



REQUEST FOR PROPOSAL 1000099999-BCRO FOR RESEARCH SERVICES

AMENDMENT #002

PART 1: BID CLOSING EXTENSION

THE BID CLOSING DATE HAS BEEN EXTENDED TO THURSDAY, MAY 16, 2019 BY 2:00PM PST

PART 2: QUESTIONS AND ANSWERS

Question 1: This question pertains to the Database Scenario:

If we provide the dataset in a text (.txt) file, are we to provide scanned images along with the data?

Answer 1: Yes

Question 2: This question pertains to the Database Scenario:

If we provide the dataset in a text (.txt) file, are the "Page_label" and "Page_num" fields required? They are specified as "mandatory" in the Core Field Requirement table; however, they appear to be Ringtail specific fields relating to each single page of a document. If they are required, could we have further direction as to how they are to be populated if there is only one entry per document, as with a text file?

Answer 2: Your dataset must include the total page count in at least one field.

Question 3: This question pertains to the Database Scenario:

Would you please provide us with the list of excluded characters for the tombstone coding instructions, as referred to in M3.2 (c)?

Answer 3: Please refer to excluded characters list below:

- i) NO HARD-RETURNS: please DO NOT code hard-returns in your data to make the entries visually pleasing. Instead use the Author/Recipient example of semi-colon delimited coding as shown below for multi-entries.
- ii) NO EM DASHES: please DO NOT code Em dash (-) or long dash in your data
- iii) SEMI-COLONS: use semi-colons ";" without trailing spaces to separate multi-entries in the same field. (eg. ABC;DEF;GHI;JKL) Also, DO NOT use semi-colons for sentence punctuation in fields as these would be interpreted as multi-entry delimiters within a field.
- iv) TABs, PIPEs & CARETs: please DO NOT code TABs, | or ^ characters in your field data as these are reserved for LSC usage in additional delimiter and truncation.
- v) DOCUMENT DATE: should be in YYYY/MM/DD format consistently and include fuzzy date notation (e.g. 2007/04/00 for April 2007), and must be a single date entry (no date ranges). If you need to record additional or more detailed date information, code that in an Extra field column separately.
- vi) MULTIPLE VALUES: use the following formatting for multiple values per document: Text;Text;Text;Text



Question 4: This question pertains to the Database Scenario:

Is the name of the organization to be included in parentheses with the person's title or position, or does it remain outside of the parentheses, if they are used? As per the examples in 7.3 of the Tombstone Coding Protocol Guide, which of the following would be correct?

- i) Smith, Don J. (Safety Engineer, Canada Revenue Agency – Internal Audit)
- ii) Smith, Don J. (Safety Engineer), Canada Revenue Agency – Internal Audit

Answer 4: Neither example is entirely correct, please see below for examples of how to implement the coding protocol:

i) when the position is identified:

Smith, Don J. (Safety Engineer)[Canada Revenue Agency Internal Audit]
OR
Smith, Don J. (Safety Engineer)(Canada Revenue Agency Internal Audit)

ii) when the position is not identified:

Smith, Don J. (Canada Revenue Agency Internal Audit)

Question 5: Would you please explain the following initializations used in 5.1 of the Tombstoning Coding Protocol Guide, dealing with the Host_Reference field: HCR, PDS, and ESI?

Answer 5: Please see below for definitions:

- i) HCR - Hard Copy Records (paper)
- ii) ESI - Electronically Stored Information
- iii) PDS - Project Description

Question 6: Are we to make up a project ID? If so, are there any parameters to which we must adhere to allow for a seamless import if we provide the dataset in a text (.txt) file?

Answer 6: Yes a Project ID is required, please refer below for an example

- i) Batch 01 Library and Archives Canada Documents