



**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

Proposal to / Propositions aux:  
macsbids@statcan.gc.ca

The referenced document is hereby revised;  
unless otherwise indicated, all other terms and  
conditions of the Solicitation remain the same.

Ce document est par le présente révisé; sauf  
indication contraire, les modalités de l'invitation  
demeurent les mêmes.

<b>Amendment No. – N° modif.</b> 02	<b>Page</b> 1 of/de 6
<b>Date :</b> June 28, 2018	
<b>Address inquiries to – Adresser toute demande de renseignements à:</b> <a href="mailto:macsbids@statcan.gc.ca">macsbids@statcan.gc.ca</a>	
<b>Area code and Telephone No.</b> <b>Code régional et N° de téléphone</b> (613) 882-2470	<b>Facsimile No.</b> <b>N° de télécopieur</b> n/a
<b>Destination</b> Statistics Canada Materiel and Contracts Services Main Bldg, Room 1405 150 Tunney's Pasture Driveway Ottawa, Ontario K1A 0T6	

**Instructions :**  
See herein

**Instructions:**  
Voir aux présentes

<b>Solicitation No – N° de l'invitation :</b>  J012690A
<b>Solicitation closes – L'invitation prend fin</b>  At – à : 14H00 EDT / HAE  On – le : July 13, 2018 / le 13 juillet 2018

<b>Delivery required – Livraison exigée</b>	<b>Delivery offered – Livraison proposé</b>
<b>Vendor Name and Address – Raison sociale et adresse du fournisseur</b>  <b>Facsimile No – N° de télécopieur :</b> <b>Telephone No – N° de téléphone :</b>	
<b>Signature</b>	<b>Date</b>

<b>Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression).</b>
<b>Name – Nom :</b>
<b>Title – Titre :</b>



**The purpose of amendment 02 is to:**

- 1) Extend the solicitation period;
- 2) Modify the Security Requirement;
- 3) Add Non-Disclosure clauses to Contract
- 4) Modify the Statement of Work; and
- 5) Include a Non-Disclosure Agreement form.

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**1) The solicitation closes on July 20, 2018 at 14H00 EDT.**

**2) AT PART 1 - Instructions 1.1 - Under Part 7:**

Delete in its entirety.

**Insert:**

The Annexes include the Statement of Work, the Basis of Payment, the Non-Disclosure Agreement, the Electronic Payment Instruments, and the Task Authorization Form.

**AT PART 3 – BID PREPARATION INSTRUCTIONS, Section IV Addition Information:**

Delete in its entirety.

**AT PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS:**

Delete in its entirety.

**AT PART 7 – RESULTING CONTRACT CLAUSES 7.3 Security Requirements:**

Delete in its entirety.

**Insert:**

There is no security requirement applicable to this Contract.

**3) AT PART 7 – RESULTING CONTRACT CLAUSES:**

Delete clauses 7.13 to 7.15 in their entirety.

**Insert:**

**7.13 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex C, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

**7.14 Foreign Nationals (Canadian Contractor OR Foreign Contractor)**

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)  
OR  
SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

To be determined at contract award.

### 7.15 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the Department of Public Works and Government Services Act will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### 7.16 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the Department of Public Works and Government Services Act will review a complaint filed by (the supplier or the contractor or the name of the entity awarded this contract) respecting administration of this contract if the requirements of Subsection 22.2 (1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### 4) AT ANNEX A – STATEMENT OF WORK:

Delete in its entirety.

Insert:

**SW.1.0** Random Digit Dialing (RDD) Sample, Pre-dialing Services

#### **SW.2.0 BACKGROUND**

For many years, Statistics Canada has conducted some of its household surveys using random digit dialing (RDD) sampling methods. In an effort to improve the efficiency of its methods, Statistics Canada is seeking a private sector supplier of pre-dialing services to determine the status of the not listed telephone numbers in samples drawn from the household surveys frame service.

#### **SW.3.0 OBJECTIVES**

The principal objective in engaging pre-dialing service is to identify telephone numbers that are not in service and so can be removed from the sample before it is sent to the field, thereby improving the hit rate of the sample that is sent, which in turn will lead to efficiencies in the field collection activities. To achieve this objective, it is important that the pre-dialing service be:

- **Productive** – that it flag a reasonably high percentage of “not in service” numbers in the samples, which can then be considered as candidates for removal.
- **Accurate** – that it identify few “live” numbers (working household numbers) as “not live” (non-working, non- household) and few “not live” as “live”.
- **Rapid** – a short turnaround time is required between receipt of file, from Statistics Canada, and return of the file from the service provider with the pre-dialing results.
- **Low cost** – so that savings from the use of the service exceed the cost of using the service.

