 - four (4) months before the contract expiry date, or
 - as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- 6.7.2.3 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.

6.7.3 Method of Payment

6.7.3.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- all such documents have been verified by Canada;
- the Work performed has been accepted by Canada.

6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a copy of the release document and any other documents as specified in the Contract;
- a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

Invoices must be distributed as follows:

- The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the

Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*)

6.11 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 (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information
- (c) 2010B (2016-04-04) - General Conditions - Professional Services (Medium Complexity) ;
- (d) Annex A, Statement of Work ;
- (e) Annex B, Basis of Payment ;
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.12 Insurance – No specific requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX A - STATEMENT OF WORK

1. TITLE

Data extraction of the backlog of ballast water forms for automated insertion into the Ballast Water Information System

2. OBJECTIVE

Extraction, conversion and ready for automated insertion of the backlog of forms into the Ballast Water Information System.

3. BACKGROUND

The Ballast Water Information System (BWIS) allows collecting of information about voyages and the ballast water management practices of vessels, coming from foreign waters, and bound for Canadian ports and waters.

In 2006, Canada established the Ballast Water Control and Management Regulations (SOR 2006/129) under the Canada Shipping Act, which required vessels entering Canada to manage their ballast water. Vessels are subsequently required to submit a Ballast Water Reporting Form (BWRF) at least 96 hours before arrival in Canadian waters. Currently, these forms are submitted by email and fax and are manually entered into the BWIS.

Transport Canada requires the services of a contractor to provide a mechanism for addressing, in an automated fashion, the current backlog of approximately 30,000 Ballast Water Reporting Forms.

Once the BWIS is updated, the information will be released for consultation, research, modeling, monitoring, risk assessment and enforcement purposes.

4. TERMINOLOGY

TC	Transport Canada
RFP	Request for proposal
BWIS	Ballast Water Information System
BWRF	Ballast Water Reporting Form
PDF	Portable Document Format
USB	Universal Serial Bus

5. REFERENCES

Link to Transport Canada Canadian Ballast Water Reporting Form:
<https://www.tc.gc.ca/eng/marinesafety/tp-tp13617-pdf-version-472.htm>

Link to Instructions for Ballast Water Reporting Form:
<https://www.tc.gc.ca/eng/marinesafety/tp-tp13617-schedule7-335.htm>

Appendix A (*): Data Dictionary and Transformation Process

Data dictionary, transformation process and technical requirements associated with this project such as basic form samples, transformation process, data points and post validation requirements.

(*): This document is only available in English.

Appendix B: Form samples in 3 different formats (representing different form variations as explained in section 6.3 below): PDF scanned (3), PDF readable (3) and MS Word (1).

6. REQUIREMENTS

6.1. Scope

The scope of work is to provide the BWRf data in an MS Excel format for TC to upload the 30,000 BWRfS currently in PDF (scanned or readable) or MS Word format, into the Ballast Water Information System.

The contractor will need to extract the information from each individual form provided on a USB key by TC, transform the data, generate the exception report (if any) for review by the Technical Authority, make the corrections as required and resubmit the MS Excel files until all forms are ready to upload into the BWIS.

6.2. Tasks, Deliverables and Acceptance Criteria

In order to achieve the contract's objective, the contractor must complete without being limited to, the following tasks and associated deliverable:

Task 1: Kick-off meeting

Kick-Off Meeting with the Departmental Representative/ Technical Authority.
Within 1 week of contract award

The Contractor will meet with the Departmental Representative/ Technical Authority to:

- a) Discuss the project requirements and expectations;
- b) Discuss and finalize the logistic regarding the USB keys exchange
- c) Refine timelines (if required);
- d) Confirm roles and responsibilities;
- e) Refine the Work Plan submitted with the Contractor's proposal

The meeting may take place by conference call.

Task 2: Test run

The contractor will receive the USB key containing the first 500 BWRf forms to process.

Sub-task 2A: Extract step

The information on the BWRfS must first be extracted.

Form headings and variations are explained in Appendix A, BWRf Data Points, pages 5-32. Data extraction output is explained in Appendix A, BW Application Database for data extraction, transformation and loading, pages 41-43. The contractor can use any extraction method at their disposal.

Deliverable 1: Set up profiles/templates and procedures for data extraction

No later than 2 weeks following task 1

Contractor set up profiles/templates and procedures to extract data from the test run and provide them to the Technical Authority by email in electronic format such as e.g.ABBYY Flexi-Capture or other data processing and document capture solution.

Sub-task 2B: Transform Step:

Purifying the form's data. The objective is to ensure the form's data values are acceptable for the Post-Verification and Data Load processes.

Deliverable 2: Conduct test run and create scripts

No later than 1 week of deliverable 1

Conduct the run of the Extract, Transform and Load processes.

The run will include the creation of scripts for data transformation as specified in Appendix A, pages 33-39). The data products from the run shall be provided to the Technical authority by email in electronic format (e.g. MS Excel).

Sub-Task 2C: Transform Step (continued):

The extracted data passes through the transformation process with rejected data logged in an exceptions report for correction by TC and returned to the contractor with the correction action to take or corrected value to use (refer to Appendix A, page 40).

Deliverable 3: Produce test run report

One week following the completion of the sub-task 2B.

Produce a run report showing number of forms successfully entered (successful sub-report) and number of forms failed (exception sub-report), indicating the fields with rejected data which require instructions for correction from the Technical authority. The run report shall be provided to the Technical authority by email in electronic format (e.g. MS Word).

