



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Del. Offered Liv. offerte
1	Electronic Publishing	19217	19217	1	Each	\$	\$	See Herein	

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

 7A includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

 7B includes the clauses and conditions that will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Evaluation Grid, Technical Specifications, Field and Coding Specifications, Standing Offer Reporting, and the Security Requirements Checklist.

2. Summary

A National Individual Standing Offer (NISO) for use by Justice Canada National Litigation Support Services across Canada will be issued for the Electronic Publishing Services of Justice Canada for litigation support to convert Hard Copy Records (HCR) and Electronically Stored Information (ESI) on an “as and when required” basis. Knowledge of Ringtail® litigation support software is an asset for this work.

The period of the Standing Offer will be for 18 months from the date of issue, with four option periods of one year each.

The requirement is subject to the provisions of the Canada Free Trade Agreement (CFTA).

The requirement is limited to Canadian goods and/or services.

Pursuant to section 01 of Standard Instructions 2006 and 2007, a Consent to a Criminal Record Verification form, must be submitted with the offer for each individual who is currently on the Offeror’s Board of Directors.

3. Security Requirement

There is a security requirement associated with the Standing Offer. For additional information, see Part 6 - Security Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

After issuance of a Standing Offer, Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

5. Key Terms

Offeror:

For the Purposes of the Request for Standing Offer:

"Offeror" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an offer to provide goods, services or both under a call-up resulting from a Standing Offer. It does not include the parent, subsidiaries or other affiliates of the Offeror, or its subcontractors.

For the Purposes of any resulting Standing Offer:

"Offeror" means the person or entity whose name appears on the signature page of the Standing Offer and who offers to provide goods, services or both to Canada under the Standing Offer;

Call-up Against the Standing Offer for Electronic Publishing for Litigation Support:

An order issued under the authority of a duly authorized Call-up Authority against a standing offer. Communication of a call-up against a standing offer to the Offeror constitutes acceptance of the Standing Offer to the extent of the goods and services being ordered and causes a contract to come into effect.

Contractor:

"Contractor" means the person, entity or entities named in the Call-up/Contract to supply goods, services or both to Canada

ALS - Automated Litigation Support:

ALS - Automated Litigation Support - A computerized approach to managing large evidentiary document collections to support litigation cases. ALS typically involves the digital imaging (scanning) of all paper documents, coding the documents to capture bibliographic and other descriptive and key information to improve search/retrieval, data extraction and image conversion of electronic files (Electronic Document Discovery, or EDD) and the integrated storage of this information in a computerized system.

The document acquisition plan (may also specify the capture of source and location information regarding where the documents were collected, any original manual cataloguing information including box and folder ranges and descriptions, and the capture of original document physical boundaries (one or multiple levels).

The ALS system is used for a variety of purposes including:

1. Analyzing the evidentiary material relevant to a specific witness or issue
2. Fast and efficient searching for specific individual documents

3. Viewing, sorting and printing document records and images
4. Tracking the production and exhibit histories of documents
5. Providing the flexibility to update document records with issue or subject coding and attorney comments.

The Ringtail® system used by the Department of Justice also provides for the secured access of a centrally located database for one or many users, and allows real-time sharing of information among litigation teams working on related cases.

Blowback:

Once documents have been converted to an electronic image through scanning, they may be printed like any other electronic document.

Imaging (or Scanning):

Refers to a photo-copy-like process that results in an electronic record or "bit map" that can be stored on a floppy disk, hard drive, or CD. An electronic image of a document can be viewed on a computer screen. Scanned documents are linked to coded records for the same documents, and images are true representative copies of the original document pages. For the purposes of this Standing Offer reference to "scanning" does not include Optical Character reading (OCR). Before image scanning became popular, the term "scanning" became nearly synonymous with OCR processing. In fact, scanning and OCR are two distinct document-processing steps.

Coding:

The process of cataloguing or indexing documents in an ALS system so they can be easily retrieved, sorted, reviewed, or prioritized. High quality coding protocols are built on a framework of effective design, standardized conventions, highly trained coders, appropriate technology, and multiple levels of quality control.

Document Reassembly:

The process of reassembling documents to their original binding elements and file, folder, bundle and/or box. It must be possible to reconstruct the file, down to the fastenings and the file boundaries. The integrity of the file must be guaranteed.

Normalization:

The process of consolidating multiple versions of a data entry (such as a name or an organization) into a single canonical form.

Unitization:

The process of determining the boundary of the document record by beginning and ending pages, as intended by the author.

There are several cues that can be followed to assist in this process:

1. Document Type: Does the document have one identifiable physical format, or are there several?
2. Document Title: Does the document have one title page, or are there several?
3. Document: Does the document have sequential pagination, or are there several pagination series?
4. Authorship: Does the authorship change from page to page?

When one or more of the above conditions are present, it is probable that the pages under scrutiny comprise multiple documents. Each document will be coded on its own merits. If the author has specified attachments through logical inferences ("attached is.", "enclosed are..", "transmitted hereto.."), those documents are coded according to their own merits, and the entire range of documents is linked

together by coding an attachment range. This attachment range will be coded for each record to alert the user that there are other documents in the range that might be of interest.

Quality Control:

Data captured at key stages of ALS document processing tasks, such as scanning, coding and electronic file processing, are assessed and measured for accuracy of results and conformity to procedures. Techniques used for quality control assessments include both automated and manual processes. Data that fails agreed upon thresholds is sent back for rework. Quality control is imperative in all stages of ALS processing, from document tracking (receipt through return) through scanning, coding and database loading and administration.

Transcription:**Keying (Full Text)**

Full text data conversion is the manual process of keying (and key verifying) the text of a hardcopy document into a searchable electronic file. Human operators visually read the source documents and create electronic files that can be linked to the images and/or coded records. These files can be created in a line-for-line mirror format, and descriptive messages can be inserted for hard-to-key data. As a measure of quality control, the files are keyed a second time, and the files are compared. Any discrepancies are researched and the file corrected (key-verification). Certain source document conditions affect the ability to accurately employ electronic OCR conversion technology, thereby making full text keying the best conversion option.

1. Documents that are in poor condition due to aging and/or storage conditions;
2. Documents that are handwritten, or are form-type documents that were completed by hand;
3. Documents that contain important non-textual information: graphs, charts, tables, graphics; and
4. The documents that are multi-generation photocopies.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO. Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications
Section IV: Additional Information

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (4 hard copies and 1 soft copy on USB key)

Section II: Financial Offer (1 hard copy and 1 soft copy on USB key)

Section III: Certifications (1 hard copy and 1 soft copy on USB key)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex C.

OFFERORS MUST SUBMIT THEIR REQUEST FOR THE ESI DATA TEST SET IN WRITING TO THE STANDING OFFER AUTHORITY.

4.1.2 Financial Evaluation

To determine the total evaluated aggregate price, the prices and rates submitted in the Annex B: Basis of Payment of this Request for Standing Offer will be multiplied by the corresponding quantities for evaluation, and then added together as specified in the Annex B: Basis of Payment Excel spreadsheet being distributed through buyandsell.gc.ca.

4.2 Basis of Selection

4.2.1 To be declared responsive, an offer must:

- (a) Comply with all the requirements of the Request for Standing Offers;
- (b) Meet all mandatory technical evaluation criteria;
- (c) Obtain the stated pass mark on each criterion within the Quality Assurance Test Set; and
- (d) Obtain the required minimum percentage on each of the points for the technical evaluation criteria that are subject to point rating.

Offers not meeting (a) or (b) or (c) or (d) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offers, from lowest evaluated price to average evaluated price plus fifteen percent, will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

5.2.3.1.1 SACC *Manual* clause [A3050T](#) (2018-12-06) Canadian Content Definition

This procurement is limited to Canadian goods and Canadian services.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

The Statement of work contains two streams of work. Stream 1, which is mandatory, requires the offeror to have the required clearances at the Protected B level as set out below. Stream 2 that is optional requires the Offeror to have the required clearances for Secret as setout below.

Mandatory Security Requirement

1. To meet the security requirement of Stream1, Protected B, the Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be per-formed at the level of PROTECTED B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex H;
 - (b) Industrial Security Manual (Latest Edition)

Optional Security Requirement

1. To meet the security requirement of Stream 2, Secret, the Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved document Safeguarding at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CISD, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex H;
 - (b) Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

First quarter: January 1 to March 31;
Second quarter: April 1 to June 30;
Third quarter: July 1 to September 30;
Fourth quarter: October 1 to December 31.

The data must be submitted to the Standing Offer Authority no later than five (5) calendar days after the end of the reporting period..

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to eighteen months afterwards.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) one-year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Marc-André Leblanc
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
360 Albert Street, 12th floor.
Ottawa, ON

Telephone: 873-354-5948
E-mail address: Marc-Andre.LebLANC@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the Justice Canada National Litigation Support Services for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

7.5.4 Department of Justice Contracting Representative

The Department of Justice Contracting Representative is the individual named on page 1 of the Call-up document, and is the first point of contact for all Department of Justice Client inquiries.

7.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are the National Litigation Support Services, National eDiscovery and Litigation Support Services of Justice Canada as follows:

.National Litigation Support Services are available in the following locations:

Atlantic Region
Montreal Region
National Capitol Region
Ontario Region
Prairie Region
British Columbia Region

7.7 Call-up Procedures

7.7.1 In accordance with the Offeror selection process outlined in 7.2 and 7.3, the Project Authority, National Litigation Support Services will provide particulars of a project requirement to the next qualified Offeror in the rotation as specified in 7.4. These particulars, to be referred to as "Project Acceptance Documentation", will be provided to the Offeror by the Project Authority in writing (via email or facsimile).

7.7.2 Standing Offers will be divided into 2 streams, based on the Security Level held by Offeror, at time of issuance of Standing Offer.

Stream 1: Protected B Level
Stream 2: Secret Level.

All Offerors holding a Security certificate at the Secret Level will automatically be included both streams, Protected B Level. Should an Offeror be awarded a Standing Offer at the Protected B Level, and wish to obtain Secret Level clearance, PWGSC will sponsor the Offeror for the Security application.

7.7.3 Offeror Rotation

The Offeror rotation under both streams will be established and managed by the National Litigation Support Services of Justice Canada. The initial rotation will be established by ranking Offerors by their evaluated price (resulting from the financial evaluation of the RFSO), from lowest to highest. Rotations for Stream 1 and Stream 2 Standing Offers will be managed by the National Litigation Support Services. . When a requirement is identified, the authorized Project Authority will approach an Offeror in the appropriate stream based on the pre-established rotation. Once all of the Offerors on the list have been offered an opportunity for a Call-up, the National Litigation Support Services of Justice Canada will start again at the beginning of the list and the Offeror will then be offered their next opportunity in accordance with their positioning on the list.

Although the pre-established list of Offerors for each stream will be used to determine the basic order for the rotation, an Offeror may be passed over based on any conflicts of interest with the Offeror as they pertain to the subject matter of the Call-up, the Offeror's self-identified capability to process the required ESI file types required as a part of the Call-up or the Offeror's self-identified ability to provide on-site services (if required).

If the Offeror is passed over (i.e. not approached for a new call-up when it is their turn in the rotation) due to the scope of the call-up requirements (e.g. the new call-up logically follows-on to a previous or ongoing call-up with another Offeror, a requirement for onsite services in a region in which the Offeror does not deliver onsite services, the requirement to process specific ESI file types that the Offeror is not capable of performing), then this Offeror will be considered for the next call-up opportunity. This will be considered compliant with a fair opportunity to be considered for the call-up.

7.7.3.1 For each Call-up opportunity the identified Project Authority will consider:

- (1) The Offeror's identification of known or potential conflicts of interest (see section A6 of Annex "A");
- (2) The security classification of the project in determining which stream 1 or 2.
- (3) If the work logically follows-on to a previous or ongoing Call-up issued under the Standing Offer (to better manage project logistics in the same litigation matter and ensure consistency in the application of protocols and processes across what is to be a single evidentiary collection);
- (4) The next Offeror identified in the pre-established Standing Offer rotation who has not yet been provided an opportunity for a Call-up;

(5) The Offeror's pre-identified capability to perform work/services for projects requiring onsite services if applicable - (see section A4.05 of Annex "A");

(6) The Offeror's pre-identified capability to process all ESI file types required for the processing and conversion present in the evidence collection as applicable to the work to the requirement (see section A3.00-3 of Annex "A");

7.7.3.2 If, when the Offeror is approached for a new call-up, it is the Offeror's opinion that the required work cannot be completed by them within Justice Canada's required completion schedule (e.g. due to the Offeror's other work commitments or deadlines), the Offeror will be deemed to have been given a fair opportunity and the Project Authority will approach the next qualified Offeror, as per the Standing Offer call-up rotation.

7.7.3.3 If, when the Offeror is approached for a new call-up, the Offeror declines the work due to a conflict of interest, the Offeror will be deemed to have been given a fair opportunity and the Project Authority will approach the next qualified Offeror, as per the Standing Offer call-up rotation.

7.7.3.4 In the event that no qualified Offerors are capable of meeting Justice Canada's required completion schedule, Justice Canada reserves the right to issue the call-up to the qualified Offeror that is capable of completing the work for the earliest delivery date (closest to Justice Canada's required completion schedule) or if the completion date cannot be extended, to divide the work amongst two or more qualified Offerors in order of rotation to meet the required completion schedule.

7.7.4 Call-Up Details

Each call-up will have unique requirements that will be defined in the supplied Project Acceptance Documentation, including Justice Canada's required completion schedule for all the services required.

The Project Authority will provide the Project Acceptance Documentation to the selected Offeror in writing (via email or facsimile).

The Project Acceptance Documentation will include:

- (a) A unique call-up identifier to be referenced in all call-up related correspondence and documentation.
- (b) A listing of the parties and stakeholders known to be involved in the litigation.
- (c) A brief outline of the project scope (e.g. volume of HCR and/or ESI) and the services required, including any conditional work that may be required (e.g. some ESI projects may require additional services that can only be more fully defined once the initial processing is complete, which would lead to a potential future call-up amendment).
- (d) The date when the evidence collection will be available for processing to begin.
- (e) The required completion schedule, including particulars on required phases/milestones.
- (f) The date/time by which the Project Authority requires written confirmation from the Offeror of its acceptance or non-acceptance of the project.

7.7.5 Offeror Response

The Offeror must provide a written response by the date/time stipulated in the Project Acceptance Documentation (the response must be provided within the appropriate section of the Project Acceptance Documents and returned to the identified Project Authority in PDF format via email) indicating:

(a) If the Offeror is able fulfill the project requirements and schedule: a quote showing the itemized and total costing for the project (based on the pricing of the Annex B Basis of Payment with shipping costs and Goods and Services Tax or Harmonized Sales Tax included) and a written confirmation of the Offeror's ability to comply with the required completion schedule.

(b) If the Offeror cannot fulfill the project requirements and/or schedule: the reason why the Offeror cannot accept the project (e.g. a conflict of interest, other work commitments/deadlines).

(c) If the Offeror does not provide a response to the Project Authority by the date/time stipulated in the Project Acceptance Documentation: the Justice Canada National Litigation Support Services will deem the Offeror to have been given a fair opportunity to consider the project and to not have accepted the opportunity. The Project Authority will provide a minimum of one (1) full business day for Offerors to respond to Project Acceptance Documentation from the time it is issued to the Offeror from the Project Authority.

7.7.5.1 If the Offeror confirms in writing that it is able to fulfill the project requirements and schedule (and has provided the required costing information), the Justice Canada Contracting Authority will confirm the requirement by providing a completed 942 - *Call-up Against a Standing Offer* form to the Offeror along with a copy of the Project acceptance Documentation for the requirement.

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer", a departmental equivalent or an electronic document along with one (1) copy of the Project Acceptance Documentation.

7.9 Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$400,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

7.10 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2030 (2018-06-21), General Conditions - Higher Complexity - Services
- e) Annex A - Statement of Work;
- f) Annex B - Basis of Payment;
- g) Annex D - Technical Specifications;
- i) Annex E - Field and Coding Specifications;
- j) Annex F - Reporting Specifications;
- k) Annex G - Acceptable Quality Control Tables
- l) Annex H - Non-Disclosure Agreement for Call-ups
- m) Annex I - Security Requirement Checklist
- n) Annex J - Sample Performance Rating Form

o) the Offeror's offer _____ (*insert date of offer*), " **or** "as amended _____.

7.11 Certifications and Additional Information

7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.11.2 SACC Manual Clauses

M3060C (2008-05-12) Canadian Content Certification

7.12 Basis for Ownership of Intellectual Property

Justice 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:

(6.5) where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2030](#) (2018-06-21), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the Call-Up against the Standing Offer.

7.4 Department of Justice Contracting Representative

The Department of Justice Contracting Representative is the Justice Canada Contracting Officer named on page 1 of the Call-up document, and is the first point of contact for all Department of Justice Client inquiries.

The Contracting Authority is responsible for the issuance of the Call-up and the management of the resulting Contract and any changes to the Call-up/Contract must be authorized in writing by the Department of Justice Contracting Representative. 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 Department of Justice Contracting Representative.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices in accordance with the basis of payment in Annex B as specified in the authorized Call-up. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.2 Travel and Living Expenses - Project Design and Scheduling Meetings

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle expenses allowances specified in Appendices B, C and D of The National

Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Other Direct Expenses – Shipping

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

7.5.3 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

7.5.4 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

7.5.5 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

7.6.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions 2030. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the Justice Canada Contracting Authority address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the PWGSC Standing Offer Authority identified under the section entitled "Authorities".

7.7 Handling of Personal Information

The Contractor acknowledges that Canada is bound by the Privacy Act, R.S., 1985, c. P-21, with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

All such personal information is the property of Canada, and the Contractor has no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract, or at such earlier time as Canada may request. Upon delivery of the personal information to Canada, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

For each Call-Up the Contractor must sign the Non-Disclosure agreement included at Annex H.

7.8 Offeror Performance Rating per Call-up

The Project Authority will prepare a formal rating report on each completed Call-up / Contract and assign a rating to the Contractor's performance for the services and deliverables. These reports will be completed using the form **Offeror Performance Report (OPR)** Ver. 1.0 and will be made available to the Offeror within six (6) weeks of Call-up completion (which includes delivery of all work/services/material and final invoicing).

In order for the Offeror's performance to be considered satisfactory, the requirements under Categories A and B and at least three of the four requirements under Category C explained below must be met.

Category A

Deliverables and services: The Offeror provided all of the deliverables or all of the services as specified in the Call-up and in accordance with the requirements of the Statement of Work.

Category B

Schedule and deadlines: The Offeror met all of the timelines for all of the deliverables and all of the services as defined in the Statement of Work.

Category C

Project design process: The Offeror met all of the requirements of the A1.01 Project Design Process.

Project Management & Scheduling Notification: The Offeror met all of the requirements as set-out in section A1.02 of the Statement of Work for A1.02-1 (process overview requirements).

Job setup: The Offeror developed project specific instructions and processes (see A2.01 / A3.01 / A4) as per PDS instructions received from Justice Canada and received approval from Justice Canada.

Project Management: The Offeror met all of the requirements set-out in section A1.04-2 (PDS and documentation requirements), A1.04-4 all of the deliverables as per the PDS and A1.04-6 all of the reporting requirements.

If the Offeror fails to obtain a satisfactory rating as stipulated above, the Offeror will be suspended from the call-up rotation detailed in clause 7 of the Standing Offer (Call-up procedure) for a period of three (3) months for a first failure. If the Offeror fails a second time during the same fiscal year, Justice Canada will not exercise the option to extend the Offeror's Standing Offer.

Nothing in this clause shall be construed to invalidate performance standards set out in the Statement of Work or PDS.

A Sample Performance Rating Form:

Offeror Performance Report (OPR)	___Final ___Interim (from : DD/MMM/YYYY)
<i>Offeror :</i>	
<i>Call-up ID :</i>	
<i>Call-up value :</i>	
<i>Award date :</i>	

<i>Required by date(s) :</i>		
<i>Completion date :</i>		
<i>Amount invoiced :</i>		
<i>Invoice credits :</i>		
Brief Description of requirement:	HCR : __Yes __ No ESI: __Yes __No	
	Ratings: Indicated by a yes or no response if Offeror's performance complied with the requirements as stated in the standing offer document and detailed in the statement of work	
Category A		
Deliverables / Services as specified in the Call-up and in accordance with the requirements of the Annex A Statement of Work of the Standing Offer.	Performance standards – meet the requirements as set-out in the Statement of Work sections that were applicable under the PDS: A1.01-8; A2.02-8; A2.03-5; A2.04-2; A2.05-4; A2.06-3; A2.07-8; A3.02-9; A3.03-5; A3.04-4; A3.05-5; A4.01-6; A4.02-3; A4.03-3; A4.04-9; A4.07-3; A5.01-1/2;	Yes / No
Category B		
Compliance with PDS schedule and deadlines	Offeror meet the timelines as defined in the deliverables in the statement of work as defined in the PDS.	Yes / No
Category C		
	Project Design Process - Offeror meet the requirements of the A1.01 Project Design Process.	Yes / No
<i>Scheduling, meetings and accessibility.</i>	Project Management & Scheduling Notification - Offeror meet the requirements as set-out in section A1.02 of the statement of work for A1.02-1(process overview requirements).	Yes / No
	Job Setup - Offeror developed project specific instructions and processes (see A2.01 / A3.01 / A4) as per PDS instructions received from Justice Canada and received approval from Justice Canada.	Yes / No
<i>Reporting and project manuals/ guides</i>	Project Management - Offeror meet the requirements as set-out in section A1.02-2 (PDS and documentation requirements), A1.02 deliverables as per the PDS and A.1.02-6 /Annex "F" reporting requirements	Yes / No
Rating	In order to obtain a "Pass" mark, the Offeror must meet the requirements in Categories A and B and three out of four requirements under category C .	Pass / Fail
Evaluated	By: _____	Date: _____
Form OPR Ver. 1.0 2019-08		

N° de l'invitation - Solicitation No.
19217-180065/B
N° de réf. du client - Client Ref. No.
19217-180065

N° de la modif - Amd. No.
File No. - N° du dossier
cw011. 19217-180065

Id de l'acheteur - Buyer ID
cw011
N° CCC / CCC No./ N° VME - FMS

7.9 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

7.10 SACC Manual Clauses

SACC Manual clause D5328C (2014-06-26) Inspection and Acceptance

ANNEX "A" STATEMENT OF WORK

A Introduction

This work requires a Contractor with a proven track record in the litigation technology field, knowledge of the litigation process, and extensive experience with large collections of hard copy and electronic evidence. An advanced knowledge of Ringtail® litigation support software is an asset for this work.

Scope of Work and Services Required

This Statement of Work is divided into six parts:

- (1) Project Design;
- (2) Conversion of Hard Copy Records (HCR);
- (3) Conversion of Electronically Stored Information (ESI);
- (4) Additional Processing and Electronic Publishing;
- (5) Quality Assurance, Security, Data Management, and Project Management; and
- (6) Monitoring Conflicts of Interest.

All call-ups will require Parts 1, 4, 5, and 6 of this Statement of Work, and will include Part 2 or Part 3 or a combination of Part 2 & Part 3 depending on the nature of the evidence requiring conversion (as confirmed in individual call-ups).

Each call-up against the Standing Offer will have unique requirements that will be confirmed during a project design process, including Justice Canada has required completion schedule for all the services required. If, when the Offeror is approached for a new call-up, it is the Offeror's opinion that the required work cannot be feasibly completed within Justice Canada's required completion schedule (e.g. due to the Offeror's other work commitments or deadlines), Justice Canada will approach the next qualified Offeror per the Standing Offer call-up rotation. In the event that no qualified Offerors are capable of meeting Justice Canada's required completion schedule, Justice Canada reserves the right to issue the call-up to the qualified Offeror capable of completing the work closest to Justice Canada's required completion schedule or to pursue other contracting options.

