



REQUEST FOR PROPOSAL 1000099999-BCRO FOR RESEARCH SERVICES

AMENDMENT #005

PART 1: QUESTIONS AND ANSWERS

Question 1: Page 10, Section M1.3 - The RFP states: "Each service area (i.e. RA, RS and DM) must be included in at least one (1) of the three (3) project summaries submitted." For clarity, does this statement mean:

- 1) The bidder must include at least one RA project, AND at least one RS project, AND at least one DM project; OR
- 2) Of the three required projects, the bidder must include at least one project with RA, RS AND DM?

Answer 1: This statement means of the three required projects, the bidder must include at least one project with RA, RS AND DM.

Question 2: Table M2 on page 14 states that proposed Document Management resources must have a minimum of 12 months of relevant experience. The Minimum Resource Qualifications described on page 36, however, state that resources require 4 months' experience. Please clarify this requirement.

Answer 2: A minimum of 4 months experience is required to meet the experience criteria for Document Management resources.

Question 3: Pages 15-16, Appendix 1 to Attachment 1 to Part 4 – Scenario Instructions, Scenario: Research Plan – Is there a maximum page count for the bidder's response to this section?

Answer 3: No

Question 4: Page 18, Pricing Schedule – The Pricing Schedule refers to Objective Coding Services, and the Tombstone Coding Protocol Guide on page 40 mentions objective coding, however, there is no clear list of database fields that would be required as part of the Objective Coding Services. Please clarify which fields would be included in Object Coding Services for the purposes of bid pricing.

Answer 4: The Objective Coding fields are:

Date
Type
Title
Author
Recipient

Question 5: The images provided within Appendix 2 to attachment 1 to part 4 – scenario datasets.pdf have varying DPI (ranging from approx. 130 dpi [page 15] to 300 dpi), colour space (black and white, greyscale, and 24-bit colour), and compression (JPEG and Zip, rather than Group 4 [identified as required on page 46 of 51 of RFP]).

- 1) As a result of the format of the source data, please confirm that source image DPI will not be assessed as part of the RFP technical submission.
- 2) In addition, due to this variation of source images, is formatting all images to TIF using either JPG or Group 4 compression (dependent on colour palette of source image) is acceptable, or should each image be formatted to use either .JPG or .TIF extensions depending on the colour palette of the image. For context, historically, TIF formatting using JPG compression has been accepted by DOJ under previous contracts.

Answer 5:

- 1) We confirm the source image DPI will not be evaluated.
- 2) Each image should be formatted on the colour palette below:
 - i) TIFF format for black and white
 - ii) JPG format for colour



Question 6: As outlined on Page 46 of 51 (Appendix 2 to Annex A – Document Scanning Specifications), is image endorsing / branding of the document ID onto the output image file required on the bottom left corner (see bullet point number 7.) as part of the images delivery? For context, historically, branding has not been required on all DOJ deliverables under previous contracts.

Answer 6: No

Question 7: Within Amendment 002 Answer V) DOCUMENT DATE, instruction are provided to code the document date “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.” The inclusion of fuzzy (e.g. 00 or 0000) date values infers that the Document Date is to be formatted as a Text field.

Please note that when the above Amendment 002 instructions are considered against the date assignment protocols found within the RFP on page 42 of 51 of the Appendix 1 to Annex A – Tombstone Coding Protocol Guide, there appears to be inconsistencies, particularly when considering Section 7.1-2 of the Tombstoning Coding Guide which states the following:

‘Dates must be coded in tandem with the ‘Estimated’ field and/or the ‘Date Info’ field. ‘01 is the default day value when no day is referenced, ‘JAN’ is the default month value when no month is referenced, and ‘1800’ is the default year value when no year is referenced.’

As a result, please advise if Section 7.1-2 of the Tombstoning Coding Guide is being replaced by Amendment 002 Answer 3 Part V) for the purpose of the RFP?

Answer 7: Yes, please follow the revised rule set as expressed in our response to Answer 3, Part V of Amendment 002. The text of that response in amendment 002 is provided below for your reference.

“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.”

Question 8: Amendment 002 Answers Observation 1: Please be advised that Answer 4 in the Amendment is providing incorrect information.

For the Ringtail flat file converter to work correctly, distinct delimiters are required to split the ‘position’ name element from the ‘organization’ name element. In most cases, the applied delimiter is the square bracket [] set.

As a result, the following examples will not properly enter the ‘Canada Revenue Agency Internal Audit’ into the Organization person/org component of the name entry:

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

REVIEW NOTE: Use of the same soft () delimiters will not allow the position organization component to be properly split when using the flat file converter. If the soft bracket () delimiter was selected, the ‘Safety Engineer’ component will be imported into the Organization name entry element.

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

REVIEW NOTE: Appendix 1 to Annex A – Tombstone Coding Protocol Guide item 7.3-7 instructs to “Capture a person’s title or position if it is referenced in the document, capturing it verbatim and appending it with parentheses after the person’s name”. As a result, the correct formatting to ensure that the ‘Canada Revenue Agency Internal Audit’ is imported into the Organization element of the name entry, square brackets [] should replace the soft brackets () in the second example if the position is not known:

Smith, Don J. [Canada Revenue Agency Internal Audit]

Answer 8: The protocol to be followed is: Lastname, Firstname (position) [organisation]