Sub-Task 2D: Transform Step (continued):

-The Contractor incorporates the TC values specified returned in the Exception report from Sub-Task 2C. Sub-Tasks 2B and 2C are repeated until all exceptions are confirmed to be resolved.

-The Contractor performs Post Verifications that can only be performed once all the data elements are available for each form. This step is repeated until all exceptions have been resolved.

-The Contractor incorporates the TC corrections as specified in the Exception forms from Sub-Task 2C.

Sub-Tasks 2C and 2D are repeated until all exceptions have been resolved.

Deliverable 4: Complete test run and data correction

No later than 1 week following the completion of the Sub-Task 2C.

Complete the run on exception forms, repeating data transformation steps until all rejected data has been corrected, or removed for manual entry, as instructed by the Technical authority

(Note that there could be many corrections involved in all of the different data fields).

Deliverable 5: Deliver test run product**Upon acceptance by TC of deliverable 4.**

Deliver run product to the Technical authority for loading to the BWIS.

The run successful data product shall be provided to the Technical authority by email in MS Excel format.

Sub-task 2E: Data Load Step:

The Load step must be done by loading the acceptable transformed forms (run product) on a USB key, provided by TC.

TC will then import the run product located on the USB key automatically into the BWIS database.

The Technical authority will communicate any loading issues to the Contractor, for joint resolution.

Task 3: Main Run

The Technical Authority will provide the Contractor with the remaining forms in batches of 500 on a USB key.

Using the test run as a guideline for the process, proceed to sub-tasks 2A, 2B, 2C, 2D and 2E to conduct and complete the main run.

Deliverable 6: Conduct main run

No later than 14 weeks following contract award or on or before the Contract end date.

Conduct main run of Extraction, Transformation and deliver for loading of remaining BWRFs.

6.3. Constraints

The contractor will manage all of the deliverables within the project including scope, budget, and schedule.

The BWRFs have been revised from time to time (about 10 variations). Field headings and variations are explained in Appendix A, BWRF Data Points, pages 5-32.

The information contained within the forms, although it may be in different sections of the form, has remained the same. The backlog is comprised of several variations of the two form versions – “Schedule 6 – Canadian Ballast Water Reporting Form” and the “St. Lawrence Seaway Ballast Water Reporting Form”. It will be the contractor’s responsibility to accommodate all variations as specified above. Different versions of forms may require different versions of templates. It is possible that some of the BWRFs will be of poor quality and the contractor may not be able to extract the data. The contractor may have to return them to the Technical Authority for resolution.

It is understood that all Ballast Water information, including forms, communications and database contents, are unclassified, thus no security clearance from the contractor and contractor’s personnel are required for this contract.

The Ballast Water information contained in the forms are being provided for the sole purpose of this contract and cannot be used for any other purpose under any circumstances by the Contractor. The contractor agree to comply with this requirement

6.4. Support provided by Canada

The Technical Authority will assist in the coordination of the overall project, providing as-required direction and assistance from subject matters within TC and guidance to the Contractor to proceed on schedule with the completion of all assigned tasks and deliverables.

The Technical Authority will be responsible to accept and approve deliverables on behalf of the Department. Transport Canada will also provide the USB keys. BWRF will be provided in either MS Word or Portable Document Format (PDF) with only typed legible information (readable or scanned) for the test run and main run. BWRFs are only in English.

6.5. Travel

No travel is required.

6.6. Language

All deliverables are to be provided in English. The contractor representative / Project manager must be able to communicate verbally and in writing in English.

6.7. Work Location

All work will be performed from the Contractor place of business.

6.8. Meetings

Meetings between the contractor team and the Technical Authority may be required during the contract period. The contractor representative / Project manager is expected to be available for at least one weekly meeting to last between 1 to 2 hours. All meetings will be conducted by conference call.

ANNEX B : BASIS OF PAYMENT

The Contractor will be paid in accordance with table below.

The price specified below, includes any travel expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid.

	A	B	C	D= A+B+C
Requirement	Estimate d number of forms	Unit of Issue	Unit Price	Extended price
Professional services to set up profiles/templates and procedures for data extraction	N/A	One-time fee	N/A	\$[Insert amount]
Initial meeting and weekly meeting for the contract period.	N/A	One-time fee	N/A	\$[Insert amount]
TEST RUN: data extraction and transformation including correction of exception reports				
PDF readable form (between 1 to 4 pages)	240	1	\$[Insert amount]	\$[Insert amount]
PDF Scanned form (between 1 to 4 pages)	240	1	\$[Insert amount]	\$[Insert amount]
MS Word form (between 1 to 4 pages)	20	1	\$[Insert amount]	\$[Insert amount]
MAIN RUN: data extraction and transformation including correction of exception reports				
PDF readable form (between 1 to 4 pages)	10,000	1	\$[Insert amount]	\$[Insert amount]
PDF Scanned form (between 1 to 4 pages)	20,000	1	\$[Insert amount]	\$[Insert amount]
MS Word form (between 1 to 4 pages)	60	1	\$[Insert amount]	\$[Insert amount]
CONTRACT PRICE (the sum of prices excluding taxes)				\$[Insert amount]
Taxes				\$[Insert amount, as applicable]
Total Contract Cost				\$[Insert amount]