The options and specifications used will be different for each call-up unless Justice Canada specifies otherwise.

Requirements

The sections below describe what is required for evidence conversion services, quality assurance, project management, reporting and deliverables.

Section A4.06 (Processing Classified Information), below, is an option service offering and is a non-mandatory; see the related section for more information.

A1 Part 1 - Project Design and Project Management & Scheduling Notifications

A1.01 Project Design Process

A1.01-1 The Offeror must participate in the project design process (correspondence, teleconferences, and/or meetings) with Justice Canada representatives to review and confirm specific call-up requirements (scope, confirmation of processes and standards to be applied, schedules, reporting, deliverables, security considerations, etc.). The project requirements resulting from this process are known as the *Project Design Specifications* (PDS).

- A1.01-2 Unless otherwise specified, the initial PDS will be completed by the Project Authority with the Offeror providing a final version within three (3) working days of a completed *Call-Up against a Standing Offer* form.
- A1.01-3 PDS deadlines can be subject to reasonable extensions (e.g. project overruns resulting from unforeseen complexity of the evidence being processed or time delays caused by Justice Canada), though all PDS deadlines anticipate that the iterative process of confirming and clarifying, requirements can be accommodated in good faith within the allocated PDS timeframe.
- A1.01-4 The Offeror must update PDS on an ongoing basis as new processing requirements emerge or existing processes are amended to meet the call-up requirements, including further verbal and written instructions from Justice Canada.
- A1.01-5 When there are concurrent or subsequent call-ups (within a 9 month window of one another) for processing HCR, previously processed records, and ESI for the same litigation matter, the Offeror must work pro-actively with Justice Canada to ensure that PDS respect one another and remain consistent.
- A1.01-6 Due to immediate pressures to work, work must be organized so that evidence receipt, organisation, and processing can take place concurrent with the development of the Project Design Specifications.
- A1.01-7 As per the formatting requirements specified during the project design process, the Offeror must provide PDS documentation (including providing updates/revisions/consolidations at certain project milestones) to the designated Justice Canada technical authority.
- A1.01-8 Meet the following performance standards:
- (1) The Offeror must complete the initial project design process within the timeframe designated by the call-up request, unless the delay is due to no fault of the Offeror.
 - (2) PDS documentation must be accurate to the design discussions on which they are based, comprehensive, complete, and be developed using non-technical language that can be clearly understood by litigation team members who ultimately rely on the evidence being processed. Documentation supplied by the Offeror must not require any quality control review, proofreading, or corrections by Justice Canada. PDS material not meeting these requirements will be returned to the Offeror and the Offeror must correct the supplied PDS material at no additional cost to Canada.
 - (3) The Offeror must deliver PDS to Justice Canada in accordance with PDS formatting requirements.

A1.02 Project Management & Scheduling Notification

- A1.02-1 Process overview requirements:
- (1) Within five (5) working days of issuance of a call-up, at the request of Justice Canada the Offeror must review and confirm general workflows (covering call-ups, evidence receipt/shipping, general PDS and documentation requirements, project scheduling, reporting, invoicing, etc.) by teleconference.
 - (2) The Offeror must participate in bi-annual review of general workflows to identify best practices and implement processes to optimize service delivery as requested.
 - (3) The Offeror must always have a Project Manager available to answer questions, action call-ups, and provide progress reports from Monday to Friday (with the exception of statutory holidays) between the hours of 8:00 a.m. to 7:00 p.m. EST.
 - (4) Where the PDS requires accelerated services, the Offeror must have a Project Manager available to answer questions, action call-ups, respond to requests, and provide progress reports during the hours that the accelerated service is being performed.
 - (5) When there is a requirement for accelerated services, only those portions of work (units) performed outside standard service hours are paid at the accelerated service rate. Non-standard services hours are defined as 6:01 PM to 6:59 AM (local time of vendor) Monday through Friday, Statutory Holidays and weekends.
- A1.02-2 PDS and documentation requirements:

- (1) For every call-up, the Offeror must participate in the project design process with Justice Canada representatives to review and confirm specific *Project Design Specifications* (PDS). Unless otherwise specified, the Offeror must complete the initial PDS within three (3) working days of receiving a completed *Call-Up against a Standing Offer* form.
 - (2) The Offeror must participate in ongoing discussions (correspondence, teleconferences, and/or meetings) to review the requirements of evidence collections, clarify issues, discuss overruns or deviations from PDS, discuss project progress, obtain guidance, etc.
 - (3) The Offeror must document the PDS for Justice Canada's review and approval. This includes documenting standard processes and exceptions for record preparation, unitization, coding vocabulary and specifications, data normalization, export requirements, project scheduling, reporting requirements, test set parameters, security requirements, etc. Copies of all documentation are to be provided to Justice Canada. The Offeror must provide copies of all documentation to Justice Canada.
- A1.02-3 Test sets: when required by PDS, the Offeror must generate test set(s) for validation, trial load, and acceptance by Justice Canada.
- A1.02-4 Deliverables: per PDS, the Offeror must provide the following deliverables:
- (1) Project schedule;
 - (2) Documentation and training materials;
 - (3) Processing and Reporting Specifications Annex "F";
 - (4) Processing reports (e.g. exception reports);
 - (5) Test set(s) (when required by the PDS);
 - (6) Metadata logs (when applicable);
 - (7) Exported data and/or blowbacks;
 - (8) Fully re-assembled HCR files and/or original ESI source media; and
 - (9) Project summary report containing history, statistics, and lessons learned etc.at the request of Justice Canada.
- A1.02-5 Shipping and Delivery:
- (1) The Offeror upon request is responsible for the pick-up and shipping of HCR and ESI from Government of Canada offices (or other specified locations) to the Offeror's processing facilities.
 - (2) Upon project completion, the Offeror must ship deliverables to the location(s) specified by Justice Canada in PDS. Fully re-assembled HCR files and/or original ESI source media must only be returned once Justice Canada confirms the acceptability of the exported data and/or blowbacks.
 - (3) The Offeror must ensure that delivery is handled via bonded courier that provides a controlled movement service for shipments. This service must conform to Canada's regulations for the security and safe transportation of documents, with proof of signature of each handler.
 - (4) If delivery problems occur, the Offeror must do everything necessary to resolve the situation and provide Justice Canada with the required export and/or blowback within the established deadline.
 - (5) Shipping and delivery charges (pick-up, transit and delivery) must be prepaid by the Offeror and charged at cost with no allowance for mark-up or profit to the Offeror.
- A1.02-6 Reporting requirements: see Annex 'F' (Reporting Specifications).
- A1.02-7 ESI capability updates: keep Justice Canada informed and up-to-date on the file formats that can be handled by the Offeror's ESI processing tools/solutions; Justice Canada will issue call-ups at least partly on the basis of which Offerors are able to handle the ESI formats present in particular projects.
- A1.02-8 Language of work: reports, meetings, correspondence, and discussions are to be in English unless otherwise requested.

A1.03 Project Management

- A1.03-1 Project management includes job setup, workflow management, supervision, and reporting.
A1.03-2 Project management cost is a separate line item and must not be built into the prices and rates for the services.
A1.03-11 Costs of quality assurance and error correction are to be included in the prices and rates for individual services.

A1.04 Data Management

A1.04-1 Export specifications are detailed in Annex "D" and are subject to periodic revision to remain current with Justice Canada's software requirements. Per the PDS, the Offeror must generate one (1) or any combination of the following:

- (1) Export – images, native files, field values, and full-text content/transcription (when required) in the format required for Ringtail® litigation support software and/or other common formats such as data-neutral exchange formats..
- (2) Field value export – field values exported in tab-delimited, CSV, MDB, Excel format or other common file format such as DAT or OPT..
- (3) All exports must be 100% error-free and must be fully compliant with Annex "D" data standards.
- (4) Image export – images exported in single- or multi-page TIFF format, and/or other common image formats required by PDS (PDF, JPG, GIF, etc.).
- (5) Media preparation (CDs, DVDs, or portable media) and blowbacks (containers) must be labelled, referencing the project name, name of the Offeror, call-up number, number of records/images, security classification, and date of generation/delivery.

A1.04-2 Meet the following performance standards:

- (1) All supplied exports must be 100% error-free.
- (2) All deliverables exports must be completed and delivered by the deadline designated by the PDS, unless delay is due to no fault of the Offeror.

A1.04-3 The Offeror must notify Justice Canada in writing of any anticipated difficulties complying with the project delivery schedule, or whenever there are actual or potential situations threatening to delay the completion of the project. Notification to Justice Canada must include pertinent information describing any scheduling challenges; information of this nature shall not be construed as a waiver by Justice Canada of any delivery schedule or date, or any rights or remedies provided by law or under this Standing Offer.

A2 Part 2 – Conversion of Hard Copy Records (HCR)

A2.00-1 When required, Offerors must provide services for the conversion of HCR. Call-ups will require different combinations of the services listed in Part 2 and particular requirements will be specified in the PDS for each call-up.

A2.00-2 Justice Canada requires the conversion of all types of HCR, including (but not limited to) original hard copy records (printed, handwritten, etc.), photocopies of originals, microfiche film, overhead transparencies, printed graphics (photographs, maps, charts), with various forms of binding, of various sizes, and in various states of condition.

A2.00-3 Batches of HCR must be controlled so that a particular batch can be immediately retrieved if and when required by Justice Canada and/or the Court.

A2.00-4 For each call-up, Offerors must use procedures that can be supported and verified by Canada and/or the Court. If and when required by Justice Canada and/or the Court, Offerors must sign a declaration or an affidavit and/or provide oral testimony describing and supporting project-specific efforts by the Offeror to preserve evidence integrity when processing HCR.

A2.01 Job Setup (for HCR)

For each initial call-up and as required for any subsequent project specific call-ups, Offerors must:

- A2.01-1 Per the PDS, develop project specific instructions for inventory, preparation, unitization, reassembly, coding requirements, exception handling, process and quality control for Justice Canada's approval. Costs of job setup are to be included in the cost of project management.
- A2.01-2 Configure their equipment and software (the cost of which is to be incurred by the Offeror) as required for the completion of the work under the initial call-up and under any possible subsequent call-ups for the specific project.
- A2.01-3 Train staff to perform duties (the cost of which is to be incurred by the Offeror).
- A2.01-4 Per the PDS, setup processes and systems for:
- (1) Quality assurance and exception handling;
 - (2) Organizing and preparing HCR for conversion (including HCR reassembly);
 - (3) Conversion to digital image;
 - (4) Generation of full-text content and transcription;
 - (5) Objective coding and batch coding; and
 - (7) Electronic publishing.

A2.02 Organize and Prepare HCR for Conversion

For each call-up, Offerors must:

- A2.02-1 Receive, log, and inventory all incoming material (by box/container/package), capturing source information (including office, box/container, file, and volume information).
- A2.02-2 Control the process to maintain the integrity of material at all times, ensuring that records and their pages can be reinstated to their original location and order (with reinstated bindings/fastenings).
- A2.02-3 Remove all bindings/fastenings (paper clips, staples, binder clips, three-ring binders, cerlox bindings, spiral bindings, rubber bands, etc.) and insert separator sheets (or use another comparable method) to note the exact types and locations of bindings/fastenings so that they can be reinstated post-imaging and, per PDS, apply the required methodology for record unitization and the capturing of source/attachment relationship ranges:
- (1) True sources/attachments only - based on explicit references to attachments/enclosures (e.g. a letter referencing an attached report); or
 - (2) Physical only – based strictly on clips, staples, tabs, and other fastenings; or
 - (3) Hybrid – based on both true and physical attachments (1 & 2 above); or
 - (4) Break sheets – based on existing break sheets placed within the material; or
 - (5) Other methodology developed for PDS.
- A2.02-4 Note transitions from single-sided to double-sided pages.
- A2.02-5 Per the PDS, apply the required methodology for handling sticky notes and flags:
- (1) Leave sticky notes and flags on pages so they can be imaged as-is, moving them (if required) so that they do not obscure other information on the page; or
 - (2) Place sticky notes and flags on a separate page that will be imaged, mimicking the original area of the page on which they were originally affixed; or
 - (3) Place sticky notes and flags on a separate page that will not be imaged, mimicking the original area of the page in which they were originally affixed; or
 - (4) Other methodology developed for PDS.
- A2.02-6 Photocopy torn, folded, and/or fragile pages onto new sheets of paper for imaging, tracking where to replace the originals when imaging is complete.
- A2.02-7 Per the PDS, generate and insert image placeholders for records that will not be imaged (e.g. if Justice Canada instructs that maps larger than a specified dimension are not to be imaged).
- A2.02-8 Meet the following performance standards:

- (1) 100% of HCR must be accurately and consistently logged/inventoried for tracking and control purposes.
- (2) 100% of HCR must be properly and accurately prepared for conversion (removal and tracking of bindings/fastenings, handling of sticky notes and flags, unitization and capture of source/attachment relationships, etc.) per PDS.

A2.03 Conversion of HCR to Digital Image

For each call-up, Offerors must:

- A2.03-1 Image HCR and assign unique, sequential identification numbers per Justice Canada standards (see Annex "D") and PDS. Two levels of imaging must be provided, based on the specific characteristics of the records being processed:
- (1) Level 1 (Standard record sizes with removable bindings) – standard North American and ISO 216 page formats, up to 11 x 17 in size; and
 - (2) Level 2 (Non-standard record sizes and/or non-removable bindings) – page formats falling outside of standard North American and ISO 216 page formats and/or larger than 11 x 17 in size. Included in this category are records that do not lend well to automatic feeding through imaging equipment, due to possible damage to the original record (e.g. onion-skin, thermal fax-paper, carbon-copy paper) and/or due to non-removable bindings (which include stitched, drilled, tape, and saddle stitch bindings found on some records).
- A2.03-2 OPTIONAL - Level 3 – (Microfiche / Microfilm / negatives) - ability to convert to tiff/jpeg individual frames from film.
- A2.03-3 Per the PDS, image specified records or pages in colour (by container, type of record/colour).
- A2.03-4 Per the PDS, capture Level information, sequential page numbers, attachment references, etc. Information for the following fields is mandatory, is to be captured/generated at the time of imaging, and is to be included in the cost of imaging (see Annex "D", Annex "E" and PDS for further technical specifications):
- (1) Document_ID;
 - (2) Host_Reference (when applicable);
 - (3) level_1 to level_10 (as applicable);
 - (4) xInfo ProcessedBy;
 - (5) Image_File_Name;
 - (6) page_label;
 - (7) page_num; and
 - (8) num_pages.
- A2.03-5 Quality control each image for resolution, density, speckling, skew, 100% accuracy, and reconciliation between scanned images and page indices and adjust sensitivity and other controls to improve the quality of the captured image (all-in pricing must anticipate and include all corrections to images and page indices).
- A2.03-6 Meet the following performance standards:
- (1) 100% of HCR must be imaged, levelled, and numbered per technical specifications and PDS, with no gaps or overlaps in sequences on a per project level (e.g. across related call-ups for the same litigation matter).
 - (2) Records must be imaged in their entirety (no skipped pages or missed transitions from single-sided to double-sided pages), scans must be legible, and image files must be correctly named and indexed.
 - (3) Each page of HCR must be imaged so that all information on the source page that is discernable to the naked eye is clearly legible without aid on paper copies generated from the resulting digital image; reproduction ratios and page orientation must be so that the entire original page appears as the HCR original does. Images rejected by Justice Canada when unacceptable quality is not due to the quality of the source record(s) are to be reimaged from the original source record(s) at no additional cost.

A2.04 Post-Conversion Reassembly of HCR

For each call-up, Offerors must:

- A2.04-1 In conformity with the requirements set out in section A2.02, reinstate all bindings/fastenings, return sticky notes and flags to their original positions, and return records to their original file volumes and containers. Records must be fully reinstated to their pre-conversion state.
- A2.04-2 Meet the following performance standards:
- (1) 100% of HCR must be returned to the exact original order, location and condition as received.

A2.05 Full-Text Content and Transcription (for HCR)

When required as part of the PDS, the Offeror must:

- A2.05-1 Generate full-text OCR (Optical Character Recognition) content (see Annex "D" for technical specifications) from images of HCR.
- A2.05-2 Generate full-text transcription of handwritten and poor quality HCR for which OCR processes are unlikely to generate reliable OCR content (see Annex "D" for technical specifications).
- A2.05-3 Provide full-text content and transcription services in English and/or French.
- A2.05-4 Meet the following performance standards:
- (1) 100% of full-text OCR content must be generated per PDS with the designated OCR language set(s).
 - (2) 100% of full-text transcription must be generated per PDS with a keying accuracy rate of at least 97.5% and be quality controlled following the method outlined in *Quality Control Procedures Annex "G"*.
 - (3) All full-text content files must meet the required technical specifications and be accurately cross-referenced.

A2.06 Batch Coding (for HCR)

When required as part of the PDS and in accordance with Justice Canada standards (see Annex "E"), the Offeror must:

- A2.06-1 Batch capture/generate field values from pre-defined, standardized options that can be bulk coded for a complete series of records (e.g. 'xInfo Source Info' field, the standardized capture of field values based on coloured flags affixed to the original records or Box/File label). Cost for this service are per unique field entry created and not total number of records coded with an unique field entry

A2.07 Objective Coding (for HCR)

- A2.07-1 Per the PDS, the Offeror must develop instructions for coding, vocabulary control tools and techniques (authority lists, lookup tables, data entry templates, subject term lists, etc.), exception handling, process control, and quality control, and prepare a project manual/guide based on instructions and submit to Justice Canada for review and approval.
- A2.07-2 The Offeror must use dedicated project manager(s) and coding team with a full understanding of the specific project requirements working from the Justice approved project manual/guide, code records using image-enabled workstations (or similar process).
- A2.07-3 To safeguard the integrity of the original records, Justice Canada does not permit coding from the original records. If image blowbacks are generated for coding purposes, associated

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- blowback costs are not separately billable and all associated costs must be included in imaging costs (furthermore, blowbacks generated for coding purposes must be destroyed using cross-cut shredders, and costs for handling, storing, and shredding such materials is not separately billable).
- A2.07-4 Per the PDS, the Offeror must identify and capture specific information from records in accordance with Justice Canada standards (see Annex "E"), using one or more of the following service levels:
- (1) Mini coding – capture up to 4 fields of information, including Document_Date (including Estimated), Document_Type, Title, and Source value (or other fields equivalent in coding effort); or
 - (2) Basic coding – capture up to 5 fields of information, including Document_Date (including Estimated), Document_Type, Title, Source value (or equivalent field), and Persons & Organisation (From, To, CC) (or other fields equivalent in coding effort); or
 - (3) Standard coding – capture up to 10 fields of information, including Document_Date (including Estimated,) Document_Type, Date Info, Date Pre-1753, Title, Persons & Organisation (From, To, CC), Features, Language, Tab Value, Source, etc. (or other fields equivalent in coding effort); and/or
 - (4) Expedited coding – capture up to 2 fields of information, Document_Date and a text field or pick list field (or other field type of equivalent in coding effort).
 - (5) Per-field coding – beyond the thresholds for Expedited, Mini, Basic, and Standard coding, the capture of other fields (options: text, memo, date, number, Boolean, pick list of up to 10 items with billing corresponding directly to the total number of records populated with values;
 - (6) Names Mentioned - – capture the names of Persons and Organisation mentioned in records. Cost is per pages reviewed.)
 - (7) Pick Lists – capture additional pick list items in an existing pick list field. Cost for this service are per each group of five unique field entries added to the unique pick list. This does not apply to pick lists included under mini, basic, standard or expedited coding.
- A2.07-5 Per the PDS, the Offeror must provide coding services in English and/or French (e.g. capture Document_Title verbatim in either language; capture Document_Types in either English or French, etc.).
- A2.07-6 When required and per PDS, the Offeror must normalize select field values (e.g. Persons & Organisations values) in accordance with Justice Canada instructions. Costs for this service are per field value normalized (regardless of the number of records the field value normalization is applied to).
- A2.07-7 When Justice Canada supplies pre-existing objective field values in an electronic format (e.g. Word, Excel, Microsoft Access) to be associated with HCR being imaged, services for the strict capture and alignment of supplied field values fall under section A2.08-1 (Data Alignment).
- A2.07-8 Meet the following performance standards:
- (1) 100% of objective coding must be captured per PDS, must meet the required technical specifications, and be accurately cross-referenced, and must meet the be quality controlled method outlined in *Quality Control Procedures Annex "G"*.
 - (2) Ensure controlled review of coding to ensure consistency and reliability of captured field information. Coding for each record is to be quickly reviewed by the first coder and peer-reviewed by another coder (or comparable methodology approved by Justice Canada).
 - (3) The acceptable quality control procedure for objective field coding must be done using the MIL-STD-105E standard table 1 – Sample size code letters & table II-A Single sampling plans for normal inspection that is described in *Quality Control Procedures Annex "G"*.
 - (4) The quality level for the purposes of the sampling inspection under Annex "G" is 97.5-99.99% defect (error) free within a lot.

- (5) Ensure controlled review of coding to ensure

Data Alignment to Documents

- A2.08-1 To align data supplied in an electronic format (Excel or Access) to imaged documents when each contains a matching number that creates an existing cross-reference. The cost is per document aligned
- A2.08-2. To align data supplied in an electronic format to imaged documents where the data and images do not have a control number or cross-reference. The cost is per hour
- A2.08-3 Meet the following performance standards:
- (1) 100% of batch coding must be captured per PDS, must meet the required technical specifications, and be accurately cross-referenced.

A3 Part 3 – Conversion of Electronically Stored Information (ESI)

- A3.00-1 When required, Offerors must provide services for processing and conversion of ESI. Call-ups will require different combinations of the services listed in Part 3 and particular requirements will be specified in PDS.
- A3.00-2 The scope of some call-ups may include conditional work for additional services that can only be more fully defined once the initial ingestion/processing is complete, which would lead to a potential call-up amendment once the legal team makes further decisions on full processing requirements.
- A3.00-3 Justice Canada requires the processing of all types of ESI, including (but not limited to) word processing and other text files, spreadsheet files, database files, presentation files, email files (including attachments), instant message and chat log files, graphic files, media files (e.g. video, audio, voicemail messages), website files, embedded files and compressed/container files, as well as the handling of system files (e.g. program files, cache files). Offerors must be able to process all common commercially available file types and be able to process new commercial file types created and commonly adopted over the period of the Standing Offer. Justice Canada is not detailing in advance the specific formats that Offerors should be capable of processing; instead, Offerors must keep Justice Canada informed and up-to-date on the formats they are capable of processing (see Annex "E" for the required reporting format); Justice Canada may issue call-ups at least partly on the basis of which Offerors are able to handle the ESI formats present in particular projects.
- A3.00-4 Offerors must be able to discern ESI file types based on file extensions and file content.
- A3.00-5 Justice Canada does not expect Offers to process ESI file types that are not suitable for conversion and processing, such as program/executable files or system configuration files (Offerors must be able to provide DeNISTing services as required by PDS).
- A3.00-6 For each call-up, Offerors must use physical and data security procedures, through the life cycles of projects that can be supported and verified by Canada and/or the Court. If and when required by Justice Canada and/or the Court, Offerors must sign a declaration or an affidavit and/or provide oral testimony describing and supporting project-specific efforts by the Offeror to preserve data integrity when processing ESI.

A3.01 Job Setup (for ESI)

The Offeror must:

- A3.01-1 Per the PDS, develop project specific instructions for ESI inventory, preparation, initial processing, processing, coding, exception handling, process and quality control for Justice Canada's approval.
- A3.01-2 Preserve and maintain the integrity of the physical media and native file formats, including metadata, and safeguard data from corruption.
- A3.01-3 Configure equipment and software (the cost of which is to be incurred by the Offeror).
- A3.01-4 Train staff to perform duties (the cost of which is to be incurred by the Offeror).