- **Non-intrusive** – given that some telephone numbers in the set of unknown numbers will be working residential telephone numbers and that at some point these households may be contacted to participate in a Statistics Canada survey, the pre-dialing methods should minimize the potential for intrusion and inconvenience to households. For example, a method which determines the status of a number without ringing is less intrusive than one which rings the number; a method allowing only one ring is less intrusive than one allowing two; daytime calling would be considered less intrusive from the point of view of a household than dinner-time calls; and so on.

#### **SW.4.0 PROJECT REQUIREMENTS**

##### **SW.4.1 Tasks, Deliverables, Milestones and Schedule**

- i. The total volume of work anticipated, per year, will range from 700,000 to 800,000 telephone numbers to be pre-dialed. This volume will be split into a number of individual files, to be pre-dialed at various times during the year.
- ii. The contractor must return the completed pre-dialled portion of the sample, with the status of these telephone numbers, to Statistics Canada, within two working days of having received the file.
- iii. Statistics Canada's policy on transmission of Confidential and Protected Data prohibits non-protected material, in this case the RRD sample of telephone numbers, from being sent through regular e-mail. Data transmissions between Statistics Canada and the contractor must be done through electronic file transfer.
- iv. The Contractor must work from their own premises. Statistics Canada will provide facilities for meetings, presentations, or conference calls as required.
- v. Outcome codes assigned by the contractor must include at least the following categories (or their conceptual equivalents): Tri-tone (out of service); Fax tone; Ring-no answer; Busy signal; No dial tone; No ring back; Call connected; No code assigned.
- vi. The Contractor must provide in the code set documentation, the codes they suggest should be retained in the sample (the codes purporting to indicate "live" residential telephone numbers) and those which are suggested by the contractor to be dropped from the sample (the codes purporting to indicate "not live" residential telephone numbers). Alternatively, the contractor may provide for each code in their code set a score, ranging from 0 to 1, purporting to indicate the probability that the number is a "live" residential telephone number. For example, 0 would indicate that, in the opinion of the contractor, the telephone number is not a live residential telephone number and 1 would indicate that, in the opinion of the contractor, the telephone number is a live residential telephone number.
- vii. The file and numbers are the exclusive property of Statistics Canada and are not to be used or accessed by anyone other than the staff assigned to the contract for this tasks. At the end of each fiscal year, a destruction attestation of the result files must be produced and sent to Statistics Canada.

##### **Constraints**

Statistics Canada draws the sample, on average seven to ten days before the beginning of the collection period. This ensures the maximum quality of the sample. The sample file must be returned from pre-dialing and ready, in the field, for collection a minimum of four working days before collection operations begin. This timeframe represents a major constraint.



### **Deliverables**

- i. Services are to be delivered on an “as and when required basis”. The workload will vary depending on the needs of Statistics Canada.
- ii. The Contractor must deliver a list of telephone numbers with a final outcome code indicating the status of that phone number, whether it is a valid residential phone line, a fax, not a valid number, business etc. In the event addresses corresponding to active residential telephone numbers are available, they must be included on the file.
- iii. The Contractor must send files through the electronic file transfer vault.

## **SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW**

### **SW.5.1 Contractor’s Obligations**

In addition to the obligations outlined above, the Contractor must:

- keep all documents and proprietary information confidential;
- return all materials belonging to StatCan upon completion of the Contract;
- submit all written reports in electronic Microsoft Office Word format;
- attend meeting and teleconferences with Statistics Canada, if necessary.

### **SW.5.2 Statistics Canada Obligations**

Statistics Canadas will:

- provide access to Statistics Canada’s policies and procedures as required;
- set up electronic file transfer vault to staff members who will coordinate activities;
- provide comments on output file reports within five (5 working days) and/or, provide other assistance or support.

### **SW.5.3 Language of Work**

Correspondence can be conducted in French or English. Translation is not required.

## **5) AT ANNEX C:**

**Delete in its entirety.**

**Insert:**

### **ANNEX C NON-DISCLOSURE AGREEMENT**

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.



I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the

Contract No.: \_\_\_\_\_

Signature: \_\_\_\_\_

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**