- A3.01-5 Per the PDS, set-up processes and systems for:
- (1) Quality assurance and exception handling;
 - (2) Organizing ESI and initial processing;
 - (3) Conversion to digital image & metadata field alignment;
 - (4) Retention of native format & metadata field alignment;
 - (5) Extraction/generation of full-text content;
 - (6) Objective coding and batch coding; and
 - (7) Electronic publishing.

A3.02 Organize, Ingest, and Process ESI

A3.02-1 The Offeror must receive, log, and inventory all incoming material (physical media), capturing source information per the PDS, (capturing source information may involve generating field information such as custodian codes in accordance with a pre-established algorithm). Offeror must produce an ESI manual that contains a copy of all logs, tracking and process steps for the ESI material from receipt to delivery. The ESI manual must be kept up-to-date and be available to Justice Canada upon request.

A3.02-2 The Offeror must ingest ESI (including file decompression) and create an electronic inventory of files on physical media, including contents/breakdown of compressed and container files (e.g. individual emails and attachments in PST files), with processes including:

- (1) Generate a summary report on the total number/size of files, breakdowns of file types/formats/sizes, etc. so that Justice Canada has sufficient information to make decisions on further processing steps.
- (2) If required by the PDS, generate ESI folder/directory/file system information that Justice Canada can use to identify specific subsets of ESI that will require further processing.

A3.02-3 Based on ESI ingestion results, the Offeror must process all or select ESI confirmed/identified by Justice Canada, with processing services including:

- (1) Extract and log all available metadata from native files in anticipation of possible future reference and analysis. The Offeror must log this metadata in a tab-delimited flat file (or other format required by PDS).
- (2) When required by the PDS, filter/cull ESI on the basis of file types (inclusive of DeNISTing), file date, file custodian, file path location, domain, etc., and tag subsets of ESI with field values as necessary.
- (3) Identify and log encrypted and/or password protected files with a report being provided to Justice Canada of the identified documents which details at a minimum the file name, file path and custodian.
- (4) Identify any files infected with computer viruses or malicious code and provide details in an exception report provided to Justice Canada by the Offeror for determinations on further processing.
- (5) Identify any files with dependencies on other files (e.g. a spreadsheet file linked to another spreadsheet file) and provide details in an exception report provided to Justice Canada by the Offeror for determinations on further processing.
- (6) When required by the PDS, identify and extract embedded files (e.g. a spreadsheet file embedded within a presentation file).
- (7) Identify corrupted and/or zero-byte files and provide details in an exception report provided to Justice Canada by the Offeror.
- (8) Flag any files posing processing difficulties and troubleshoot to determine if these files can be processed, with the extent/number of troubleshooting attempts as defined in the PDS. Problem files that cannot be processed must be detailed in an exception report provided to Justice Canada by the Offeror.
- (9) When required by the PDS, identify files that are candidates for conversion to colour images in a report provided to Justice Canada by the Offeror for determinations on further processing.

- (10) The above processes must be included in the total cost of initial processing services as specified in the Annex B Basis of Payment.
- A3.02-4 When required by the PDS and in accordance with Justice Canada determinations, deduplicate within a single container, across several physical media, or across an entire collection of ESI (including previously processed ESI provided that access to the data falls within the reactivation period per A5.04-7). The Offeror must create a log of files determined to be duplicates and detailing whether they were removed or retained for further processing. Offerors must be able to perform exact deduplication and near-deduplication (e.g., email thread based identification).
- A3.02-5 Only when required and based on explicit further instructions from Justice Canada (arising from processing/exception reports), perform manual processing/conversion attempts on specified material (e.g. problematic file repair, encrypted files). Costs for manual processing are billable at an hourly rate as specified in the Annex B Basis of Payment.
- A3.02-6 Only when required and based on explicit further instructions from Justice Canada (arising from processing/exception reports), perform password cracking/removal for password protected native files. Costs for password cracked/removed are per each file processed as specified in the Annex B Basis of Payment.
- A3.02-7 Based on the processing results of A3.02-3, A3.02-4, and/or A3.02-5, confirm and isolate the subset(s) of processed ESI that requires conversion to another format (i.e. msg files, imaged files, etc.).
- A3.02-8 Per the PDS, provide all processing/exception reports to Justice Canada in the format(s) required (Word, Excel, flat file, PDF, or other comparable formats).
- A3.04-9 Meet the following Performance standards:
- (1) 100% of ESI must be properly processed per PDS, with all processing/exception reports meeting PDS requirement and with all information accurately cross-referenced.
 - (2) All further instructions from Justice Canada (resulting from processing/exception reports) must be accurately documented and applied to ensure that the isolated subset(s) of pre-processed ESI is 100% reliable.

A3.03 Conversion of ESI to Digital Image & Metadata Field Alignment

The Offeror must:

- A3.03-1 When required and as specified by the PDS, use automated processes to convert identified/isolated subsets of processed ESI to digital images and assign unique, sequential identification numbers per Justice Canada standards (see Annex "D") and the PDS, and respecting the following:
- (1) Apply required processing options for specific file types (e.g. whether or not to render tracked changes from Word files, whether or not to render slide notes from PowerPoint files):
 - (2) Must not image specific types that are not suitable for imaging (e.g. native audio, video formats, JPEG etc.) and types identified for exclusion in the PDS (e.g. spreadsheet files and database files, image files (JPEG, Tiff) are typically excluded from imaging); see section A3.04 for required processes.
 - (3) Generate image placeholders for all individual files that cannot be imaged (e.g. compressed/container files, encrypted/password protected files, corrupt files, etc.); unless the PDS require otherwise, image placeholders must contain a standardized description explaining why the related native file could not be processed/imaged.
 - (4) When required and as specified by the PDS, 'manually' image ESI files that require special handling (e.g. if requested, manual imaging of identified spreadsheet files to optimize visual presentation).
 - (5) When required by the PDS, conversion of ESI to colour image file formats must be performed at the same rate as non-colour imaging and is not separately billable.

- A3.03-2 Only when required and as specified by PDS, retain/supply the same identified/isolated subsets of pre-processed ESI in native or near-native file formats; costs associated with retaining/supplying native formats for imaged ESI are not separately billable and all associated costs must be included in ESI imaging costs.
- A3.03-3 Per the PDS, capture Level information, sequential image names, attachment references, etc. Information for the following fields is mandatory, and must be included in the costs of conversion as specified in the Annex B Basis of Payment. The Offeror must capture/generate the following information at the time of conversion, and is to be included in the costs of conversion (see Annex "D", Annex "E" and PDS for further technical specifications):
- (1) Document_ID;
 - (2) Host_Reference (when applicable);
 - (3) level_1 to level_10 (as applicable);
 - (4) xInfo ProcessedBy;
 - (5) Image_File_Name;
 - (6) page_label;
 - (7) page_num; and
 - (8) num_pages.
- A3.03-4 Align available metadata per Justice Canada field standards (see Annex "E") and PDS requirements. Alignment of metadata is to be included in the cost of converting ESI to digital image.
- A3.03-5 Meet the following performance standards:
- (1) 100% of identified/isolated ESI must be properly imaged, levelled, and numbered per technical specifications and PDS, with no gaps or overlaps in sequences on a per project level (e.g. across related call-ups for the same litigation matter).
 - (2) All image files must meet the required technical specifications and be accurately cross-referenced.
 - (3) All numbering and alignment of metadata must meet the required technical specifications and be accurately cross-referenced.

A3.04 Retention of ESI Native Formats & Metadata Field Alignment

The Offeror must:

- A3.04-1 When required and as specified by the PDS, use automated processes to retain identified/isolated subsets of pre-processed ESI in native or near-native file formats and assign unique, sequential identification numbers per Justice Canada standards (see Annex "D") and the PDS, and respecting the following:
- (1) Ensure that all other metadata associated with retained native/near-native files is preserved and that there is no impact on the original/source files.
 - (2) Per the PDS, generate image placeholders for all individual files that cannot be retained/supplied in native format (e.g. encrypted/password protected files, corrupt files); unless the PDS require otherwise, image placeholders must contain a standardized description explaining why the related native file could not be processed/imaged.
- A3.04-2 Per the PDS, capture Level information, sequential file names, attachment references, etc. Information for the following fields is mandatory and must be captured/generated by the Offeror at the time of processing (see Annex "D", Annex "E" and the PDS for further technical specifications). Pricing must be included in the costs of processing as specified in the Annex B Basis of Payment:
- (1) Document_ID;
 - (2) Host_Reference (when applicable);
 - (3) level_1 to level_10 (as applicable);
 - (4) xInfo ProcessedBy;
 - (5) xInfo RecordType;
 - (6) Image_File_Name (referencing the name of the related native file);

- (7) page_label;
(8) page_num; and
(9) num_pages.
- A3.04-3 Align available metadata per Justice Canada field standards (see Annex "E") and PDS requirements. The Offeror must include alignment of metadata is to be included in the cost of converting ESI to digital image.
- A3.04-4 Meet the following performance standards:
- (1) 100% of identified/isolated ESI must be properly retained, levelled, and numbered per technical specifications and PDS, with no gaps or overlaps in sequences on a per project level (e.g. across related call-ups for the same litigation matter).
 - (2) All data must meet the required technical specifications and be accurately cross-referenced.
 - (3) All numbering and alignment of metadata must meet the required technical specifications and be accurately cross-referenced.

A3.05 Extraction/Generation of Full-Text Content (for ESI)

The Offeror must:

- A3.05-1 For textual ESI file types, extract full-text content for identified/isolated subsets of pre-processed ESI directly from native files; generating full-text content from images generated from ESI is not permitted.
- A3.05-2 For graphical ESI file types (image-based PDFs, TIFFs, GIFs, JPEG, etc.), generate full-text OCR (Optical Character Recognition) content from extracted images.
- A3.05-3 Format full-text content files for use with Ringtail (see Annex "D" for technical specifications) or other format specified in PDS.
- A3.05-4 Per the PDS, provide full-text content services in English and/or French.
- A3.05-5 Meet the following performance standards:
- (a) 100% of identified/isolated ESI must be properly processed per PDS.
 - (b) All full-text content files must meet the required technical specifications and be accurately cross-referenced.

A3.06 Batch Coding (for ESI)

- A3.06-1 When required and as specified by the PDS, the Offeror must perform the same services as set out in section A2.06 with costs for services billed as batch coding for ESI.

A3.07 Objective Coding (for ESI)

- A3.06-1 When required and as specified by the PDS, the Offeror must perform services as set out in section A2.07 with costs for services billed as objective coding for ESI.

A4 Part 4 – Additional Processing Services and Electronic Publishing

A4.01 Digitization and/or Conversion of Audio and Video Recordings (REQUIRED AND OPTIONAL COMPONENTS)

The Offeror must:

- A4.01-1 When requested and per the PDS, convert designated audio and/or video recordings digital (VHS/Cassette tape is OPTIONAL) into the requested industry-standard digital format(s). Requested audio formats may include, but are not limited to WAV, MP3, AIFF and WMA. Requested video formats may include, but are not limited to AVI, MOV, MKV and MPEG. To improve system performance, Justice Canada may impose in PDS a file size threshold

- per generated media file, resulting in multiple files/records for a single audio or video recording.
- A4.01-2 Assign unique, sequential identification numbers per Justice Canada standards (see Annex "D") and the PDS to digitized audio/video.
- A4.01-3 Per the PDS, capture Level information, file names, attachment references (e.g. if tape was enclosed within an envelope that has been imaged), etc. Information for the following fields is mandatory and must be included in the costs of conversion in the Annex B Basis of Payment. The Offeror must capture the following information at the time of conversion (see Annex "D", Annex "E" and PDS for further technical specifications):
- (1) Document_ID;
 - (2) Host_Reference (when applicable);
 - (3) level_1 to level_10 (as applicable);
 - (4) xInfo ProcessedBy;
 - (5) Image_File_Name (referencing the name of the digitized file);
 - (6) page_label;
 - (7) page_num; and
 - (8) num_pages.
- A4.01-4 Per the PDS, capture objective coding from the source tape(s); costs for this are to be built into the rates for the requested digitization services and are not separately billable.
- A4.01-5 When required by the PDS, generate full-text transcription of converted audio and/or video (see Annex "D" for technical specifications).
- A4.01-6 Meet the following performance standards:
- (1) 100% of designated tapes and/or tape segments must be accurately converted to the specified format(s), properly numbered, objectively coded, and accurately cross-referenced.
 - a. 100% of full-text transcription must be generated per PDS with a keying accuracy rate of at least at or above 97.5% with a defect rate less than 2.5%.
 - b. (3) All full-text content files must meet the required technical specifications and be accurately cross-referenced.

A4.02 Services on Existing Sets of Converted Evidence

- A4.02-1 When requested and per the PDS, the Offeror must perform select services on existing sets of converted evidence supplied by Justice Canada.
- (1) Data may be supplied to the Offeror in forms such as, but not limited to, Ringtail® Exports, data-neutral exchange formats (e.g. flat files cross-referencing field information and images), or OPT/DAT.
 - (2) Documents may be supplied to the Offeror in forms such as pre-processed electronic documents and pre-imaged HCR in formats such as PDF, TIFF, and JPEG.
- A4.02-2 The Offeror may be required to split PDFs or multi-page tiffs into individual documents and identify any source/attachment (parent child) relationships.
- A4.02-3 Additional required services such as coding and additional processing will be selected from other sections of this Statement of Work, with costs and performance standards to be in accordance with the related sections and the Annex B Basis of Payment.

A4.03 Full-Text Content Comparison

The Offeror must:

- A4.03-1 When requested and per the PDS, compare full-text content files of imaged HCR and/or ESI evidence sets (comprising evidence being actively processed under the call-up and/or additional evidence sets supplied by Justice Canada) and group records that have similar

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- full-text content (with groupings based on a set percentage of similarity). Output of resulting field values must conform to requirements established in PDS.
- A4.03-2 When requested and per the PDS, generate full-text content files for records without content in accordance with section A2.05.
- A4.03-3 Meet the following performance standards:
- (1) All full-text content files must be compared using appropriate software and processes and results must be accurately cross-referenced in conformity with PDS output specifications.
- A4.04 Search and Analysis Services**
- A4.04-1 When requested and per the PDS, the Offeror must use software acceptable to Justice Canada to provide search and analysis capabilities on imaged HCR and/or ESI evidence sets (comprising evidence being actively processed under the call-up and/or additional evidence sets supplied by Justice Canada).
- A4.04-2 Software used by the Offeror must be able to perform advanced search analysis of full-text content and metadata, must be Unicode compliant, and must be capable of complete and partial term indexing.
- (1) Software must also be able to perform Concept Search methodologies (e.g. latent semantic indexing, text clustering, Bayesian classification, and/or concept search specification) and utilize a variety of additional search methodologies such as keyword, Boolean, grouping, synonym, related word, occurrence count, and parameter searching (or demonstrably equivalent technologies).
 - (2) Software must have the functionality to apply coding values and/or tags to individual records or groups of records based on search and analysis results and/or utilization of seed sets and iterations
- A4.04-3 The Offeror must perform job setup per the PDS using Justice Canada approved software and methodologies.
- A4.04-4 The Offeror must input and process evidence set(s) supplied and/or designated by Justice Canada.
- A4.04-5 The review and coding of evidence is to be performed by members of the Justice Canada legal team (and/or designated subject matter experts) with the Offeror providing technical support and guidance on the use of the software and related methodologies. Searching and coding criteria will be determined by the Justice Canada legal team.
- A4.04-6 The Offeror must facilitate the capture of the legal team's search and analysis coding. The output of resulting field values must conform to the requirements established in the PDS.
- A4.04-7 Per call-up and PDS requirements, Search and Analysis Services must be performed at the location designated by Justice Canada (either at the Offeror's facilities or at an identified Onsite Service Delivery location, per section A4.05), using equipment and software furnished by the Offeror.
- A4.04-8 When requested and per the PDS, the Offeror must generate full-text content files for records without content in accordance with section A2.05.
- A4.04-9 Meet the following performance standards:
- (1) 100% of evidence must be properly processed per PDS.
 - (2) All data must meet the required technical specifications and be accurately cross-referenced.
- A4.05 Onsite Service Delivery**
- A4.05-1 When requested and per the PDS, the Offeror must perform select services on sites within Canadian cities/regions identified by Justice Canada: Atlantic (Halifax), Quebec (Montréal), Ontario (Ottawa -National Capital Region, Ontario (Toronto), West (Winnipeg, Saskatoon, Calgary, and Edmonton), and/or Pacific (Vancouver). Justice Canada will not pay travel or living expenses for projects requiring onsite service delivery. Offerors are to self-identify the cities/regions in which they are capable of offering onsite service delivery; Justice Canada

- will issue call-ups for projects requiring onsite service delivery at least partially on the basis of which Offerors are able to offer on-site services within the applicable city/region.
- A4.05-2 The Offeror is responsible for onsite service delivery setup and furnishing all resources required for onsite service delivery, including (but not limited to automated and manual equipment, computer hardware and software, imaging equipment and software, and supplies and materials (e.g. office supplies, physical media).
- A4.05-3 Required services will be selected from other sections of this Statement of Work, with costs and performance standards to be in accordance with the related sections and the Annex B Basis of Payment.

A4.06 Processing Classified Information (Non-Mandatory Requirement)

- A4.06-1 When requested and per the PDS, process classified evidence (up to the Secret Level) using facilities, evidence transportation/handling procedures, labour, supervision, and information technology systems cleared to the required level. This requirement is non-mandatory and call-ups with security requirements will on be issued to those Offerors with the requisite security clearances granted and approved by the Canadian Industrial Security Directorate, Public Works and Government Services Canada (refer to Standing Offer Clauses and Conditions). Offerors wishing to seek clearances to process classified information must submit their request in writing to the PWGSC Standing Offer Authority.
- A4.06-2 In light of critical time-sensitive litigation requirements, classified HCR evidence dealing with national security issues must remain in the Ottawa - National Capital Region at all times. Such evidence may need to be inspected by the Court (or other body) with extremely short notice and with no opportunity for delay caused by the transit of material.
- A4.06-3 To offset Offeror costs associated with delivering services on classified evidence, The Offeror may charge direct data management costs (e.g. post-project destruction/replacement of media/memory) associated with processing classified evidence to Canada as specified in **the Annex B Basis of Payment and with no allowances for mark up or profit. All associated data management costs must be submitted to Justice Canada for approval at call-up inception** before any work is undertaken; special costs associated with providing facilities, labour, supervision, and information technology systems are not permitted.
- A4.06-4 Required services will be selected from other sections of this Statement of Work, with costs and performance standards to be in accordance with the related sections and the Annex B Basis of Payment.

A4.07 Additional Processing

The Offeror must:

- A4.07-1
- (1) PDF export – images exported in Adobe® Portable Document Format (PDF). Requirements may include PDF bookmarking, linking, full-text searchability, etc.
 - (2) Blowback – paper printing of images with document boundaries identified by coloured sheets and/or tab dividers, delivered on 8.5 x 11 or 8.5 x 14 paper organized in: cerlox (1, 1.5, or 2 inch), 3-ring binders (3 inch), file folders (1/2-tab reversible legal size), or expandable legal size file pockets. Work ordered will generally be by container or specified record ranges.
- A4.07-2 Meet the following performance standards:
- (
- (1) All supplied blowbacks must be 100% complete, including all pages in the requested container(s)/range(s) and delivered in the format required by PDS.
 - (2) All deliverables must be completed and delivered by the deadline designated by the PDS, unless delay is due to no fault of the Offeror.

A5 Part 5 – Quality Assurance, Security, and Data Security Management

A5.01 Quality Assurance Requirements

- A5.01-1 The Offeror must develop, document, implement, maintain, and apply quality assurance processes that ensure that all evidence is properly processed and that all deliverables fully meet the requirements for the requested services. Quality assurance processes must fully address the Performance Standards included in this Statement of Work. Offerors must provide Justice Canada with a copy of the Quality Assurance manual and ensure that the manual is updated per PDS requirements.
- A5.01-2 The Offeror must submit their quality assurance processes for Justice Canada's approval, inclusive of ongoing revisions as processes are amended to provide optimal processing and delivery results
- A5.01-3 Costs of quality assurance and error correction are to be included in the prices and rates for individual services.

A5.02 Security

- A5.02-1 'Stream 1: Protected B Level' Offeror must perform call-ups in conformity with the SRCL found at Annex 'I' (IT Security Requirements for Processing of Protected Information) and the security clauses included in the Standing Offer clauses and conditions section.
- A5.02-2 'Stream 2: Secret Level' Offeror must perform call-ups in conformity with the SRCL found at Annex 'I' (IT Security Requirements for Processing Classified Information) and the security clauses included in the Standing Offer clauses and conditions section.
- A5.02-3 Duplication or disclosure of any information that the Offeror has access to as a result of this Standing Offer is strictly prohibited.
- A5.02-4 Security costs must be built into the rates for the requested services as specified in the Annex B Basis of Payment.

A5.03 Data Security Management

- A5.03-1 For each call-up the Offeror must process/maintain evidence (HCR and ESI) and resulting data with equipment, software, and storage systems that operate on a closed/standalone network (external connections to the internet or other network, internal or otherwise, are not permitted).
- A5.03-2 Unless PDS require otherwise, the Offeror must retain all project data in accordance with the reactivation requirements (see section A5.04-7) and for a period of nine (9) months after the full-completion of the project; once these periods have elapsed, the Offeror must delete all of the project data (with the exception of removable media/memory used in conjunction with 'Stream 2: Secret Level' evidence, which must be provided to Justice Canada for destruction per the principles outlined in A5.03-8, with costs billable in accordance with A4.06-3).
- A5.03-3 The Offeror must protect all information against data loss, data corruption, and viruses.
- A5.03-4 The Offeror must ensure no gaps or overlaps in page, document, and batch sequencing.
- A5.03-5 The Offeror must employ systems and processes that are fully Unicode compliant and are capable of generating deliverables that are Unicode compliant.
- A5.03-6 The Offeror must assume any costs related to hardware and software and any modifications required to comply with technical requirements of data management and media preparation for the work to be performed for each call-up.
- A5.03-7 At conclusion of the Standing Offer, the Offeror must provide to Justice Canada all removable media/memory materials employed in delivering services on 'Stream 1: Protected B Level' and 'Stream 2: Secret Level' evidence (includes writeable discs, flash memory data storage devices, CD-ROMs, DVD-ROMs, portable hard drives, magnetic tapes, etc.). The Offeror must immediately provide any of these materials that become

- A5.03-8 defective over the course of the Standing Offer to Justice Canada for destruction. Canada will not compensate the Offeror for the costs of these removable media/memory materials. At the conclusion of the Standing Offer, the Offeror must sanitize (overwrite data and/or degauss) all other media/memory employed in performing services on 'Stream 1: Protected B Level' evidence (including computer hard drives and memory, network server hard drives and memory, etc.) in accordance with procedures approved by Canada, and certify the sanitization. If the Offeror is unable to sanitize the media to Canada's satisfaction, the Offeror must provide the media/memory to Justice Canada for destruction. The Offeror must immediately provide memory/media employed in performing services on 'Stream 2: Secret Level' evidence to Justice Canada for destruction. If any memory/media becomes defective during the course of the Standing Offer, the Offeror must immediately provide it to Justice Canada for destruction; the same applies to media/memory contained in any computers, servers, or other equipment employed in performing services that the Offeror chooses to sell or dispose of for any other reason. Canada will not compensate the Offeror for media/memory sanitization or the costs of media/memory materials.
- A5.03-9 Canada reserves the right to inspect any equipment/media/memory that the Offeror has certified as being sanitized.
- A5.03-10 The Offeror must ensure that 'Stream 1: Protected B Level' information does not remain on the media/memory (including hard drives, removable discs) of computers/equipment that are removed from the Offeror's premises (or onsite service delivery location designated by Justice Canada) for maintenance or other uses. The Offeror must provide any and all media/memory used in conjunction with 'Stream 2: Secret Level' information to Justice Canada for destruction per the principles outlined in A5.03-8.
- A5.03-11 The Offeror must label all removable media/memory and removed computer/server/equipment media/memory must be clearly labelled with the appropriate security classification level (e.g. Protected B, Secret).
- A5.03-12 Data security management costs must be built into the rates for the requested services as specified in the Annex B Basis of Payment.

A6 Part 6 – Reactivation

- A6.01-01 **Reactivation:** documents may come to the Offeror in batches at irregular intervals, possibly extending the processing timeframe beyond what was originally anticipated in the initial PDS and call-up. When reactivation occurs, a new call-up will be issued.
- (1) Justice Canada requires that the Offeror be able to re-activate a project in cases where the irregular interval has not been exceeded.
 - (2) For the purposes of this Standing Offer, an irregular interval is defined as a period of no less than six (6) months and no more than twelve (12) months of inactivity.
 - (3) For the purposes of the Standing Offer a charge for re-activation only applies after six (6) months of inactivity has occurred.
 - (4) For the purposes of the Standing Offer when a reactivation occurs the offeror cannot charge for Project Design Specifications.

A7 Part 7 – Monitoring Conflicts of Interest

7.01 Conflicts of Interest

- A7.01-1 The Offeror must identify and advise of any conflict of interest prior to the issuance of a call-up.
- A7.01-2 The Offeror must identify and monitor conflicts of interest and steps taken if a conflict is identified at any point during the period of the call-up and inform Justice Canada immediately of any potential conflict of interest.
- A7.01-3 The Offeror must provide Justice Canada with a copy of their Corporate Conflict of Interest policy.

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ANNEX "B" BASIS OF PAYMENT

Offerors must provide pricing in the format specified herein.

Failure to price one of the components in the specified format will render an Offer non-responsive.

If pricing is not provided for a component, a price of ZERO will be assigned for the component and the Offeror will be given an opportunity to agree with the zero amount. If the Offeror agrees with the zero amount, the Basis of Payment will be considered compliant. If the Offeror does not agree with the zero amount, the bid will be found non-compliant and no further evaluation will be performed.

Offerors are required to submit firm, all inclusive rates and prices as detailed below, FOB destination, GST/HST extra if applicable.

Prices and rates include all operations and materials for the services specified in Annex "A" (Statement of Work) including but not limited to all operations and materials required for the capture, imaging, coding and creation of final export masters (e.g. CD/DVD) of the converted records to the import format and Justice Canada standards, all shredding, all storage of physical records, document management, document reintegration, and materials to ready all fully converted records and final materials for shipping to the specified destination address. Prices also include all expenses normally incurred in providing the services (e.g. project office space, hardware/software and any modifications required to comply with technical requirements of data management and preparation of exports compliant with Justice Canada data standards, word processing, reports, photocopying, courier, telephone charges, and the like). Costs of quality assurance and error correction are to be included in the prices and rates for individual services. Project management costs (workflow management, supervision, and reporting) are separate line items and must not be built into the prices and rates for the services.

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM AND RETURN IT ON DISKETTE OR CD ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B FINANCIAL PROPOSAL WITH THEIR PROPOSAL

OFFERORS MUST ALSO INCLUDE A PRINTED COPY OF THE ELECTRONIC FORM WITH THEIR OFFER. THE PRINTED COPY MUST BE SIGNED BY AN AUTHORIZED OFFICER.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

The quantities for evaluation included in the pricing grid of the Annex B - Financial Proposal - Proposed Basis of Payment are for evaluation purposes only and are not a guarantee of the actual number of documents to be produced and shipped, nor are they intended to reflect any expectations on behalf of the Government of Canada.

Weighting factors shown in the pricing grids are estimates for evaluation purposes only and are not a guarantee of the actual number of documents produced or intended to reflect any expectations on behalf of the Government of Canada. All inclusive rates and prices submitted will be multiplied by the weighting factor to obtain the price for evaluation.

Travel and Living Expenses

The Offeror will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Treasury Board Travel Directive (<http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/>), and with the other provisions of the directive referring to travelers, rather than those referring to employees.

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All payments are subject to government audit.

All travel must have prior authorization of the Project Authority.

Shipping

Shipping costs incurred in the performance of the work will be paid at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. Courier and postage charges are to be prepaid by the Offeror and charged and shown as a separate item on the invoice.

ANNEX "C"

EVALUATION GRID FOR REQUEST FOR STANDING OFFER

OFFERORS MUST SUBMIT THEIR REQUEST FOR THE QUALITY ASSURANCE TEST SETS IN WRITING TO THE STANDING OFFER AUTHORITY IDENTIFIED ON PAGE 1 OF THIS RFSO.

MANDATORY AND RATED REQUIREMENTS

Offerors are to fill out the table below and resubmit it with the proposal.

Offerors are to fill out on which page(s) of your proposal, the evaluation team will find the responses to the mandatory and rated requirements

Company's PWGSC CISD security number	
Proposal requirement	Page number where to find the answer in your proposal
Mandatory requirement M.1	
Mandatory requirement M.2	
Mandatory requirement M.3	
Rated requirement Test Set:	
T.1 - HCR Quality Assurance Test Set	Media File
T.2 - ESI Quality Assurance Test Set	Media File
T.3 - Full-text Quality Assurance Test Set	Media File
Rated requirements:	Page number where to find the answer in your proposal
R1 HCR Conversion Services	
R2 ESI Conversion Services	
R3 Full-text Content and Transcription	
R4 Coding Services	
R5 Audio/Video Digitization Services	
R6 Full-text Content Comparison Services	
R7 Onsite Service Delivery	
R8 Electronic Publishing Services	
R9 Project Management & Quality Assurance	
R10 Conflict of Interest Management	

MANDATORY EVALUATION CRITERIA

Offerors **MUST** meet all the mandatory requirements of the RFP. No further consideration will be given to Offerors not meeting all the mandatory criteria.

To meet the requirement described herein, the experience of the Offeror must be work for which the Offeror was under contract to external clients. During the evaluation, no corporate experience gained through internal clients will be accepted or reviewed. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Offeror.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

POINT RATED CRITERIA - SUMMARY TABLE

POINT RATED CRITERIA – Technical Test	Maximum Points	SCORE ACHIEVED
T1 HCR Quality Assurance Test Set	9	
T2 ESI Quality Assurance Test Set	24	
T3 Full-text Quality Assurance Test Set	4	
Minimum required points = 33		Total Points /35

POINT RATED CRITERIA	Maximum Points	MINIMUM POINTS	SCORE ACHIEVED
R1 HCR Conversion Services	80	60	
R2 ESI Conversion Services	72	56	
R3 Full-text Content and Transcription	20	6	
R4 Coding Services	56	42	
R5 Audio/Video Digitization Services	24	12	
R6 Full-text Content Comparison Services	24	12	
R7 Onsite Service Delivery	12	8	
R8 Electronic Publishing Services	100	45	
R9 Project Management & Quality Assurance	60	45	
R10 Conflict of Interest Management	20	15	
Minimum required points			Total Points /420

MANDATORY REQUIREMENTS

		Compliant Yes	NOT Compliant
M.1	CORPORATE EXPERIENCE		
M.1.a	<p>The Offeror must demonstrate that it has been contractually bound to an external client or to external clients (outside of the Offeror's own company) for three (3) contracts to provide the services described in the Statement of Work. These three (3) contracts must have been started or completed after April 2013. When combined, these three (3) contracts must, at a minimum, include all of the following services (M.1.a - M.1.c):</p> <p>Conversion of Hard Copy Records The Offer must provide the following information for a project of at least 50,000 hard copy pages:</p> <ul style="list-style-type: none"> (a) The start date and duration of the project (i.e. 1 month or 12 months etc.); (b) The number of documents and pages prepared and imaged (c) The contact information of the client; 		

<p>M.1.b</p>	<p>Conversion of Hard Copy Records and Objective Coding The Offer must provide the following information for a project of at least 25,000 hard copy records::</p> <p>(a) The start date and duration of the project (i.e. 1 month or 12 months etc.) Example (example: start date July 2013 or end date April 10, 2015;</p> <p>(b) The number of documents prepared, imaged and coded.</p> <p>(c) The contact information of the client;</p>		
<p>M.1.c</p>	<p>Conversion of Electronically Stored Information The Offer must provide the following information for a project:</p> <p>(a) The start date and duration of the project (i.e. 1 month or 12 months etc.) Example (example: start date July 2013 or end date April 10, 2015;</p> <p>(b) The data size ingested and processed</p> <p>The contact information of the client;</p> <p>Response Format:</p> <p>For each of the three (3) contracts the Bidder must provide the following information:</p> <ul style="list-style-type: none"> • As applicable to the contract, a description of the required services (M.1.a, M.1.b, or M.1.c, provided to the client(s) as specified to meet M.1; • The start date and/or end date of the Contract for which the services were provided; (example: start date July 2013 or end date April 10, 2015 or July 2009 to present); • Volume processed; • The Offeror must identify any activities undertaken by sub-contractors and/or joint venture partners; • The client information for the Contract. 		
<p>M.1.d</p>	<p>PRODUCTION CAPABILITY The Offeror must:</p> <p>M.2.1 Provide a written confirmation that they can image at a minimum 10,000 hard copy pages in a day.</p> <p>M.2.2 Provide a written confirmation that they can ingest and process a minimum of 500GB a day</p> <p>.</p>		
<p>M.2</p>	<p>The Offeror must identify at least two Project Managers to be assigned to manage the work. The designated Project Managers must each have a minimum of three (3) years' experience (obtained</p>		

	<p>in the last five years prior to the closing date of this RFSO) in the delivery of litigation support services being offered (document preparation, imaging, and coding as specified in Annex "A" Statement of Work).</p> <p>Response Format:</p> <p>For each of the two (2) Project Managers the Offeror must provide the following information:</p> <p>(a) The contact information of the Project Manager;</p> <p>(b) Description of the project(s) in which the Project Manager obtained the required experience. At least three projects must be listed.</p> <p>(c) A description of the work performed by the Project Manager as a part of the project and the experience obtained to meet the M.3. ;</p> <p>(d) The specific period during which the relevant experience to meet the M.3 mandatory criterion was obtained for each project, including month and year (e.g. December 1997 - June 1999). The experience must have been obtained after January 2014</p>		
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POINT RATED CRITERIA

Only those proposals that first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the Technical Evaluation.

To be considered responsive, a proposal must obtain a minimum passing mark of 75% overall for the point rated criteria of the Technical Evaluation. Proposals scoring less than 75% overall for the point rated criteria of the Technical Evaluation will not be given further consideration.

Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team.

Assessment of proposals will be based solely on the information in the Proposal. Canada may seek further information or clarification from the bidder.

The points allocated for selected criteria will be multiplied by the specified weighting factor (w.f.).

Technical Evaluation: Quality Assurance Test Sets

To be considered responsive, an offer must obtain the minimum passing mark for each of the Quality Assurance Test Sets criteria (T1.01, T1.02, T2.01, T2.02, and T3.01) to be considered responsive. Offers scoring less than the minimum passing mark specified for each of the Quality Assurance Test Sets criteria will not be given further consideration.

The following Test Set criteria will be evaluated:

- T1 HCR Quality Assurance Test Set**
- Maximum points available: 9 (T1.01 + T1.02)
- Minimum Passing Mark for T1.01: 5 points out of 5 points (100%)
- Minimum Passing Mark for T1.02: 3 points out of 4 points (75%)

OFFERORS MUST SUBMIT THEIR REQUEST FOR THE TEST HCR DATA SET IN WRITING TO THE STANDING OFFER AUTHORITY IDENTIFIED ON PAGE 1 OF THIS RFSO.

T1.01 Unitize, Level, Number, and Image HCR Test Set

Offerors are to produce and submit with their offer a data set of converted HCR for import into Ringtail® according to the specifications included in Annex "D" and Annex "E" of this RFSO and the RFSO test instructions below (in cases where there is a discrepancy between the two, the RFSO test instructions for T1 take precedent over the default specifications in Annex "D" and Annex "E").

Offerors must follow the instructions provided. Offerors are being evaluated on their ability to produce an error free import file for Ringtail®, ability to structure data relationships, and their ability to image records. Offerors are not being evaluated on the Annex "A" (Statement of Work) for this test set and are to follow the instructions detailed below.

The test set is comprised of 40 paper documents. Field information must comply with the Ringtail® standard in the format of a 'Ringtail Export.mdb' as documented in the Ringtail® Import and Export Data Standards manual, which is accessible at

<https://static.ringtail.com/ringtail/graphics/documentation/ringtail-9.5/Ringtail%209.5%20-%20Import%20and%20Export%20Data%20Standards.pdf>. The 'Ringtail Export.mdb' must import into Ringtail® with no errors.

Offerors must perform the following functions:

- (1) Scan the documents at 300 DPI (standard) TIFF format, CCITT Group 4, Black and White. Do not use colour imaging or other image formats. Images must not exceed the size thresholds set out in section D1.02-1 of Annex "D".
- (2) Generate the appropriate level information based on the two (2) bundles of documents. Each bundle is identified with a Source Information Form that inventories the bundles of documents. For this test set, the Source Information Forms are not to be scanned as they simply serve to guide the creation of the Level information (e.g. CAN.CRA.HCR.0001).
- (3) The Level information is to be combined with the image TIFF name to create a unique Document_ID. The Document_ID is comprised of the image tag and the Level information as described above (e.g. CAN.CRA.HCR.0001.0001).
- (4) Capture information relating to Source/Attachment relationships using the existing break sheets that separate the 40 documents. Yellow break sheets indicate source documents and Green break sheets indicate documents attached to the preceding source document (there are no sub-attachment/grandchild relationships to capture). The break sheets simply serve to guide the creation of Source/Attachment relationship information and are not to be scanned.
- (5) Create the 'Ringtail Export.mdb' import file for the HCR test set as outlined in the Ringtail® Data Standards manual, including the field information generated for the T1.02 Code HCR Test Set evaluation.

T1.01 Unitize, Level, Number, and Image HCR Test Set	
A. Assessment of Criteria - Import data file must import successfully:	
Data did not import success OR the data is incomplete.	Successful import of data with no intervention/manipulation from Justice Canada required.
0 Points	1 Point
B. Assessment of Criteria - Level Information & Document_IDs:	
Level information and Document_IDs must be correctly identified and imported into the database structure. Each database record will have its own level information and Document_ID. 100% of records must import with no errors in the Levels or Document_ID information.	
No level information	Clean results with no errors.

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OR no Document_IDs OR errors found in the level information or Document_IDs 0 Points	1 Point
C. Assessment of Criteria - Imaging (TIFFS):	
No imaging or no imaging information OR errors found in the imaging formats or imaging information. 0 Points	Clean results with no errors. 1 Point
D. Assessment of Criteria - Accuracy of source/attachment relationship capture:	
No source/attachment relationships OR errors found in the source/attachment relationships information. 0 Points	Clean results with no errors. 1 Point
E. Assessment of Criteria - Accuracy of Ringtail export.mdb tables and field names/types: All "Ringtail export.mdb" tables must be present and structured per Ringtail® data standards, with all field names/types properly named/defined and all field values properly aligned in accordance with the T1 Quality Assurance Test Set instructions	
Errors in field definition information OR misalignment of field information OR missing field definition information. 0 Points	Clean results with no errors. 1 Point
T1.01 Points Allocated _____ / 5	
Criterion for an established minimum acceptable response is 100%. T1.01 TOTAL POINTS OBTAINED: /5	

T1.02 Code HCR Test Set

Offerors are to produce and submit with their offer coding for the HCR Test Set generated for T1.01. The coding is to be included in the 'Ringtail export.mdb' file created for the T1.01 technical evaluation. Offerors are to follow the RFSO test instructions below (in cases where there is a discrepancy between the test instructions and default specifications in Annex "D" and Annex "E", the RFSO test instructions take precedent).

Offerors must follow the instructions provided. Offerors are being evaluated on their ability to code records - Offerors are not being evaluated on the Annex "A" (Statement of Work) for this test set and are to follow the instructions detailed below.

Offerors must perform the following functions:

- (1) Code the documents within the parameters detailed in the following table:

Field	Type	Description /Instructions
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Document_Date	Date (1:1)	<p>(i) Capture the date the document was written created or signed. Documents that contain a full date or partial date should be coded in the DD-MMM-YYYY format (e.g. 4-Dec-1993).</p> <p>(ii) Field should be left blank for undated documents.</p> <p>(iii) Partial dates:</p> <ul style="list-style-type: none"> • When partial dates are coded, enter a 'Yes' value in the Estimated field. • January is the default MMM value when no month exists. • '1' is the default DD value when no day exists. • '1800' is the default YYYY value when no year exists. <p>(iv) Examples of partial dates:</p> <ul style="list-style-type: none"> • Year but no month or day: 1-Jan-2000 (+ Estimated) • Year and day but no month: 24-Jan-1999 (+ Estimated) • Month and day but no year: 15-Mar-1800 (+ Estimated)
Estimated	Boolean (1:1)	Indicate 'Yes' if the Document_Date value is based on a partial date. Indicate 'No' if the Document_Date value is based on a complete date found in the document.
Document_Type	Pick List (1:1)	<p>Exercise good judgment in classifying the document against the following list of document types:</p> <ul style="list-style-type: none"> • Action Request: Usually titled as such; it is a standard government form that is ¼ the size of standard letter paper (telephone message pad size). • Agenda /Minutes /Record of Decision: usually titled as such. Includes an outline of meeting, seminar, or conference events that are scheduled to take place. May be handwritten. Can be a detailed record of the discussions or decisions that take place at a meeting, conference, etc. Can also include meeting notes. • Alert /Warning: all alerts such as medical alerts, safety alerts, important alerts, etc. • Chronology: an outline of a time-line or describes historically important dates. Will usually be in chronological order. • Email: an e-mail communication. If there is a string of emails in the same document, code from the first message at the top of the page. • Facsimile: the cover sheet for a fax transmission; this type also includes the transmittal confirmation sheet. • Form: any fill in the blanks type of form. • Guidelines /Regulations: usually titled as such, identifying guidelines, policies or regulations to follow. • Journal /Publication: publically available material like newsletters, newspaper articles, pamphlets, general interest notices, scientific studies, research,

		<p>or articles published in science-based journals, etc.</p> <ul style="list-style-type: none"> • Letter: usually has an address block and a signature line. • List: any list of items, places, things, etc. which does not easily fit into another category. • Memorandum: any memo from one party to another. Format usually includes "To", "From", and "Re:" Usually titled as Memo or memorandum. • Memorandum of Understanding: titled as such. • Report: usually has a formal title and an indication of the author, normally consisting of a compilation of findings or events. May have in informal format. • Transcript: verbatim report of hearings, legal proceedings, audio clips, video clips, etc.
Title	Text (1:1)	<p>Capture the verbatim title, subject and/or reference line of the document.</p> <ul style="list-style-type: none"> • Do not add a title where one does not exist. Leave the field blank if no title. • Has a maximum of 255 characters. • If there is an illegible word in the title enter the word illegible in square brackets (e.g. Report on [Illegible] statistics). • A space hyphen space (-) is used to represent a new line (e.g. If the text "Report on Coding" and "Weekly breakdown of batch statistics" are on two separate lines, it is coded as "Report on Coding – Weekly breakdown of batch statistics").
Persons & Organisations - CC	Text (1:M)	<p>Capture name(s) of persons/organisations CC'd on the document. See also 'general requirements' note at the end of this table.</p>
Persons & Organisations - From	Text (1:M)	<p>Capture name(s) of persons/organisations authoring the document. See also 'general requirements' note at the end of this table.</p>
Persons & Organisations - To	Text (1:M)	<p>Capture name(s) of persons/organisations receiving the document. See also 'general requirements' note at the end of this table.</p>
Persons & Organisations - general requirements for all correspondence types		<ul style="list-style-type: none"> · Persons are to be captured in the 'Last name, First Name I. (initial)' format. Examples: "Doe, John M." or "Jones, D." · Do not include job or position titles associated with persons (e.g. Deputy Director). · Organisations are to be captured verbatim except for Government departments that must be spelled out – no abbreviations (e.g. 'Dept' is to be 'Department'). If 'Incorporated' is spelled out in a company name, it is not to be abbreviated. · Do not include directorate, sub-directorate, or division information associated with organisations (e.g. Information Management Branch). · When facing multiple values for a correspondence type (e.g. CC) for the same record, capture all of the appropriate information. · Demonstrated example of coding captured from a record's signature line:

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N° de la modif - Amd. No.
File No. - N° du dossier
cw011. 19217-180065

Id de l'acheteur - Buyer ID
cw011
N° CCC / CCC No./ N° VME - FMS

	Bob Smith President Research and Development Jones and Smith Candy Company 987 Somewhere Ave, Suite 123 Overhill, ON K2N 1B8 'Person - From': Smith, Bob 'Organisation - From': Jones and Smith Candy Company
--	--

(2) Ensure that field information is included in the 'Ringtail export.mdb' file generated for the T1.01 technical evaluation.

T1.02 Code HCR Test Set

A. Assessment of Criteria - Accuracy of coded field data:

The coded data fields related to each database record will be assessed individually for the complete accuracy. Dates, titles, and name spellings should be accurate, document types should match documents. Persons and organisations related to the documents (To, From, CC) should be captured per the stated format. Coding must meet the requirement set out in the test instructions for T1.02 HCR Code Test Set.

No coding information.	0% accuracy and up to 49% accuracy (21 or more database records with incorrect field data).	50% accuracy and up to 89% accuracy (between 5 to 20 database records with incorrect field data).	90% accuracy and up to 94% accuracy (only 3 or 4 database records with incorrect field data).	95% accuracy or greater (no more than 2 database records with incorrect field data).
0 Points	1 Point	2 Points	3 Points	4 Points

T1.02 Points Allocated ____ / 4

Criterion for an established minimum acceptable response is 75%.

T1.02 TOTAL POINTS OBTAINED: /4

**T1 HCR Quality Assurance Test Set
EVALUATED TOTAL POINTS:**

T1.01: ____ /5

T1.02: ____ /4

T2 ESI Quality Assurance Test Set

Maximum points available: 22 (T2.01 + T2.02)

Minimum Passing Mark for T2.01: 6 points out of 6 points (100%)

Minimum Passing Mark for T2.02: 12 points out of 16 points (75%)

OFFERORS MUST SUBMIT THEIR REQUEST FOR THE TEST ESI DATA SET IN WRITING TO THE STANDING OFFER AUTHORITY.

T2.01 Process ESI Test Set

Offerors are to produce and submit with their offer a data set of processed ESI for import into Ringtail® according to the specifications included in Annex "D" and Annex "E" of this RFSO and the RFSO test

instructions below (in cases where there is a discrepancy between the two, the RFSO test instructions take precedent over the default specifications in Annex "D" and Annex "E").

Offerors must follow the instructions provided. Offerors are being evaluated on their ability to produce an error free import file for Ringtail®, ability to structure data relationships, and their ability to process ESI - Offerors are not being evaluated on Annex "A" (Statement of Work) for this test set and are to follow the instructions detailed below.

The test set is to result in 40 ESI records. Field information must comply with the Ringtail® standard in the format of a 'Ringtail Export.mdb' as documented in the Ringtail® Data Standards manual. The 'Ringtail Export.mdb' must import into Ringtail® with no errors.

Offerors must perform the following functions:

(1) Pre-process ESI and filter out system files (.ini and .exe) and files/email created/modified before 1 June 2006, exclude these from further processing, and supply a processing/exception report (file-by-file) of all excluded files. The required file format for processing/exception reports is PDF. Extract contents from container files (e.g. .zip and .pst). Do not include actual PST (.pst) files as records within the 'Ringtail Export.mdb'; include only the extracted contents. Include both Zip (.zip) files and extracted contents as records within the 'Ringtail Export.mdb'.

(2) Generate image placeholders for encrypted files and zip files and supply a processing/exception report (file-by-file) listing all such files. The required file format for processing/exception reports is PDF.

(3) Retain Excel (.csv), JPEG (.jpg), Wave (.wav), and XML (.xml) files in native format.

(4) With the exception of Excel (.csv), JPEG (.jpg), Wave (.wav), XML (.xml), encrypted, and Zip (.zip) files, image records at 300 DPI (standard) TIFF format, CCITT Group 4, Black and White. Do not use colour imaging or other image formats. Images are not to exceed the size thresholds set out in section D1.02-1 of Annex "D".

(5) Generate the appropriate level information based on the two (2) sources of ESI. Each source is identified with a Source Information Form that inventories ESI physical media. Records are to be placed directly into the Level(s) indicated on the Source Information Forms, without any further sub-levels generated to reflect folders/mail folders present in the structure of the supplied ESI. For this test set, the Source Information Forms are not to be scanned as they simply serve to guide the creation of the Level information (e.g. CAN.CRA.ESI.WHASC.0001).

(6) For the ESI supplied as a folder of assorted native files, assign Document_IDs based on the DateModified values of the files, from oldest to most recent. Do not assign Document_IDs to files excluded as part of the first step (system files and files/email created/modified before 1 June 2006). Ensure that any Zip (.zip) files are numbered as part of the Document_ID sequence and capture Source/Attachment relationships between Zip (.zip) files and files extracted from them.

(7) For the ESI supplied in a PST (.pst) file, assign Document_IDs in accordance with the extraction of email messages based on the hierarchical, alphanumeric (A-to-Z) structure of mail folders, with the resulting sub-groups of email messages sorted by date sent (oldest to most recent). For example, email messages extracted from the root mail folder of the PST file would be the first to be assigned Document_IDs (sorted by date sent, from oldest to newest), followed by email messages extracted from the first encountered mail folder based on its place in the hierarchy and its alphanumeric name (e.g. if a root mail folder 'A' has two sub-folders, 'Apples' and 'Oranges', the contents of folder 'A' would be numbered first, followed by the contents of folder 'Apples', followed by the contents of folder 'Oranges'). Do not assign Document_IDs to files excluded as part of the first step (system files and files/email created/modified before 1 June

2006). Capture information relating to Source/Attachment relationships between email messages and their attachments.

(8) To generate the actual Document_IDs, use the Level information followed by a Doc# value that increments document-by-document within the level. Doc# values start at one ('1') in every level and must be zero-filled to four digits.

(9) Create the 'Ringtail Export.mdb' import file for the ESI test set as outlined in the Ringtail® Import and Export Data Standards manual, including extracted and aligned metadata field information generated for the R2.02 ESI Metadata Alignment Test Set evaluation.

T2.01 Process ESI Test Set	
A. Assessment of Criteria - Import data file must import successfully:	
Data did not import success OR the data is incomplete. 0 Points	Successful import of data with no intervention/manipulation from Justice Canada required. 1 Point
B. Assessment of Criteria - Accurate pre-processing of ESI: ESI system files (.ini, and .exe) and files/email created before 1 June 2006 must not be present in the import data and must be listed (file-by-file) in a supplied processing/exception report. Image placeholders must be generated for all encrypted files and zip files, and all such files must be listed (file-by-file) in a supplied processing/exception report.	
Designated files (system files and files/emails created before 1 June 2006) are present in the import data OR image placeholders for encrypted files/zip files have not been generated OR processing/exception reports are missing or incomplete OR incomplete information. 0 Points	Clean results with no errors. 1 Point
C. Assessment of Criteria - Level information & Document_IDs: Level information and Document_IDs must be correctly identified and imported into the database structure. Each database record will have its own level information and Document_ID. 100% of records must import with no errors in the Levels or Document_ID information.	
No level information Or no Document_IDs OR errors found in the level information or Document_IDs. 0 Points	Clean results with no errors. 1 Point
D. Assessment of Criteria - Imaging (TIFFs) & native-file retention: Excel (.csv) files must be retained in native format and all other files must be imaged in accordance with the ESI test set instructions.	
No imaging or no imaging information OR Excel (.csv) files not retained in native file format OR errors found in the imaging/native formats or imaging/file information. 0 Points	Clean results with no errors. 1 Point

E. Assessment of Criteria - Accuracy of source/attachment relationship capture: Source/Attachment relationships between email messages and their attachments must be properly captured	
No source/attachment relationships OR errors found in the source/attachment relationships information. 0 Points	Clean results with no errors. 1 Point
F. Assessment of Criteria - Accuracy of Ringtail export.mdb tables and field names/types: All 'Ringtail export.mdb' tables must be present and structured per Ringtail® data standards, with all field names/types properly named/defined and all field values properly aligned in accordance with the R2 ESI Quality Assurance Test Set instructions.	
Errors in field definition information OR misalignment of field information OR missing field definition information. 0 Points	Clean results with no errors. 1 Point
T2.01 Points Allocated _____ / 6	
Criterion for an established minimum acceptable response is 100%. T2.01 TOTAL POINTS OBTAINED: /6	

T2.02 ESI Metadata Extraction, RecordType Capture, Batch Coding, and Normalization

Offerors are to produce and submit with their offer additional field information and coding for the ESI Test Set generated for T2.01. The field information is to be included in the 'Ringtail export.mdb' file created for the T2.01 technical evaluation. Offerors are to follow the RFSO test instructions below (in cases where there is a discrepancy between the test instructions and default specifications in Annex "D" and Annex "E", the RFSO test instructions take precedent).

Offerors are to follow the instructions provided. Offerors are being evaluated on their ability extract metadata, batch code, and normalize field information - Offerors are not being evaluated on the Annex "A" (Statement of Work) for this test set and are to follow the instructions detailed below. These instructions are to only be performed on ESI ultimately included in the 'Ringtail export.mdb' file generated for T2.01.

Objective coding is not to be performed on the ESI Test Set.

Offerors are to perform the following functions:

- (1) Capture, extract, and align select file metadata within the parameters detailed in the following table. For dates/times, capture the date/time reflecting the time zone indicated in the metadata (e.g. if an email message's sent time zone is +0100 and received time zone is -0400, leave the dates/times as-is and capture/indicate the respective time zone information if required by the field instructions):

Field	Type	Description /Instructions
Document _Date	Date (1:1)	(1) For non-email, capture DateModified metadata in DD-MMM-YYYY format (without

		timestamp). (2) For email, capture DateReceived metadata in DD-MMM- YYYY format (without timestamp).
Estimated	Boolean (1:1)	(1) For non-email, indicate 'Yes'. (2) For email, indicate 'No'.
Document_Type	Pick List (1:1)	(1) For non-email, indicate 'Electronic File (xxxxx)', where 'xxxxx' indicates the type of file format. For example: 'Electronic File (MS PowerPoint)'. (2) For email, indicate 'Email message'.
Title	Text (1:1)	(1) For non-email, capture FileName metadata with extension (e.g. report.doc). (2) For email, capture the ThreadTopic (subject line) from metadata.
Persons & Organisations - CC	Text (1:M)	(1) For non-email, not applicable. (2) For email, capture email aliases/addresses CC'd on the email message (when an email friendly name is in 'First Last' format, ensure that it is captured in 'Last, First' format (e.g. "John Doe <john.doe@mail.com>") would become "Doe, John <john.doe@mail.com>"). Based on email address information, make best efforts to categorize information as being related to 'Persons' or 'Organisations'.
Persons & Organisations - From	Text (1:M)	(1) For non-email, not applicable. (2) For email, capture email alias/address sending the email message (when an email friendly name is in 'First Last' format, ensure that it is captured in 'Last, First' format (e.g. "John Doe <john.doe@mail.com>") would become "Doe, John <john.doe@mail.com>").

		Based on email address information, make best efforts to categorize information as being related to 'Persons' or 'Organisations'.
Persons & Organisations - To	Text (1:M)	(1) For non-email, not applicable. (2) For email, capture email aliases/addresses receiving the email message (when an email friendly name is in 'First Last' format, ensure that it is captured in 'Last, First' format (e.g. "John Doe <john.doe@mail.com>" would become "Doe, John <john.doe@mail.com>"). Based on email address information, make best efforts to categorize information as being related to 'Persons' or 'Organisations'.
xESI DateCreated	Text (1:1)	(1) For non-email, capture date/time the native file was created in YYYY-MM-DD_HH:MM:SS (+/-XXXX) format. (2) For email, not applicable.
xESI EMAIL_ DateReceived	Text (1:1)	(1) For non-email, not applicable. (2) For email, capture date/time message was received in YYYY-MM-DD_HH:MM:SS (+/-XXXX) format.
xESI EMAIL_ DateSent	Text (1:1)	(1) For non-email, not applicable. (2) For email, capture date/time message was sent in YYYY-MM-DD_HH:MM:SS (+/-XXXX) format.
xESI EMAIL_ MessageID	Text (1:1)	(1) For non-email, not applicable. (2) For email, capture Message-ID of message.
xESI EMAIL_ ThreadTopic	Text (1:1)	(1) For non-email, not applicable. (2) For email, capture ThreadTopic (subject line) of message.

xESI FileName	Text (1:1)	Capture FileName of the native file (e.g. notice.msg).
xESI Folder	Text (1:1)	<p>(1) For non-email, capture relative location/file path of the native file in the context of the physical media from which it is extracted (e.g. \reports).</p> <p>(2) For email messages, capture the full relative location (source .pst file and mail folders) from which the email is extracted (e.g. jdoe.pst\Active\Sunrise project).</p> <p>(3) For email attachments, capture the full relative location (source .pst file, mail folders, and source email message) from which the attachment is extracted (e.g. jdoe.pst\Active\Sunrise project\Re: deadline.msg).</p>

(2) Capture the appropriate value for the 'xInfo Record Type' field in accordance with the following table:

Field	Type	Description /Instructions
xInfo RecordType	Pick list (1:1)	<p>Based on the type of file and its processing treatment (imaging, native file retention, image placeholder), code the appropriate value:</p> <p>(1) For non-email files, indicate 'ESI (eDOC) – Imaged', 'ESI (eDOC) – Native file', or 'ESI (eDOC) – Placeholder'.</p> <p>(2) For email messages, indicate 'ESI (EML_MSG) – Imaged', 'ESI (EML_MSG) – Native file', or 'ESI (EML_MSG) – Placeholder'.</p> <p>(3) For email attachments, indicate 'ESI (EML_ATT) – Imaged', 'ESI (EML_ATT) – Native file', or 'ESI (EML_ATT) – Placeholder'.</p>

(3) Batch code the following fields from information provided on the Source Information Forms in accordance with the following table:

Field	Type	Description /Instructions
xInfo Batch ID	Text (1:1)	Batch code the 'Batch ID' value found on the Source Information Form for all records sourced by the same form.
xInfo Bundle ID	Text (1:1)	Batch code the 'Bundle ID' value found on the Source Information Form for all records sourced by the same form.

(4) Normalize select Person/Organisation values within the parameters detailed in the following table:

Field	Type	Description /Instructions
'Swammond@justice.gc.ca' 'scott.whamond@justicve.gc.ca'	Text	Person = Whamond, Scott Organisation = Department of Justice Canada
'ncr_isc@justice.gc.ca' * NCR Litigation Support Centre	Text	Organisation = Department of Justice Canada – NCR Litigation Support Centre

T2.02 ESI Metadata Extraction, RecordType Capture, Batch Coding, and Normalization

A. Assessment of Criteria - Accuracy of metadata field value extraction:

The extracted metadata field values related to each database record will be assessed individually for complete accuracy. Dates/times must be captured per the stated format. Persons and organisations related to email (To, From, CC) must be captured per the stated format. Field values must meet the requirements set out in the test instructions for T2.02 ESI Test Set.

No metadata field value information.	0% accuracy and up to 49% accuracy (21 or more database records with incorrect metadata field values).	50% accuracy and up to 89% accuracy (between 5 to 20 database records with incorrect metadata field values).	90% accuracy and up to 94% accuracy (only 3 or 4 database records with incorrect metadata field values).	95% accuracy or greater (no more than 2 database records with incorrect metadata field values).
0 Points	1 Point	2 Points	3 Points	4 Points

B. Assessment of Criteria - Accuracy of RecordType capture:

'xInfo RecordType' values related to each database record will be assessed individually for accuracy. Values must be captured per the stated format.

No "xInfo RecordType" information.	0% accuracy and up to 49% accuracy (21 or more database records with incorrect "xInfo RecordType"	50% accuracy and up to 89% accuracy (between 5 to 20 database records with incorrect "xInfo RecordType"	90% accuracy and up to 94% accuracy (only 3 or 4 database records with incorrect "xInfo RecordType"	95% accuracy or greater (no more than 2 database records with incorrect "xInfo RecordType"
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N° de la modif - Amd. No.
File No. - N° du dossier
cw011. 19217-180065

Id de l'acheteur - Buyer ID
cw011
N° CCC / CCC No./ N° VME - FMS

	values).	values).	values).	values).
0 Points	1 Point	2 Points	3 Points	4 Points
C. Assessment of Criteria - Accuracy of batch coding: 'xInfo Batch ID' and 'xInfo Bundle ID' values related to each database record will be assessed individually for complete accuracy. Values must be captured per the stated format.				
No batch coded information.	0% accuracy and up to 49% accuracy (21 or more database records with incorrect field data).	50% accuracy and up to 89% accuracy (between 5 to 20 database records with incorrect field data).	90% accuracy and up to 94% accuracy (only 3 or 4 database records with incorrect field data).	95% accuracy or greater (no more than 2 database records with incorrect field data).
0 Points	1 Point	2 Points	3 Points	4 Points
D. Assessment of Criteria - Accuracy of Person/Organisation normalization: Person/Organisation normalization must be applied per the stated criteria in the stated format. Each database record will be assessed individually for complete accuracy.				
No application of Person/Organisation normalization.	0% accuracy and up to 49% accuracy (21 or more database records with incorrect application of Person/Organisation normalization).	50% accuracy and up to 89% accuracy (between 5 to 20 database records with incorrect application of Person/Organisation normalization).	90% accuracy and up to 94% accuracy (only 3 or 4 database records with incorrect application of Person/Organisation normalization).	95% accuracy or greater (no more than 2 database records with incorrect application of Person/Organisation normalization).
0 Points	1 Point	2 Points	3 Points	4 Points
T2.02 Points Allocated _____ / 16				
Criterion for an established minimum acceptable response is 75%. T2.02 TOTAL POINTS OBTAINED: /16				

T2 ESI Quality Assurance Test Set EVALUATED TOTAL POINTS: T2.01: _____ /6 T2.02: _____ /16

T3 Full-Text Quality Assurance Test Set

Maximum points available: 4
Minimum Passing Mark for T3: 3 points out of 4 points (75%)

OFFERORS MUST SUBMIT THEIR REQUEST FOR THE FULL-TEXT DATA SET IN WRITING TO THE STANDING OFFER AUTHORITY.

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N° de la modif - Amd. No.
File No. - N° du dossier
cw011. 19217-180065

Id de l'acheteur - Buyer ID
cw011
N° CCC / CCC No./ N° VME - FMS

Offerors are to produce and submit with their offer a data set including full-text content files formatted for use with Ringtail® in accordance with the specifications included in Annex "D" of this RFSO and the RFSO test instructions below (in cases where there is a discrepancy between the two, the RFSO test instructions take precedent over the default specifications in Annex "D").

Offerors must follow the instructions provided. Offerors are being evaluated on their ability to generate properly formatted full-text content files for use with Ringtail® and to structure data relationships - Offerors are not being evaluated on the quality of the actual full-text OCR results (e.g. the quality and accuracy of text recognition) and are not being evaluated on Annex "A" (Statement of Work) for this test set, and are to follow the instructions detailed below.

The test set is comprised of 4 imaged documents supplied in a 'Ringtail export.mdb'. No modifications are required to the actual 'Ringtail export.mdb' itself, but Offerors are to use the supplied images (and their related data) as the basis for formatting full-text content files generated for this technical evaluation. Offerors must perform the following functions:

- (1) Generate full-text content from supplied images.
- (2) Format the full-text content files in accordance with section D2.03 of Annex "D" and integrate the full-text content files into the appropriate location within the Justice Canada-supplied image directory structure accompanying the 'Ringtail export.mdb'.

T3 Full-text Quality Assurance Test Set				
A. Assessment of Criteria - Generation, formatting and integrate of full-text content files:				
No full-text content files.	Full-text files are generated but are not properly formatted per instructions and are not properly integrated into the supplied image directory structure.	Full-text files are generated but are not properly formatted per instructions but are properly integrated into the supplied image directory structure.	Full-text content files properly formatted per instructions but not properly integrated into the supplied image directory structure.	Full-text content files properly formatted per instructions and properly integrated into the supplied image directory structure
0 Points	1 Point	2 Points	3 Points	4 Points
T3 Points Allocated _____ / 4				
Criterion for an established minimum acceptable response is 75%. T3 TOTAL POINTS OBTAINED: /4				

T3 Full-Text Quality Assurance Test Set
EVALUATED TOTAL POINTS:
T3: _____ /4

OFFERS NOT OBTAINING A PASSING MARK ON EVERY TEST SET REQUIREMENT WILL BE CONSIDERED NON-RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

PART 3 - Technical Evaluation: Point Rated Technical Criteria

To be considered responsive, an offer must obtain a minimum passing mark of 75% for each of the point rated criteria of the PART 3 -Technical Evaluation (R.1, R.2, R.4, R.7, R.8, R.9 and R.10). Offers scoring less than 75% for each of the point rated criterion (R.1, R.2, R.4, R.7, R.8, R.9 and R.10) of the PART 3 - Technical Evaluation will not be given further consideration.

To meet the requirements described herein, the experience of the Offeror must be for work that the Offeror was under contract to clients exterior to the Offeror's own corporate body. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Offeror.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

For the purpose of this evaluation, "projects of similar size and scope" is defined as projects requiring Electronic Publishing for Litigation Support including HCR and ESI conversion services as specified in Annex "A" (Statement of Work), of a minimum of 50,000 pages per project.

The following point rated technical criteria will be evaluated:

R1 HCR Conversion Services

Maximum points available: 80 (R1.01 + R1.02)

Minimum Points for R1: 60 points out of a possible 80 points (75%)

R1.01 HCR Preparation and Unitization Services

Offerors should identify and describe in detail their HCR Preparation and unitization processes and their approach to ensure the integrity of the source file(s).

R1.01 HCR Preparation and Unitization Services				
A. Assessment of Criteria - Description of the Offeror's document preparation and unitization processes and approach to ensure integrity of source files:				
No description of the Offeror's document preparation and unitization processes and approaches to ensure integrity of source files OR insufficient detail to assess the Offeror's processes and approach.	The description does not clearly demonstrate the Offeror's basic document preparation and unitization processes that are in place or does not demonstrate any controls to ensure integrity of source files. Clarification required.	The description demonstrates the Offeror's document preparation and unitization processes that are in place (paper processes using document separator pages inserted at logical breaks between documents) but does not demonstrate any processes or controls to ensure integrity of source files. Clarification required.	The description demonstrates the Offeror's document preparation and unitization processes and the process or control to ensure the integrity of source files (i.e. A sampling technique, or review process).	The description demonstrates the Offeror's document preparation and unitization processes as well as additional value-added processes to ensure the quality of the unitization and integrity of the source files.
0 Points	1 Point	2 Points	3 Points	4 Points

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cw011. 19217-180065

Id de l'acheteur - Buyer ID
cw011
N° CCC / CCC No./ N° VME - FMS

R1.01 Points Allocated _____ / 4
Criterion for an established minimum acceptable response is 75%. Total points () multiplied by weighting factor of 10 = R1.01 TOTAL POINTS OBTAINED: /40

R1.02 HCR Imaging Services

Offerors should describe in detail their HCR imaging capability as well as their approach to ensure the quality of each final image. The description should include the following information:

(A) The Offeror's imaging throughput capability in an eight (8) hour period and demonstrate that its current hardware platform can meet processing requirements and have the capability to support large scale scanning to accommodate large 48" X 48" size documents (e.g. maps) with the completion of a chart detailing the make and model of equipment, number of each and processing capabilities of each piece of equipment (volume and speed) in the following format to confirm imaging capabilities:

Key equipment /technology	Make and model of equipment and number of units	Processing capabilities of each piece of equipment (volume and speed)

(B) A detailed description of the Offeror's processes and controls to ensure the quality of each final image and how they are applied to the process.

R1.02 HCR Imaging Services				
A. Assessment of Criteria - Description of the Offeror's imaging capability and hardware platform details:				
No description provided.	The Offeror's imaging throughput capacity in an eight (8) hour shift is less than 25,000 pages and no ability to accommodate 48" x 48" size documents.	The Offeror's imaging throughput capacity in an eight (8) hour shift is greater than 25,000 pages and up to 50,000 pages and ability to accommodate 48" x 48" size documents.	The Offeror's imaging throughput capacity in an eight (8) hour shift is greater than 50,000 pages and up to 100,000 pages and ability to accommodate 48" x 48" size documents.	The Offeror's imaging throughput capacity in an eight (8) hour shift exceeds 100,000 pages and ability to accommodate 48" x 48" size documents.
0 Points	1 Point	2 Points	3 Points	4 Points
B. Assessment of Criteria - Description of the Offeror's Process and control to ensure the quality of the image:				
No description provided OR insufficient detail	The description does not clearly demonstrate the	The description demonstrates the Offeror's	The description clearly demonstrates the	The description clearly demonstrates

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to assess the Offeror's processes and controls.	Offeror's processes and controls to ensure the quality of each final image. Clarification required.	processes to ensure the quality of each final image (e.g. No sampling technique), but does not demonstrate the Offeror's controls (e.g. No sampling technique). Clarification required.	Offeror's processes and controls to ensure the quality of each final image (e.g. A sampling technique or a review process).	additional value-added processes and/or additional value-added controls to ensure the quality of each final image.
0 Points	1 Point	2 Points	3 Points	4 Points
R1.02 Points Allocated _____ / 8				
Criterion for an established minimum acceptable response is 75%. Total points () multiplied by weighting factor of 5 = R1.02 TOTAL POINTS OBTAINED: /40				

R1 HCR Imaging Services
Minimum Points for R1: 60/80 (75%)
EVALUATED TOTAL POINTS:
R1 (R1.01 + R1.02): _____ /80

R2 ESI Conversion Services

Maximum points available: 72 (R2.01 + R2.02 + R2.03 + R2.04)

Minimum Points for R2: 54 points out of a possible 72 points (75%)

R2.01 ESI Organisation and initial processing

Offerors should identify and describe in detail their ESI organisation and initial processing processes and their approach to ensure the integrity of the source file(s). The description should include the following information:

- (A) A detailed description of the Offeror's processes and systems (hardware and software) used to organize and pre-process ESI evidence (inclusive of inventory, troubleshooting problematic files, etc.), and demonstrating the defensibility of the systems and processes used;
- (B) The Offeror's ESI ingestion capability in an eight (8) hour period, measured in decompressed gigabytes processed with a chart detailing software and hardware systems employed, ingestion threshold per hour and type of distribution model in the following format to confirm ingestion thresholds:

Description of Hardware/Software and Distributive Process	Ingestion Thresholds per hour and total over eight (8) period

- (C) A description of the Offeror's capability to capture and extract ESI metadata in accordance with standards established via the EDRM XML Project (<http://edrm.net/projects/xml>);
- (D) A detailed description of the Offeror's capability and processes to handle password protected ESI, including criteria and methodology used to identify password protected ESI and related processing/exception reports;
- (E) A detailed description of the Offeror's capability and processes to handle encrypted ESI, including criteria and methodology used to identify encrypted ESI and related processing/exception reports;
- (F) A detailed description of the Offeror's capability and processes to perform deduplication and near-deduplication of ESI, including criteria and methodology used to identify duplicate and near-duplicate ESI and related processing/exception reports;
- (G) A detailed description of the Offeror's capability and processes to handle corrupt, zero-byte, and infected (viruses and/or malicious code) ESI, including criteria and methodology used to identify corrupt, zero-byte, and infected ESI and related processing/exception reports;
- (H) A detailed description of the Offeror's capability and processes to maintain record associations between ESI (e.g. an email and its attachments, an archive file and the files contained within it), including capabilities in instances where there are multiple associations of various types associated with the primary (source) files (e.g. an archive file embedded within an archive file, email with an attached email with its own attachments);
- (I) A detailed description of the Offeror's capability and processes to filter/cull/tag ESI on the basis of type/date/custodian/file path/keywords/etc., including criteria and methodology used to filter/cull/tag ESI; and
- (J) A detailed description of the Offeror's capability and processes relating to time zone handling.

R2.01 ESI Organisation and initial processing				
A. Assessment of Criteria - Generation, formatting and integrate of full-text content files:				
No description provided OR insufficient detail to assess the Offeror's processes and systems.	The description does not clearly demonstrate the Offeror's processes and systems in place for ESI initial processing or if systems and processes are defensible. Clarification required.	The description demonstrates the Offeror's processes and systems in place for ESI initial processing, but the Offeror's system and processes are not demonstrated to be defensible.	The description clearly demonstrates the Offeror's processes and systems for ESI initial processing (e.g. Full preservation of native file and metadata integrity, ability to discern ESI file types based on file content, ability to filter/cull ESI by type/date/custodian/file path/keywords, ability to fully audit processing steps), and clearly demonstrates system and processes are defensible.	The description clearly demonstrates additional value-added processes or systems for ESI initial processing, and clearly demonstrates the Offeror's systems and processes are defensible. OR The description clearly demonstrates the Offeror's processes and systems for ESI initial processing, and clearly demonstrates that the Offeror's systems and processes are defensible on multiple levels (e.g. Firewall, password protection, encryption).
0 Points	1 Point	2 Points	3 Points	4 Points
B. Assessment of Criteria - Description of the Offeror's ESI Ingestion				
No description provided of the Offeror's ESI ingestion in an eight (8) hour shift.	The Offeror's ESI ingestion in an eight (8) hour shift is less than 50 decompressed gigabytes.	The Offeror's ESI ingestion in an eight (8) hour shift is greater than 50 decompressed gigabytes and up to 100 decompressed gigabytes.	The Offeror's ESI ingestion in an eight (8) hour shift is less than 200 decompressed gigabytes and more than 100 decompressed gigabytes.	The Offeror's ESI ingestion in an eight (8) hour shift exceeds 200 decompressed gigabytes in a distributive process.
0 Points	1 Point	2 Points	3 Points	4 Points

C. Assessment of Criteria - Description of the Offeror's capability to capture and extract ESI metadata in accordance with standards established via the EDRM XML Project:				
No description provided OR insufficient detail to assess the Offeror's capability to capture and extract ESI metadata.	The description does not clearly describe the Offeror's capability to capture and extract ESI metadata in accordance with standards established via the EDRM XML Project. Clarification required.	The description demonstrates the Offeror's capability is in place to capture and extract ESI metadata but does not demonstrate that capability is in accordance with standards established via the EDRM XML Project.	The description clearly demonstrates the Offeror's capability to capture and extract ESI metadata in accordance with standards established via the EDRM XML Project (e.g. ability to capture and extract all metadata referenced in the EDRIM XML Project standards).	The description clearly demonstrates the Offeror's capability to capture and extract ESI metadata over and above standards established via the EDRM XML Project.
0 Points	1 Point	2 Points	3 Points	4 Points
D. Assessment of Criteria - Description of the Offeror's capability and processes to handle password protected ESI:				
No description provided OR insufficient detail to assess the Offeror's capability and process to handle password protected ESI.	The description does not clearly demonstrate the Offeror's capability and that processes are in place to handle password protected ESI. Clarification required.	The description demonstrates the Offeror's capability and that processes are in place to handle password protected ESI. Clarification required.	The description clearly demonstrates the Offeror's capability and the processes in place to handle password protected ESI (e.g. ability to identify and report, ability to perform password application/recovery).	In addition to all of the elements required to obtain 3 points the description clearly additional value-added processes to handle password protected ESI (e.g. a degree of ability to break password protection).
0 Points	1 Point	2 Points	3 Points	4 Points
E. Assessment of Criteria - Description of capability and processes to handle encrypted ESI:				
No description provided OR insufficient detail to assess the Offeror's capability and process to handle encrypted ESI.	The description does not clearly demonstrate the Offeror's capability and process to handle encrypted ESI. Clarification required.	The description demonstrates the Offeror's capability and process to handle encrypted ESI. Clarification required	The description clearly demonstrates the Offeror's capability and process to handle encrypted ESI (e.g. ability to identify and report, ability to replace with or reference supplied substitution files).	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes to handle encrypted ESI (e.g. a degree of ability to break encryption).

0 Points	1 Point	2 Points	3 Points	4 Points
F. Assessment of Criteria - Description of the Offeror's capability and processes to perform deduplication and near-deduplication of ESI:				
No description provided OR insufficient detail to assess the Offeror's capability and processes to perform deduplication and near-deduplication of ESI.	The description does not clearly demonstrate the Offeror's capability and processes to perform deduplication and near-deduplication of ESI. Clarification required.	The description demonstrates the Offeror's capability and processes to perform deduplication and near-deduplication of ESI. Clarification required.	The description clearly demonstrates the Offeror's capability and processes to perform deduplication and near-deduplication of ESI (e.g. ability to identify near duplicates based on email thread information, ability to deduplicate ESI within a single container, across several physical media, and/or across an entire ESI collection).	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes to perform deduplication and near-deduplication of ESI.
0 Points	1 Point	2 Points	3 Points	4 Points
G. Assessment of Criteria - Description of the Offeror's capability and processes to handle corrupt, zero-byte, and infected (viruses and/or malicious code) ESI:				
No description provided OR insufficient detail to assess the Offeror's capability and process to handle corrupt, zero-byte, and infected ESI.	The description does not clearly demonstrate the Offeror's capability and process to handle corrupt, zero-byte, and infected ESI. Clarification required.	The description demonstrates the Offeror's capability and processes to handle corrupt, zero-byte, and infected ESI. Clarification required.	The description clearly demonstrates the Offeror's capability and process to handle corrupt, zero-byte, and infected ESI (e.g. ability to identify and report, ability to replace with or reference supplied substitution files)	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes to handle corrupt, zero-byte, and infected ESI (e.g. ability to clean infected ESI without modifying metadata).
0 Points	1 Point	2 Points	3 Points	4 Points
H. Assessment of Criteria - Description of capability and processes to maintain record associations between ESI:				
No description provided OR insufficient detail to assess the Offeror's capability and processes to	The description does not clearly demonstrate the Offeror's capability and process to maintain record	The description demonstrates the Offeror's capability and process to maintain record associations	The description clearly demonstrates the Offeror's capability and process to maintain record associations between ESI (e.g. ability to capture	In addition to all of the elements required to obtain 3 points the description clearly demonstrates

maintain record associations between ESI.	associations between ESI. Clarification required.	between ESI. Clarification required.	hierarchical associations as multi-level source/attachment relationships, ability to capture associations through folder/path information).	value-added processes to maintain record associations between ESI (e.g. ability to capture distinct sub-groupings of related hierarchical associations, such that if a .zip file were to contain an email with attachment that the email would reference the .zip file as its source and that the email attachments would reference the email as their source).
0 Points	1 Point	2 Points	3 Points	4 Points
I. Assessment of Criteria - Description of the Offeror's capability and processes to filter/cull/tag ESI:				
No description provided OR insufficient detail to assess the Offeror's capability and process to filter/cull/tag ESI.	The description does not clearly demonstrate the Offeror's capability and process to filter/cull/tag ESI. Clarification required.	The description demonstrates the Offeror's capability and process to filter/cull/tag ESI. Clarification required.	The description clearly demonstrates the Offeror's capability and process to filter/cull/tag ESI (e.g. on the basis of type/date/custodian/file path/keywords/etc., to remove system files).	In addition to all of the elements required to obtain 3 points the description clearly demonstrates value-added processes to filter/cull/tag ESI (e.g. ability to apply search methodologies such as Boolean logic).
0 Points	1 Point	2 Points	3 Points	4 Points
J. Assessment of Criteria - Description of capability and processes relating to ESI time zones handling:				
No description provided OR insufficient detail to assess capability and	The description does not clearly demonstrate the Offeror's capability and	The description demonstrates the Offeror's capability and processes	The description clearly demonstrates the Offeror's capability and processes relating to ESI time zone	In addition to all of the elements required to obtain 3 points the description

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process relating to ESI time zone handling.	processes relating to ESI time zone handling. Clarification required.	relating to ESI time zone handling. Clarification required	handling (e.g. ability to capture and determine time zone information related to email transmission).	clearly demonstrates value-added processes relating to ESI time zone handling (e.g. ability to specify time zone settings for email processing, the ability to apply time zone settings against a designated container/series of native files).
0 Points	1 Point	2 Points	3 Points	4 Points
R2.01 Points Allocated ____/40				
Criterion for an established minimum acceptable response is 75%. R2.01 TOTAL POINTS OBTAINED: /40				

R2.02 ESI Imaging Services

Offerors should identify and describe in detail their ESI imaging processes as well as their approach to ensure the quality of the final images. The description should include the following information:

- (A) A detailed description of the Offeror's processes and controls to ensure the quality of the final ESI images and how they are applied to the process;
- (C) A detailed description of the Offeror's capability regarding imaging options for certain file types (e.g. slide notes in presentation files, tracked changes/revisions in word processing files);
- (D) A description of the Offeror's capability to generate image placeholders for all individual ESI files that cannot be imaged (e.g. corrupt files, encrypted files that cannot be decrypted).

R2.02 HCR Imaging Services				
A. Assessment of Criteria - Description of the Offeror's capability and processes to ensure the quality of the images:				
No description provided OR insufficient detail to assess process and controls to ensure the quality of the images.	The description does not clearly demonstrate the Offeror's processes and controls to ensure the quality of the images. Clarification required.	The description demonstrates the Offeror's processes and controls to ensure the quality of the images. Clarification required.	The description clearly demonstrates the Offeror's processes and controls to ensure the quality of the images (e.g. a sampling technique or a review process).	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes and controls to ensure the quality of the images.
0 Points	1 Point	2 Points	3 Points	4 Points

B. Assessment of Criteria - Description of the Offeror's capability regarding imaging options for certain file types:				
No description provided OR insufficient detail to assess the Offeror's capability regarding imaging options for certain files.	The description does not clearly demonstrate the Offeror's capability regarding imaging options for certain file types. Clarification required.	The description demonstrates the Offeror's capability regarding imaging options for certain file types. Clarification required.	The description clearly demonstrates the Offeror's capability regarding imaging options for certain file types. (E.g. option to include or not include slide notes in presentation files and tracked changes/revisions in word processing files during imaging process).	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added capability regarding imaging options for certain file types (e.g. ability to include or not include hidden/concealed information in a range of additional file types).
0 Points	1 Point	2 Points	3 Points	4 Points
C. Assessment of Criteria - Description of the Offeror's capability to generate image placeholders for all individual ESI files that cannot be imaged:				
No description provided OR insufficient detail to assess the Offeror's capability to generate placeholders for all individual ESI files that cannot be imaged.	The description does not clearly demonstrate the Offeror's capability to generate image placeholders for all individual ESI files that cannot be imaged. Clarification required.	The description demonstrates the Offeror's capability to generate image placeholders for all individual ESI files that cannot be imaged. Clarification required.	The description clearly demonstrates the Offeror's capability to generate image placeholders for all individual ESI files that cannot be imaged (e.g. ability to generate file-specific placeholders with standardized description explaining why the related file could not be processed/imaged).	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added capability to generate image placeholders for all individual ESI files that cannot be imaged (e.g. ability to generate file-specific placeholders with customizable description explaining why the related file could not be processed/imaged).
0 Points	1 Point	2 Points	3 Points	4 Points
R2.02 Points Allocated ____/12				

**Criterion for an established minimum acceptable response is 75%.
R2.02 TOTAL POINTS OBTAINED: /12**

R2.03 ESI Retention of Native Formats

Offerors are to identify and describe in detail their processes for retaining ESI native/near-native files as well as their approach to ensure the integrity of the final files. The description should include the following information:

- (A) A detailed description of the Offeror's processes and controls to ensure the integrity of the final ESI native/near-native files and how they are applied to the process;
- (B) A detailed description of the Offeror's capability regarding options for naming native/near-native files for export/review requirements; and
- (C) A description of the Offeror's capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format (e.g. corrupt files, encrypted files that cannot be decrypted).

R2.03 ESI Retention of Native Formats				
A. Assessment of Criteria - Description of the Offeror's processes and controls to ensure the integrity of the final native/near-native files:				
No description provided OR insufficient detail to assess process and control to ensure the integrity of the final native/near-native files. 0 Points	The description does not clearly demonstrate the Offeror's processes or control to ensure the integrity of the final native/near-native files. Clarification required. 1 Point	The description demonstrates the Offeror's processes or control to ensure the integrity of the final native/near-native files. Clarification required. 2 Points	The description clearly demonstrates the Offeror's processes or control to ensure the integrity of the final native/near-native files (e.g. a sampling technique or a review process). 3 Points	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes or controls to ensure the integrity of the final native/near-native files. 4 Points
B. Assessment of Criteria - Description of the Offeror's capability regarding options for naming native/near-native files for export/review requirements				
No description provided OR insufficient detail to assess the Offeror's capability regarding options for naming native/near-native files for export/review requirements.	The description does not clearly demonstrate the Offeror's capability regarding options for naming native/near-native files for export/review requirements. Clarification required.	The description demonstrates the Offeror's capability regarding options for naming native/near-native files for export/review requirements. Clarification required.	The description clearly demonstrates the Offeror's capability regarding options for naming native/near-native files for export/review requirements (e.g. ability to rename native file in keeping with export/review requirements without altering	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added capability regarding options for naming native/near-native files for export/review requirements (e.g. use of a validation or review process).

0 Points	1 Point	2 Points	other metadata or compromising file integrity). 3 Points	4 Points
C. Assessment of Criteria - Description of the Offeror's capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format:				
No description provided OR insufficient detail to assess the Offeror's capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format.	The description does not clearly demonstrate the Offeror's capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format. Clarification required.	The description demonstrates the Offeror's capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format. Clarification required.	The description clearly demonstrates the Offeror's capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format (e.g. ability to generate file-specific placeholders with standardized description explaining why the related file could not be processed/imaged).	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added capability to generate image placeholders for all individual ESI files that cannot be usefully retained in native/near-native format (e.g. ability to generate file-specific placeholders with customizable description explaining why the related file could not be processed/imaged).
0 Points	1 Point	2 Points	3 Points	4 Points
R2.03 Points Allocated ____/12				
Criterion for an established minimum acceptable response is 75%. R2.03 TOTAL POINTS OBTAINED: /12				

R2.04 ESI Metadata Field Alignment

Offerors should identify and describe in detail their capability and processes for capturing and aligning ESI field metadata to meet project-specific export/review requirements as well as their approach to ensure the quality of the final ESI-derived field information. The description should include the following information:

- (A) A description of the Offeror's capability to capture and align ESI field metadata to meet project-specific export/review requirements;
- (B) A description of the Offeror's processes and control to ensure the quality of the final ESI-derived field information.

R2.04 ESI Metadata Field Alignment

A. Assessment of Criteria - Description of the Offeror's capability to capture and align ESI field metadata to meet project-specific export/review requirements:

No description provided OR insufficient detail to assess the Offeror's capability to align ESI field metadata to meet project-specific export/review requirements.	The description does not clearly demonstrate the Offeror's capability to capture and align ESI field metadata to meet project-specific export/review requirements. Clarification required.	The description demonstrates the Offeror's capability to capture and align ESI field metadata to meet project-specific export/review requirements. Clarification required.	The description clearly demonstrates the Offeror's capability to capture and align ESI field metadata to meet project-specific export/review requirements (e.g. ability to match ESI metadata to defined field specifications, inclusive of specific field value formatting requirements).	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added capability to capture and align ESI field metadata to meet project-specific export/review requirements (e.g. use of a validation or review process).
0 Points	1 Point	2 Points	3 Points	4 Points

B. Assessment of Criteria - Description of the Offeror's processes and control to ensure the quality of the final ESI-derived field information:

No description provided OR insufficient detail to assess the Offeror's process and control to ensure the quality of the final ESI-derived field information.	The description does not clearly demonstrate the Offeror's process or control to ensure the quality of the final ESI-derived field information. Clarification required.	The description demonstrates the Offeror's process and control to ensure the quality of the final ESI-derived field information. Clarification required.	The description clearly demonstrates the Offeror's process and control to ensure the quality of the final ESI-derived field information (e.g. a sampling technique or a review process).	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes or additional value-added controls to ensure the quality of the final ESI-derived field information.
0 Points	1 Point	2 Points	3 Points	4 Points

R2.04 Points Allocated ____ / 8

**Criterion for an established minimum acceptable response is 75%.
R2.04 TOTAL POINTS OBTAINED: /8**

**R2 ESI Conversion Services
Minimum Points for R2: 54/72 (75%)
EVALUATED TOTAL POINTS:
R2 (R2.01 + R2.02 + R2.03 + R2.04): ____ /72**

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R3 Full-text Content and Transcription

Maximum points available: 12
Minimum Points for R3: 10 points out of a possible 12 points (50%)

R3.01 Full-text Content Generation/Extraction

Offerors should state their full-text content generation/extraction capability as well as provide a detailed description of their approach to ensure accuracy and consistency of their full-text content generation/extraction services. The description should include information on generating OCR full-text content from image HCR and extraction of full-text content from ESI. The description should include the following information:

- (A) A description of the Offeror's full-text content generation/extraction capability;
- (B) A description of the Offeror's processes and controls to ensure accuracy and consistency of full-text content generation/extraction.

R3.01 Full-text Content Generation/Extraction				
A. Assessment of Criteria - Description of the Offeror's full-text content generation/extraction capability:				
No description provided OR insufficient detail to assess the Offeror's capability to generate full-text content from imaged HCR or extract full-text content from ESI.	The description does not clearly demonstrate the Offeror's capability to generate full-text content from imaged HCR or extract full-text content from ESI. Clarification required.	The description demonstrates the Offeror's capability to generate full-text content from imaged HCR and extract full-text content from ESI. Clarification required.	The description clearly demonstrates the Offeror's capability to generate full-text content from imaged HCR and extract full-text content from ESI.	In addition to all of the elements required to obtain 3 points the description demonstrates additional value-added the Offeror's capability to generate full-text content from imaged HCR and extract full-text content from ESI (e.g. ability to identify through full-text content processing results HCR records with a lower reliability of generated full-text content).
0 Points	1 Point	2 Points / minimum 2 points	3 Points	4 Points
B. Assessment of Criteria - Description of the Offeror's processes and controls to ensure accuracy and consistency of full-text generation/extraction:				
No description provided OR insufficient detail to assess the Offeror's processes and control to ensure accuracy and consistency of full-text content	The description does not clearly demonstrate the Offeror's processes and controls to ensure the accuracy and consistency of full-text content generation/extraction.	The description demonstrates the Offeror's processes and controls to ensure the accuracy and consistency of full-text content generation/extraction (e.g. no sampling	The description clearly demonstrates the Offeror's processes and controls to ensure the accuracy and consistency of full-text content generation/extraction	In addition to all of the elements required to obtain 3 points the description clearly demonstrates additional value-added processes or additional value-added controls to

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generation/extraction. 0 Points	Clarification required. 1 Point	technique or review process). Clarification required. 2 Points / minimum 2 points	(e.g. a sampling technique or a review process). 3 Points	ensure the accuracy and consistency of full-text content generation/extraction. 4 Points
R3.01 Points Allocated _____/8				
Criterion for an established minimum acceptable response is 50%. R3.01 TOTAL POINTS OBTAINED: /8				

R3.02 Full-text Transcription

Offerors should provide a detailed description of their full-text content transcription capability. The description should include information on how the Offeror can assist in identifying candidate records for full-text transcription (e.g. handwritten records, records with distorted printed text).

R3.02 Full-text Transcription				
A. Assessment of Criteria - Description of full-text content transcription capability:				
No description provided OR insufficient detail to assess capability to perform full-text content transcription. 0 Points	Description does not clearly demonstrate capability to perform full-text content transcription. Clarification required. 1 Point	Description demonstrates capability to perform full-text content transcription. Clarification required. 2 Points	Description clearly demonstrates capability to perform full-text content transcription. 3 Points	Description clearly demonstrates additional value-added capability to perform full-text content transcription (e.g. ability to identify candidate records for full-text transcription). 4 Points
R3.02 Points Allocated _____/ 4				
Criterion for an established minimum acceptable response is 50%. R3.02 TOTAL POINTS OBTAINED: /4				

<p>R3 Full-text Content and Transcription Minimum Points for R3: 6/12 (50%) EVALUATED TOTAL POINTS: R3 (R3.01 + R3.02): _____ /12</p>
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R4 Coding Services

Maximum points available: 56

Minimum Points for R4: 42 out of a possible 56 points (75%)

Offerors should state their coding capability as well as describe in detail their approach to ensure accuracy and consistency of their coding services.

R4 Coding Services				
A. Assessment of Criteria - Description of the Offeror's coding capability:				
Document coding capability not provided.	Document coding capability in an eight (8) hour shift is less than 1000 documents.	Document coding capability in an eight (8) hour shift is greater than 1,000 documents and up to 2,500 documents.	Document coding capability in an eight (8) hour shift is greater than 5,000 documents and up to 2,500 documents.	Document coding capability in an eight (8) hour shift exceeds 5,000 documents.
0 Points	1 Point	2 Points	3 Points	4 Points
B. Assessment of Criteria - Description of process and control to ensure coding accuracy:				
No description provided OR insufficient detail to assess the process and control to ensure coding accuracy.	The description does not clearly demonstrate the Offeror's processes or controls to ensure coding accuracy and consistency. Clarification required	The description demonstrates the Offeror's processes or controls to ensure coding accuracy and consistency. Clarification requirement.	The description clearly demonstrates the Offeror's processes or controls to ensure coding accuracy and consistency (e.g. A sampling technique or a review process).	In addition to all the elements required to obtain 3 points the description demonstrates additional value-added processes or additional value-added controls to ensure coding accuracy and consistency.
0 Points	1 Point	2 Points	3 Points	4 Points
R4 Points Allocated ____/8				
Criterion for an established minimum acceptable response is 75%. Total points () multiplied by weighting factor of 7 =				

R4 Coding Services
Minimum Points for R4: 42/56 (75%)
EVALUATED TOTAL POINTS:
R4: ____ /56

R5 Audio/Video Digitization Services

Maximum points available: 24.

Minimum Points for R5: 12 out of a possible 24 points (50%)

Offerors should provide a detailed description of their audio/video conversion capabilities as well as their approach to ensure accuracy and consistency of their digitization services. The description should include the following information:

(A) The Offeror's ability to digitize audio/video to industry standard formats (e.g. WAV, MP3, WMA, etc. for audio and AVI, MOV, MPEG, etc. for video); and

(B) A detailed description of the Offeror's processes and controls to ensure the quality of the final digitized audio/video and how they are applied to the process.

R5 Audio/Video Conversion Digitization Services				
A. Assessment of Criteria - The Offeror's ability to digitize audio/video to industry standard formats (e.g. WAV, MP3, WMA, etc. for audio and QVI, MOV, MPEG, etc. for video):				
No description provided OR insufficient detail to assess the Offeror's capability to digitize audio and video.	The description does not clearly demonstrate the Offeror's capability to digitize audio AND video. Clarification required.	The description demonstrates capability to digitize audio AND video. Clarification required.	The description clearly demonstrates the Offeror's capability to digitize audio AND video into several industry standard formats.	The description clearly demonstrates the Offeror's capability to digitize audio AND video into several industry standard formats and other non-standard or emerging formats.
0 Points	1 Point	2 Points	3 Points	4 Points
B. Assessment of Criteria - Description of the Offeror's processes and controls to ensure the quality of the final digitized audio/video and how they are applied to the process:				
No description provided OR insufficient detail to assess the Offeror's processes and controls to ensure digitization accuracy.	The description does not demonstrate the Offeror's processes and controls to ensure digitization accuracy. Clarification required.	The description demonstrates the Offeror's processes and controls to ensure digitization accuracy. Clarification required.	The description clearly demonstrates the Offeror's processes and controls to ensure digitization accuracy (i.e. A sampling technique or a review process).	In addition to all the elements required to obtain 3 points the description demonstrates additional value-added processes or additional value-added controls to ensure digitization accuracy and consistency.
0 Points	1 Point	2 Points	3 Points	4 Points
R5 Points Allocated _____ / 8				
Criterion for an established minimum acceptable response is 75%. Total points () multiplied by weighting factor of 3 =				

<p>R5 AUDIO/VIDEO DIGITIZATION SERVICES Minimum Points for R5: 12/24 (50%) EVALUATED TOTAL POINTS:</p>

R5: _____ /24

R6 Full-text Content Comparison

Minimum Points for R6: 18 out of a possible 24 points (75%)

Maximum points available: 24.

Offerors should provide a detailed description of their full-text content comparison capabilities as well as their approach to ensure accuracy and consistency of their full-text content comparison services. The description should include the following information:

- (A) The Offeror's ability capability to compare full-text content files and group/identify records that have similar full-text content (with groupings based on a set percentage of similarity), including details on the processes/software used and how the results can be applied to help streamline evidence review within Ringtail; and
- (B) A detailed description of the Offeror's processes and controls to ensure the quality of the final full-text comparison results and how they are applied to the process.

R6 Full-text Content Comparison				
A. Assessment of Criteria - Description of the Offeror's full-text content comparison capability:				
No description provided OR insufficient detail to assess the Offeror's capability to perform full-text comparison services.	The description does not clearly demonstrate the Offeror's capability to perform full-text comparison services. Clarification required.	The description demonstrates the Offeror's capability to perform full-text content comparison services but does not specify how the results can be integrated to assist evidence review within Ringtail. Clarification required.	The description clearly demonstrates the Offeror's capability to perform full-text content comparison services with results that can be easily integrated to assist evidence review within Ringtail.	The description clearly demonstrates the Offeror's capability to perform full-text content comparison services with results that can be easily integrated to assist evidence review within Ringtail and that add value and efficiency to the evidence review process, while addressing any pitfalls inherent to full-text comparison services.
0 Points	1 Point	2 Points	3 Points	4 Points
B. Assessment of Criteria - Description of the Offeror's processes and controls to ensure the quality of the final full-text comparison results:				
No description provided OR insufficient detail to assess Offeror's processes and controls to ensure the quality of the	The description does not clearly demonstrate the Offeror's processes and controls to ensure the quality of the full-text	The description demonstrates the Offeror's processes and controls to ensure the quality of the full-text comparison	The description clearly demonstrates the Offeror's processes and controls to ensure the quality of the final full-text	In addition to all of the elements required to obtain 3 points, the description demonstrates additional value-added processes

full-text comparison results.	comparison results. Clarification required.	results. Clarification required.	comparison results (i.e. A sampling technique or a review process).	or additional value-added controls to ensure the quality of the full-text comparison results.
0 Points	1 Point	2 Points	3 Points	4 Points
R6 Points Allocated _____/8				
Criterion for an established minimum acceptable response is 50%. Total points () multiplied by weighting factor of 3 =				

<p>R6 FULL-TEXT CONTENT COMPARISON SERVICES Minimum Points for R6: 12/24 (50%) EVALUATED TOTAL POINTS: R6: _____/24</p>
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R7 Onsite Service Delivery

Minimum Points for R7: 8 out of a possible 12 points (75%)
Maximum points available: 12.

Offerors should provide a detailed description of their capability to perform onsite service delivery. The description should include the following information:

(A) The Offeror's capability to perform all of the services outlined in Annex "A" as onsite services in at least one (1) designated region (provided adequate accommodations is furnished by Justice Canada). The description should include a list of all designated regions (Atlantic, Quebec, National Capital Region, Ontario, West, Northern, and/or Pacific) in which the Offeror is currently capable of mobilizing On-site service delivery as specified in the Annex A Statement of Work.

R7 Onsite Service Delivery				
A. Assessment of Criteria - Description of full-text content comparison capability:				
No description provided OR the description does not demonstrate the Offeror's capability to perform any of the services outlined in the Annex "A" as onsite services.	The description demonstrates the Offeror's capability to perform only one (1) of the services outlined in Annex "A" as onsite services.	The description demonstrates the Offeror's capability to perform any two (2) services outlined in Annex "A" as onsite services.	The description clearly demonstrates that the Offeror's capability to perform ALL of the services outlined in Annex "A" as onsite services in at least one (1) of the designated regions.	The description demonstrates the Offeror's capability to perform ALL of the services outlined in Annex "A" as onsite services in three (3) or more designated regions
0 Points	1 Point	2 Points	3 Points	4 Points

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R7 Points Allocated _____/4

**Criterion for an established minimum acceptable response is 75%.
Total points () multiplied by weighting factor of 3 =**

**R7 ONSITE SERVICE DELIVERY
Minimum Points for R7: 8/12 (75%)
EVALUATED TOTAL POINTS:
R7: _____/12**

R8 Electronic Publishing Services

Minimum Points for R8: 45 out of a possible 60 points (75%)
Maximum points available: 60.

Offerors are to provide a detailed description of their electronic publishing capabilities as well as describe in detail their approach to ensure accuracy and consistency of their electronic publishing services. The description should include the following information:

- (A) A detailed description of the Offeror's processes and controls to ensure the accuracy and consistency of Ringtail exports (inclusive of Levels structure) and how they are applied to the process;
- (B) A detailed description of the Offeror's processes and controls to ensure the accuracy and consistency of PDF, image, and field value exports and how they are applied to the process; and
- (C) The Offeror's blowback throughput capability in an eight (8) hour period and the level of automation for this service.

R8 Electronic Publishing Services

A. Assessment of Criteria - Description of Offeror's processes and controls to ensure the accuracy and consistency of Ringtail exports (inclusive of Levels structure) and how they are applied to the process:

No description of the Offeror's approach and processes to ensure accuracy and consistency provided of Ringtail exports. 0 Points	The description provides information but does not demonstrate the Offeror's basic approach to ensure accuracy and consistency of Ringtail exports. 1 Point	The description provides information but does not demonstrate the Offeror's basic approach to ensure accuracy and consistency of Ringtail exports. 2 Points	The description demonstrates that the Offeror uses a basic approach to ensure accuracy and consistency of Ringtail exports (i.e. A sampling technique or a review process). 3 Points	The description demonstrates that the Offeror uses a basic approach and one (1) or more additional processes to ensure accuracy and consistency of Ringtail exports. 4 Points

B. Assessment of Criteria - Description of the Offeror's process to ensure accuracy of PDF, image, and field value exports:

No description of the Offeror's approach and processes to ensure accuracy	The description provided does not contain sufficient detail to assess how the Offeror's	The description provides information but does not demonstrate the	The description demonstrates the Offeror's basic approach to ensure accuracy	The description demonstrates that the Offeror uses a basic approach and one (1) or

and consistency provided of PDF, image, and field value exports. 0 Points	processes or controls ensure accuracy and consistency of PDF, image, and field value exports. 1 Point	Offeror's basic approach to ensure accuracy and consistency of PDF, image, and field value exports. 2 Points	and consistency of PDF, image, and field value exports (i.e. A sampling technique or a review process). 3 Points	more additional processes to ensure accuracy and consistency of PDF, image, and field value exports. 4 Points
C. Assessment of Criteria - The Offeror's blowback throughput capability in an eight (8) hour period and the level of automation for this service:				
Cannot blowback images OR no description provided. 0 Points	Blowback throughput in an eight (8) hour shift is less than 3,000 pages OR no capability to blowback images from physical media or project data with the ability to select ranges. 1 Point	Blowback throughput in an eight (8) hour shift is greater than 3,000 pages and up to 10,000 pages, with the capability to blowback images from physical media or project data with the ability to select ranges. 2 Points	Blowback throughput in an eight (8) hour shift is greater than 10,000 pages and up to 40,000 pages, with the capability to blowback images from physical media or project data with the ability to select ranges, insert separator sheets, and print Document_IDs on each page. 3 Points	Blowback throughput in an eight (8) hour shift exceeds 40,000 pages, with the capability to blowback images from physical media or project data with the ability to select ranges, automatically insert separator sheets, and print Document_IDs on each page. 4 Points
R8 Points Allocated ____/12				
Criterion for an established minimum acceptable response is 75%. Total points () multiplied by weighting factor of 5 =				

R8 ELECTRONIC PUBLISHING SERVICES
Minimum Points for R8: 45/60 (75%)
EVALUATED TOTAL POINTS:
R8: ____/60

R9 Project Management & Quality Assurance

Minimum Points for R9: 45 out of a possible 60 points (75%)
Maximum points available: 60 (R9.01 + R9.02).

R9.01 Approach to ensure results conform to project requirements

Offerors should provide a detailed description of their approach and processes and how they are applied to ensure that project results conform to project specific requirements for the types of services required as part of Annex "A" (Statement of Work). The description should include the following information:

(A) A description of the Offeror's capability and processes to ensure HCR conversion results conform to project requirements. The description should address the conversion of HCR, inclusive of organizing and preparing HCR for conversion, conversion to digital image, post-conversion reassembly, generation of full-text content and transcription, batch coding, objective coding, electronic publishing, and shipping/delivery of source material and deliverables.

(B) A description of the Offeror's capability and processes to ensure ESI conversion results conform to project requirements. The description should address the conversion of ESI, inclusive of organizing ESI and initial processing, conversion to digital image and/or retention of native format, metadata field alignment, extraction/generation of full-text content, batch coding, objective coding, electronic publishing, and shipping/delivery of source material and deliverables.

R9.01 Capability and processes to ensure results conform to project requirements					
	No description provided OR insufficient detail to assess the Offeror's capability and processes to ensure that project results conform to project specific requirements.	The description does not clearly demonstrate the Offeror's capability and processes to ensure that project results conform to project specific requirements. Clarification required.	The description demonstrates the Offeror's capability to ensure that project results conform to project specific requirements, but does not demonstrate processes. Clarification required.	The description clearly demonstrates the Offeror's capability and processes to ensure that project results conform to project specific requirements (e.g. quality assurance and feedback mechanisms for the project manager and client organisation).	In addition to all of the elements required to obtain 3 points the description demonstrates the Offeror's additional value-added processes to ensure that the project results conform to project specific requirements.
	0 Points	1 Point	2 Points	3 Points	4 Points
A. Assessment of Criteria - Description of the Offeror's capability and processes to ensure HCR conversion results conform to project requirements:					
B. Assessment of Criteria - Description of the Offeror's capability and processes to ensure ESI conversion results conform to					

project requirements:					
R Points Allocated _____ /8					
Criterion for an established minimum acceptable response is 75%. Total points () multiplied by weighting factor of 4 = R9.01 TOTAL POINTS OBTAINED: /32					

R9.02 Approach to ensure delivery of projects in accordance with time estimates and established budgets

Offerors should provide sample project status report(s) relating to the conversion of HCR and ESI evidence and describe in detail their approach and processes and how they are applied to ensure the delivery of projects in accordance with time estimates and established budgets for the types of services required as part of Annex "A" (Statement of Work):

R9.02 Offeror's Approach to ensure delivery of projects in accordance with time estimates and established budgets.				
A. Assessment of Criteria - The Offeror's capability and processes to deliver projects in accordance with time estimates and established budgets:				
No description provided OR insufficient detail to assess the Offeror's capability and processes to ensure delivery of projects in accordance with time estimates and established budgets for all of the services required.	The description and sample status reports do not clearly demonstrate the Offeror's capability and processes to ensure the delivery of projects in accordance with time estimates and established budgets for services required as part of Annex "A". Clarification required.	The description and sample status reports demonstrate the Offeror's capability to ensure delivery of projects in accordance with time estimates and established budgets for all of the services required. No description provided for processes to ensure delivery of projects in accordance with time estimates and established budgets for all services required as part of Annex "A". Clarification required.	The description and sample status reports clearly demonstrate the Offeror's capability and processes to ensure delivery of projects in accordance with time estimates and established budgets for all of the services required as part of Annex "A" (e.g. Job tracking, internal reporting, time management systems or time sheets, feedback mechanisms to the project manager and client organisation).	In addition to all of the elements required to obtain 3 points, the description and sample reports demonstrate the Offeror's additional value-added processes to ensure delivery of projects in accordance with time estimates and established budgets for all of the services required.
0 Points	1 Point	2 Points	3 Points	4 Points
R9.02 Points Allocated _____ /4				
Criterion for an established minimum acceptable response is 75%. Total points () multiplied by weighting factor of 7 =				

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R9.02 TOTAL POINTS OBTAINED: /28

R9 ELECTRONIC PUBLISHING SERVICES
Minimum Points for R9: 45/60 (75%)
EVALUATED TOTAL POINTS (R9.01 + R9.02):
R9: /60

R10 Conflict of Interest Management

Minimum Points for R10: 15 out of a possible 20 points (75%)

Maximum points available: 20.

Offerors should provide a detailed description of their approach, processes and internal mechanisms for addressing conflict of interest issues. Conflicts of interest may occur when (but are not limited to):

- (1) The Offeror has previously performed work for a party with an opposing interest to a current client or the Crown; or
- (2) The Offeror is currently working for an opposing party to a new client or the Crown or for third party defendants; and/or
- (3) At some future date, the Offeror undertakes work on behalf of a party with opposing interests to a current client or the Crown.

R10 Conflict of Interest Management

A. Assessment of Criteria - Description of the Offeror's approach, processes and internal mechanisms for addressing conflict of interest issues:

No description provided OR insufficient details provided to assess the Offeror's capability and processes to identify and/or address conflict of interest issues.	The description does not clearly demonstrate the Offeror's approach and processes to identify conflict of interest issues. OR The description does not clearly demonstrate the Offeror's processes to address conflict of interest issues. Clarification required.	The description demonstrates the Offeror's approach and at least one (1) process to identify conflict of interest issues. AND The description demonstrates at least one (1) of the Offeror's processes to address conflict of interest issues. Clarification required.	The description clearly demonstrates the Offeror's approach and processes to identify conflict of interest issues. AND The description clearly demonstrates the Offeror's processes and internal mechanisms to address conflict of interest issues (e.g. Initial and ongoing assessment of all work projects for conflict of interest issues and immediate action taken to ensure separation of assigned personnel and tasks when conflicts are	In addition to all of the elements required to obtain 3 points, the description demonstrates the Offeror's additional value-added processes to identify conflict of interest issues.
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0 Points	1 Point	2 Points	identified). 3 Points	4 Points
R10 Points Allocated _____/4				
Criterion for an established minimum acceptable response is 75%. Total points () multiplied by weighting factor of 5 =				

R10 CONFLICT OF INTEREST MANAGEMENT Minimum Points for R10: 15/20 (75%) EVALUATED TOTAL POINTS: R10: _____/20
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ANNEX "D" - TECHNICAL SPECIFICATIONS

D **Requirements**

Evidence must be captured, processed, and exported per the specifications detailed in the sections below. These instructions have been created to guide Offerors in processing evidence that will be imported into Justice Canada's litigation support software, setting out imaging and native file specifications, data structuring, evidence numbering, export specifications, and validation requirements.

These specifications are intended as a companion to the Ringtail Import and Export Data Standards, which is available here:

<https://static.ringtail.com/ringtail/graphics/documentation/ringtail-9.5/Ringtail%209.5%20-%20Import%20and%20Export%20Data%20Standards.pdf>

Justice Canada reserves the right to amend these *Technical Specifications* over the course of the Standing Offer to ensure that they remain consistent with Justice Canada technical requirements and Justice Canada litigation requirements, as well as call-up specific *Project Design Specifications* (PDS).

File-specific and/or Court-imposed requirements may necessitate the use of a different data structuring and evidence naming scheme (e.g. bates numbering) than what is specified herein, and Offerors are required to offer evidence conversion services in accordance with other industry-standard practices when required by PDS.

D1 **Imaging and Native File Requirements**

D1.01 Imaged Hard Copy Records (HCR) and Electronically Stored Information (ESI)

- D1.01-1 Image resolution must be 300x300 DPI.
- D1.01-2 Only lossless compression of imaging data is permitted for Group 4 TIFFs.
- D1.01-3 One image file per imaged page is required (unless PDS require multi-page format).
- D1.01-4 Image files must be numbered sequentially, from the first page to the document's total page count.
- D1.01-5 Images must be exported to Justice Canada in the following formats:
 - (1) Black & white (black and white 1 bit) pages less than 11" x 17" in size – CCITT Group 4 TIFF.
 - (2) Greyscale pages – TIFF (Only on request).
 - (3) Colour pages – JPEG (non JPEG 2000-type).
 - (4) Oversized pages and unique types (e.g. maps, blueprints, photographs) – per PDS requirements.

D1.02 Guidance on Typical Sizes for Exported Images

- D1.02-1 The following table provides guidance on the typical imaging sizes that Justice Canada anticipates for specific image formats:

Image format	Typical application	Anticipated size per single page image file (8.5" x 11")
TIFF (B/W1 bit) - Default	HCR: Printed texts. ESI: Textual native file formats.	Up to 100 kilobytes
TIFF (grayscale – on request only)	HCR: Poor quality originals, printed graphics.	Up to 500 kilobytes

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	ESI: Graphical native file formats.	
JPEG (colour)	HCR: Colour requiring retention, per PDS. ESI: Colour requiring retention, per PDS.	Up to 500 kilobytes

- D1.02-2 For each imaged page, Offerors must use the image format that ensures the best quality image and the smallest reasonable image file size (while respecting requirement [D1.01-2](#) to not use lossy compression for images of printed texts).
- D1.02-3 When image sizes are larger than those typically anticipated ([D1.02-1](#)), Offerors are to advise Justice Canada and seek instructions as to whether the size deviation is acceptable or if lossy compression can be used.

D1.03 Native Files

- D1.03-1 When PDS require that some or all ESI be supplied in native/near-native formats (instead of being imaged), the exported files are to be named to reflect Document_ID numbering and file naming requirements ([D2.02](#)) using processes that leave other file metadata intact.

D2 Structuring, Sourcing, Document ID, File Naming, Field, and Content

D2.01 Structuring and Sourcing (Levels)

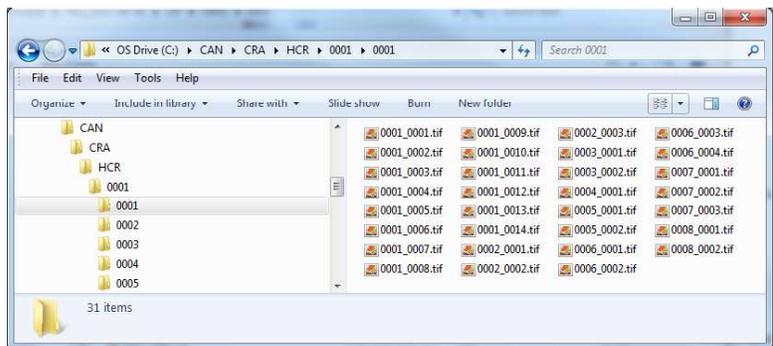
- D2.01-1 Ringtail® uses a hierarchical structure that corresponds with levels of directories in Windows. Justice Canada uses the Ringtail® Level structure to identify the source of processed evidence. The following are specific requirements for Justice Canada Level structures:
- (1) The Level structure can be up to 10 levels deep.
 - (2) Each Level can have a maximum of 20 characters in its name.
 - (3) Level names can contain only alphanumeric characters, underscores (_) and hyphens (-); special characters and blank spaces are not permitted.
 - (4) Numerical names for levels must be zero-filled (padded) to permit proper sorting (unless PDS specify otherwise, the default is zero-filling to four digits).
- D2.01-2 Each batch of evidence from Justice Canada will be inventoried on a Source Information Form (or comparable method). The form provides instructions for organizing the evidence within the Level structure and maps out where the processed evidence is to be placed within the Level hierarchy.
- D2.01-3 The top section of the Box Source Form provides Level instructions for a batch of evidence:



FORM-B—PROTECTED-B-&BELOW—BOX-SOURCE— FORMULAIRE-B—PROTÉGÉ-B-OU-MOINS—BOÎTE—INFORMATION-RELATIVE-À-LA-SOURCE			
Box-No. _____ No de la boîte d'expédition	Box/Boîte ____ of/de _____	Date Shipped Date d'expédition	
Level Structure Structure des niveaux (TO BE COMPLETED BY JUSTICE)			
level_1 niveau_1	level_2 niveau_2	level_3 niveau_3	level_4 niveau_4
CAN	*	HCR	*

D2.01-3.1 At the time of imaging the Offeror will add in a fifth level that denotes the file boundaries (file folder volume, pocket, etc.) for the batch of evidence. In the examples following the HCR contained in a series of related file volumes and pockets):

D2.01-4 Below is a representation of a partial Level structure viewed as a Windows directory. The selected folder string, CAN\CRA\HCR\0001\0001, represents nine documents imaged/processed from Volume 1 listed on the sample Source Information Form provided in section D2.01-3; note that folders, as tabbed from left to right, represent the Levels specified in the Source Information Form (reference to an XLS file retained in native file format has been included for illustrative purposes):



D2.01-5 Each Level must contain no more than 1,000 documents unless additional instructions are provided in PDS. In cases where the source documents amount to more than 1,000 documents per Level, split the documents in batches of 1,000 into further sub-Levels per the following example (exception – if a group of Source/Attached documents would be split into separate sub-Levels by this process, the entire document family group is to be kept in the same Level as the Source document, resulting in more than 1,000 documents in that Level):

CAN/CRA/HCR/0001/0004 - Level containing more than 1000 docs
CAN/CRA/HCR/0001/0004/01 - First group of 1000 docs
CAN/CRA/HCR/0001/0004/02 - Second group of 1000 docs
CAN/CRA/HCR/0001/0004/03 - Third group of 1000 docs

D2.01-6 The box source form are to be imaged as the first document in the level as 0000 unless the PDS indicates the forms should not.

D2.02 Document_ID and Image/Native File Numbering

D2.02-1 Document Identifiers (Document_ID) must be unique values and are based on the location of the document within the Level structure. A Document_ID is generated by referencing the entire string of all Levels related to a document (using periods to identify the different sections of the string), followed by a Doc# value that increments document-by-document within the Level. Unless PDS specify otherwise, Doc# values restart at 1 for every Level and are zero-filled to four digits. For example, the first four documents residing in a CAN/CRA/HCR/0001/0001 Level string would be identified as:

CAN.CRA.HCR.0001.0001.0001 - First document in the level
CAN.CRA.HCR.0001.0001.0002 - Second document in the level
CAN.CRA.HCR.0001.0001.0003 - Third document in the level
CAN.CRA.HCR.0001.0001.0004 - Fourth document in the level

D2.02-2 The imaged pages and/or native files of documents are captured within each Level, with naming for images HCR and ESI based on the convention of *Doc#_Page#.tif* (e.g. 0001_0001.tif and 0001_0002.tif are the first and second pages of the first document in the Level). Unless PDS specify otherwise, *Doc#* values are based on the *Doc#* values assigned in section [D2.02-1](#) and *Page#* values always begin at 1 and are zero-filled to four digits. For native files, the *Page#* component is not required.

D2.03 Content Files

D2.03-1 Ringtail® Content files are searchable full-text representations of the documents they are referenced to.

D2.03-2 For imaged HCR, Justice Canada generally does not require Content files, unless PDS requires otherwise.

D2.03-3 For imaged ESI, Justice Canada always requires that Content files be supplied and that they be extracted directly from the native formats during the processing stage, which is not separately billable; generating Content files from images of ESI is not permitted.

D2.03-4 Supplied Content files for imaged evidence must conform as follows:
 (1) Content files must be provided in simple ASCII text format.
 (2) One file is generated per entire document, named to reference the Document_ID.
 (3) Content files must be stored in the same location as the document's images (i.e. in the same directory structure).
 (4) Page separator flags must be inserted within the text itself to reflect the pages of the actual document, permitting a link to the exact page of the document when the Content is viewed in Ringtail®. The required pattern for page separator flags is: `###X|||Page Z^^^` (where 'X' represents the relative ordinal page number and 'Y' represents the page label specified in the Pages table of the Ringtail Export.mdb).

D2.03-5 For ESI retained in native format, name the native files to match their full Document_IDs and place them in the same directory as the primary native files so that Ringtail® can use the files for Content searching. All other metadata associated with retained native/near-native files must be fully preserved/intact, and there must no impact on the original/source files.

D2.04 Field Requirements

D2.04-1 See [Annex "E"](#), as confirmed and/or amended by PDS requirements.

D2.05 Data Relationships

D2.05-1 The relationship between a document's Document_ID, image files or native file, and Content file is illustrated below:

Document_ID	Page	File_Name	Content File
CAN.CRA.HCR.0001.0001.0001	1	0001_0001.tif	CAN.CRA.HCR.0001.0001.0001.txt
	2	0001_0002.tif	
CAN.CRA.HCR.0001.0001.0002	1	0002.xls	CAN.CRA.HCR.0001.0001.0002.xls
CAN.CRA.HCR.0001.0001.0003	1	0003_0001.tif	CAN.CRA.HCR.0001.0001.0003.txt
	2	0003_0002.tif	
	3	0003_0003.tif	
	4	0003_0004.tif	

D3 Ringtail® Export Specifications and Validation Requirements

D3.01 Export Specifications

- D3.01-1 Regardless of the systems used by Offerors to capture and generate data, Justice Canada requires that Offerors be able to generate and supply data in the Ringtail Export.mdb format as described in the Ringtail Import and Export Data Standards referenced under requirements.
- D3.01-2 Offeror's are responsible for ensuring the data they provide is in the proper format.
- D3.01-3 When generating Ringtail Export.mdb export sets, Offerors are to populate all four required tables (Export, Export_extras, Pages, and Parties) and validate the contents before delivering the data to Justice Canada.
- D3.01-4 Within Ringtail Export.mdb files, Document_ID values are used to link data associated with the same document across all four tables (Export, Export_extras, Pages, and Parties). This is illustrated in the 'Tables and relationships' section of the Ringtail® Data Standards Manual. Proper alignment of field values within the tables is critical.
- D3.01-5 Each supplied Ringtail Export.mdb file must not be larger that 500 megabytes in size (for the actual .mdb file; there is no similar constraint on the size of image/native files associated with an .mdb file). Offerors must split deliverables into multiple Ringtail Export.mdb exports for projects where the 500 megabyte size limit would be exceeded.
- D3.01-6 Below are representations of the Export, Export_extras, Pages and Parties tables included in a Ringtail Export.mdb (see Annex "E" and PDS for additional information on field specifications) :

id	main	Document_ID	Host_Reference	Document_Date	Estimated	Document_Typ	Title	level_1	level_2	level_3	level_4	level_5
2	0	CAN.CRA.HCR.0001.0001.0001		1-May-2010	Yes	Report	Monthly Account Statem	CAN	CRA	HCR	0001	0001
3	0	CAN.CRA.HCR.0001.0001.0002		17-Oct-2009	No	Report	2008 Income Statistics	CAN	CRA	HCR	0001	0001
4	0	CAN.CRA.HCR.0001.0001.0003		31-Apr-2010	No	Facsimile	Forwarding requested inf	CAN	CRA	HCR	0001	0001
5	0	CAN.CRA.HCR.0001.0001.0004	CAN.CRA.HCR.0001.0001.0003	1-Jan-2010	Yes	Manual		CAN	CRA	HCR	0001	0001
6	0	CAN.CRA.HCR.0001.0001.0005				Notes	Risk assessment	CAN	CRA	HCR	0001	0001
7	0	CAN.CRA.HCR.0001.0001.0006		20-Feb-1978	No	Report		CAN	CRA	HCR	0001	0001
8	0	CAN.CRA.HCR.0001.0001.0007		30-Jun-2009	No	Letter		CAN	CRA	HCR	0001	0001
9	0	CAN.CRA.HCR.0001.0001.0008		7-Nov-2009	No	Publication	Taxation Policy Framewo	CAN	CRA	HCR	0001	0001

id	Document_ID	theCategory	theLabel	theValue
9	CAN.CRA.HCR.0001.0001.0001	PICK	xInfo RecordType	HCR - Imaged
10	CAN.CRA.HCR.0001.0001.0001	PICK	xInfo Language	English
11	CAN.CRA.HCR.0001.0001.0002	PICK	xInfo Language	English
12	CAN.CRA.HCR.0001.0001.0002	PICK	xInfo RecordType	HCR - Imaged
13	CAN.CRA.HCR.0001.0001.0001	TEXT	xInfo BatchID	4500135302_001_HCR_201...
14	CAN.CRA.HCR.0001.0001.0002	TEXT	xInfo BatchID	4500135302_001_HCR_201...

Document_ID	Image_File_	page_label	page_num	num_pages
CAN.CRA.HCR.0001.0001.0001	0001_0001.tif	1 of 14	1	1
CAN.CRA.HCR.0001.0001.0001	0001_0002.tif	2 of 14	2	1
CAN.CRA.HCR.0001.0001.0001	0001_0003.tif	3 of 14	3	1
CAN.CRA.HCR.0001.0001.0001	0001_0004.tif	4 of 14	4	1
CAN.CRA.HCR.0001.0001.0001	0001_0005.tif	5 of 14	5	1
CAN.CRA.HCR.0001.0001.0001	0001_0006.tif	6 of 14	6	1
CAN.CRA.HCR.0001.0001.0001	0001_0007.tif	7 of 14	7	1
CAN.CRA.HCR.0001.0001.0001	0001_0008.tif	8 of 14	8	1

N° de l'invitation - Solicitation No.
19217-180065/B
N° de réf. du client - Client Ref. No.
19217-180065

N° de la modif - Amd. No.
File No. - N° du dossier
cw011. 19217-180065

Id de l'acheteur - Buyer ID
cw011
N° CCC / CCC No./ N° VME - FMS

id	Document_ID	Correspondence_Type	Persons	Organisations
1	CAN.CRA.HCR.0001.0001.0001	From	Smith, James	CRA - Audit
2	CAN.CRA.HCR.0001.0001.0001	To	Adams, Brent (Analyst)	CRA
3	CAN.CRA.HCR.0001.0001.0003	From	Smith, James (Auditor)	CRA
4	CAN.CRA.HCR.0001.0001.0003	To	Doe, J	Treasury Board
5	CAN.CRA.HCR.0001.0001.0005	From	Samson, Nancy	
6	CAN.CRA.HCR.0001.0001.0005	To		CRA - Compliance Programs Branch
7	CAN.CRA.HCR.0001.0001.0005	To	Smith, J	
8	CAN.CRA.HCR.0001.0001.0007	From	Doe, J	

D3.02 Data Validation

- D3.02-1 All Ringtail Export.mdb data sets supplied by Offerors must be 100% error-free.
- D3.02-2 Offerors must validate Ringtail Export.mdb sets and confirm that validation has been completed.

ANNEX "E" - FIELD AND CODING SPECIFICATIONS

E **Requirements**

This document specifies standard Justice Canada requirements for field information (objective coding and extracted metadata) and will be confirmed and/or amended on a project-by-project basis per *Project Design Specifications* (PDS).

Project Design Specifications will dictate the exact fields required for each project and how they are to be delivered in the context of core imaging and processing requirements and coding-level options (e.g. Mini coding, Basic coding, Standard coding, Per-field coding, and/or Batch coding) available through the Statement of Work (Annex "A").

All field information must be captured so that it can ultimately be provided to Justice Canada in an Export.mdb (Microsoft Access database) or other format as specified in the Project Design Specifications. Further specifications are outlined in Annex D - Technical Specifications.

Where referenced in this document, the capture and alignment of metadata from Electronically Stored Information (ESI) borrows from standards established via the EDM XML Project (<http://edrm.net/projects/xml>).

Justice Canada reserves the right to amend these Specifications over the course of the Standing Offer to ensure that they remain consistent with software requirements and Justice Canada litigation requirements.

E1 **Field Characteristics**

E1.01 Field Types

E1.01-1 To ensure compatibility with Justice Canada's field requirements, field information must be captured in accordance with specifications for the following field types:

- (1) **Date:** Populated with a full date value in the DD-MMM-YYYY format, or left blank; cannot contain partial date values (e.g. month and year only) or any text characters.
- (2) **Boolean:** Populated with a 'Yes' or 'No' value, or left blank.
- (3) **Text:** Populated with up to up to 255 alphanumeric characters, or left blank.
- (5) **Memo:** Populated with limitless alphanumeric data, or left blank; in practice, Justice Canada requires that Memo fields contain no more than 64,000 characters.
- (6) **Pick List:** Populated with one or several controlled values, or left blank. In practice, Justice Canada requires that each value string no exceed 255 alphanumeric characters.
- (7) **Number:** Populated with integers (e.g. 7, 21, -24) or real numbers (e.g. 3.14159, 0.49693), or left blank.

E1.02 Field Content Limitations and Capabilities

E1.02-1 Captured field values must not contain html tags, tabs, standard delimiters, text qualifiers, or hard carriage returns.

E1.02-2 Per Project Design Specifications and standard requirements set out in section E3, some (but not all) fields can contain more than one value:

- (1) When '(1:1)' is specified, the field can contain only one field value entry for the corresponding Document_ID (a one to one relationship).
- (2) When '(1:M)' is specified, the field can contain multiple field value entries for the corresponding Document_ID (a one to many relationship).

E1.02-3 Systems and processes employed for capturing, generating, and exporting field information must be fully Unicode compliant.

E2 General Field Requirements

E2.01 To enable the proper review of entire evidence collections (comprising processed HCR and/or ESI), Justice Canada requires the controlled and accurate capture and alignment of field information (objectively coded values as well as extracted metadata), in accordance with performance standards outlined in Annex "A". It is crucial that deliverables be produced exactly as confirmed/specified by the Project Design Specifications, including the correct, consistent naming of fields and indication of field type.

E2.02 Per Annex "B", billing for the capture of field values must respect the type of source evidence processed.
(a) Objective coding for HCR and identified/isolated ESI (non-email messages) is billed per document coded for Mini Coding, Basic Coding, Standard Coding, or Expedited Coding.
(b) Additional field coding is billed per total number of documents populated with values not total document count. (and in accordance the service level(s) required by the Project Design Specifications),
(c) batch coding for HCR and ESI is billed per unique units applied (not total documents), (d) Extraction and alignment of metadata for ESI (email and non-email) is not separately billable and must be included in the costs of ESI processing.

E02.03 The tables specified in section E3 outline core and additional field standards, and project-specific requirements are confirmed in the Project Design Specifications.

E02.04 Capturing/generating values for Document_ID, Host_Reference, level_1 through level_10, xInfo ProcessedBy, xInfo RecordType, Image_File_Name, page_label, page_num, and num_pages is a core requirement for evidence processing and is not separately billable.

E02.05 When the standard field requirements or Project Design Specifications indicate that a field value is "Mandatory", the Offeror must ensure that an appropriate value is captured for every processed document included in the deliverables (null values for those fields will not be accepted).

E3 Field Requirements for Hard Copy Records (HCR) and Electronically Stored Information (ESI)

E3.00-1 Subject to Project Design Specifications amendments, field information must be identified and captured from HCR and ESI as follows ("Type" references field types defined in section E1.01, "Size" indicates the maximum number of characters permitted per entry, and "Table" indicates the related table(s) in the I export.file as specified in Annex "D"):

E3.01 Core Requirements:

Field	Type	Size	Table	Specifications
E3.01-1 Document_ID	Text (1:1)	255	All tables	Mandatory. Generated per Project Design Specifications and in accordance with specifications in Annex "D".

	Field	Type	Size	Table	Specifications
E3.01-2	Host_Reference	Text (1:1)	255	Export	Value is used by to cross-reference Source/Attachment relationships. (1) For HCR, reference the Document_ID of the Source document per Project Design Specifications, or leave blank when there is no related Source document. (2) For ESI, applies to source/attachment relationships for some types of ESI (e.g. e-mail messages with attachments, contents of archive/container files, etc.); leave blank when there is no related Source document.
E3.01-3	Document_Date	Date (1:1)	11	Export	(1) For HCR, capture the date of the document in DD-MMM-YYYY format, or leave blank if the document is undated. See E4.01 for information on date prioritization, partial dates, pre-1753 dates, questionable dates, and multi-date ranges. (2) For ESI (non-email), capture DateModified metadata in DD-MMM-YYYY format (without timestamp), unless Project Design Specifications requires objective coding of non-email files. (3) For ESI (email), capture DateReceived metadata in DD-MMM-YYYY format (without timestamp).
E3.01-4	Estimated	Boolean (1:1)	3	Export	(1) For HCR, indicate 'Yes' if the Document_Date value is based on a partial/pre-1753/multi/questionable date, indicate 'No' if the full Document_Date is known, or leave blank (see E4.01). (2) For ESI (non-email), indicate 'Yes', unless Project Design Specifications requires objective coding of non-email files. (3) For ESI (email), indicate 'No'.
E3.01-5	Document_Type	Pick list (1:1)	255	Export	Mandatory. (1) For HCR, categorize the document against a standardized list of document types (e.g. Letter, Memorandum, etc.). See E4.02 for the default list of types. (2) For ESI (non-email), indicate 'Electronic File (xxxxx)', where 'xxxxx' indicates the type of file format, unless Project Design Specifications requires objective coding of non-email files. (2) For ESI (email), indicate 'Email message'.

	Field	Type	Size	Table	Specifications
E3.01-6	Title	Text (1:1)	255	Export	(1) For HCR, capture the verbatim title, subject, or reference line of the document, separating multiple lines of data with hyphens (-), or leave blank if document does not have an evident title. Do not code value based on first line/paragraph of the document. When this field is indicated as mandatory and the there is no evident title the field is to be populated with "N/A" (2) For ESI (non-email), capture FileName metadata, with extension (e.g. report.doc), unless Project Design Specifications requires objective coding of non-email files. (3) For ESI (email), capture the ThreadTopic (subject line) metadata.
E3.01-7	Title_Full	Memo (1:1)	64k	Extras	When applicable, capture the full Title value if it is in excess of 255 characters; the first 255 characters of text must still be captured in the main Title field.
E3.01-8	Persons & Organisations – BCC [Note the British spelling of this field name.]	Text (1:M)	255	Parties	(1) For HCR, capture names of persons/organisations BCC'd on printed email documents (see also E4.03). When facing multiple values, code at least the first 10 values and include 'Multiple' as an entry. (2) For ESI (non-email), not applicable unless specified in Project Design Specifications. (3) For ESI (email), capture names and/or email addresses BCC'd on the email message.
E3.01-9	Persons & Organisations – CC [Note the British spelling of this field name.]	Text (1:M)	255	Parties	(1) For HCR, capture names of persons/organisations CC'd on the document (see also E4.03). When facing multiple values, code at least the first 10 values and include 'Multiple' as an entry. (2) For ESI (non-email), only required when Project Design Specifications requires objective coding on email attachments and other specified native formats (see E4.03). (3) For ESI (email), capture names/email addresses CC'd on the email message (see E4.04).

	Field	Type	Size	Table	Specifications
E3.01-10	Persons & Organisations – From [Note the British spelling of this field name.]	Text (1:M)	255	Parties	(1) For HCR, capture name of person/organisation authoring the document (see E4.03). (2) For ESI (non-email), only required when Project Design Specifications requires objective coding on email attachments and other specified native formats (see E4.03). (3) For ESI (email), capture name/email address sending the email message (see E4.04).
E3.01-11	Persons & Organisations – To [Note the British spelling of this field name.]	Text (1:M)	255	Parties	(1) For HCR, capture names of persons/organisations receiving the document (see also E4.03). When facing multiple values, code the first 15 values and include 'Multiple' as entry 16. (2) For ESI (non-email), only required when Project Design Specifications requires objective coding on email attachments and other specified native formats (see E4.03). (3) For ESI (email), capture names/email addresses receiving the email message (see E4.04).
E3.01-12	level_1	Text (1:1)	20	Export	Mandatory. See Annex "D" for further technical specifications. First branch of Level structure; no special/accented characters or blank spaces.
E3.01-13	level_2	Text (1:1)	20	Export	Second branch of Level structure; no special/accented characters or blank spaces.
E3.01-14	level_3	Text (1:1)	20	Export	Third branch of Level structure; no special/accented characters or blank spaces.
E3.01-15	level_4	Text (1:1)	20	Export	Fourth branch of Level structure; no special/accented characters or blank spaces.
E3.01-16	level_5	Text (1:1)	20	Export	Fifth branch of Level structure; no special/accented characters or blank spaces.
E3.01-17	level_6	Text (1:1)	20	Export	Sixth branch of Level structure; no special/accented characters or blank spaces.
E3.01-18	level_7	Text (1:1)	20	Export	Seventh branch of Level structure; no special/accented characters or blank spaces.
E3.01-19	level_8	Text (1:1)	20	Export	Eighth branch of Level structure; no special/accented characters or blank spaces.
E3.01-20	level_9	Text (1:1)	20	Export	Ninth branch of Level structure; no special/accented characters or blank spaces.
E3.01-21	level_10	Text (1:1)	20	Export	Tenth branch of Level structure; no special/accented characters or blank spaces.

	Field	Type	Size	Table	Specifications
E3.01-22	Image_File_Name	Text (1:M)	255	Pages	Mandatory. See Annex "D" for further technical specifications. (1) For HCR and imaged ESI, image file name(s) related to the document. (2) For ESI retained in native format, file name of the processed native file.
E3.01-23	page_label	Text (1:M)	255	Pages	Mandatory. A value that assists users when selecting pages within the document. (1) For HCR and imaged ESI, required format is 'X of Y', where 'X' represents the relative position of the page within the document and 'Y' represents the total number of pages (e.g. the page_label for a image file named '0004_0034.tif' would be '4 of 34'). (2) For ESI retained in native format, indicate the file name of the processed native file.
E3.01-24	page_num	Number (1:M)	4	Pages	Mandatory. (1) For HCR and imaged ESI, indicate the relative position of the image (Image_File_Name) within the document. (2) For ESI retained in native format, default value is '1'.
E3.01-25	num_pages	Number (1:M)	4	Pages	Mandatory. (1) For HCR and imaged ESI, default value is '1' (unless Project Design Specifications dictate a multi-page format). (2) For ESI retained in native format, default value is '1'.
E3.01.26	xProject_ID	Pick list (1:1)	255	Extras	Mandatory. Capture the Call-up Project_ID (e.g. NCR_123456_45000001234 Smith_01).
E3.01.27	xBatch_NO	Pick list (1:1)	255	Extras	Mandatory. Each batch shipment of HCR or ESI sent to Justice must be assigned a consecutive number (e.g.S01) and must include the xNLSS_Project_ID. First shipment - NCR_123456_45000001234_S01

E3.02 Additional ESI-Specific Requirements:

E3.02-0 The following table specifies the standard requirements for the extraction and field alignment of metadata captured from ESI for Justice. Per Annex "A", all available metadata must be extracted to a flat file during the pre-processing stage, and the Project Design Specifications may require the inclusion of additional metadata field alignment.

Field	Type
[Meta] Date Accessed	DATE
[Meta] Date Appmt End	DATE
[Meta] Date Appmt Start	DATE

N° de l'invitation - Solicitation No.
19217-180065/B
N° de réf. du client - Client Ref. No.
19217-180065

N° de la modif - Amd. No.
File No. - N° du dossier
cw011. 19217-180065

Id de l'acheteur - Buyer ID
cw011
N° CCC / CCC No./ N° VME - FMS

[Meta] Date Created	DATE
[Meta] Date Modified	DATE
[Meta] Date Received	DATE
[Meta] Date Sent	DATE
[Meta] Date Top Family	DATE
[Meta] Date Taken	DATE
[Meta] Office Property - Date Last Printed	DATE
[Meta] Office Property - Date Last Saved	DATE
[Meta] Appmt Location	MEMO
[Meta] Appmt Optional Attendees	MEMO
[Meta] Appmt Required Attendees	MEMO
[Meta] Conversation Topic	MEMO
[Meta] Email Folder	MEMO
[Meta] File Path	MEMO
[Meta] Mapi-DeliveredTo	MEMO
[Meta] Office Property - Comments	MEMO
[Meta] Office Property - Keyword	MEMO
[Meta] Conversation Index	MEMO
[Meta] File Size	NUMB
[Meta] Office Exceptions - Excel Hidden Sheet Count	NUMB
[Meta] Office Exceptions - Notes Count	NUMB
[Meta] Word-Pdf-Image Page Count	NUMB
[Meta] Document Category	PICK
[Meta] Document Kind	PICK
[Meta] Email Delivery Receipt Request	PICK
[Meta] Email Importance	PICK
[Meta] Email Read Receipt Request	PICK
[Meta] Email Sensitivity	PICK
[Meta] File Application	PICK
[Meta] File Extension - Original	PICK
[Meta] Office Exceptions - Contains Comments	PICK
[Meta] Office Exceptions - Contains Hidden Slides	PICK
[Meta] Office Exceptions - Contains Hidden Text	PICK
[Meta] Office Exceptions - Contains White Text	PICK
[Meta] Office Exceptions - Excel Hidden Columns	PICK
[Meta] Office Exceptions - Excel Hidden Rows	PICK
[Meta] Office Exceptions - Excel Hidden Sheets	PICK
[Meta] Office Exceptions - Excel Very Hidden Sheets	PICK
[Meta] Office Exceptions - Excel Protected Sheets	PICK
[Meta] Office Exceptions - Excel Hidden Workbook	PICK

N° de l'invitation - Solicitation No.
19217-180065/B
N° de réf. du client - Client Ref. No.
19217-180065

N° de la modif - Amd. No.
File No. - N° du dossier
cw011. 19217-180065

Id de l'acheteur - Buyer ID
cw011
N° CCC / CCC No./ N° VME - FMS

[Meta] Office Exceptions - Excel Workbook Write Protected	PICK
[Meta] Office Exceptions - Track Changes	PICK
[Meta] PDF - Encryption Level	PICK
[Meta] PDF - Portfolio	PICK
[Meta] Processing Time Zone	PICK
[Meta] Appmt Organizer	TEXT
[Meta] Date Accessed Time	TEXT
[Meta] Date Appmt End Time	TEXT
[Meta] Date Appmt Start Time	TEXT
[Meta] Date Created Time	TEXT
[Meta] Date Modified Time	TEXT
[Meta] Date Received Time	TEXT
[Meta] Date Sent Time	TEXT
[Meta] Date Top Family Time	TEXT
[Meta] Email Message ID	TEXT
[Meta] Email Message ID Replied To	TEXT
[Meta] EntryID	TEXT
[Meta] File Name	TEXT
[Meta] GUID	TEXT
[Meta] GUID - Parent	TEXT
[Meta] Mapi-Message-Flags	TEXT
[Meta] NSF UNID	TEXT
[Meta] Office Property - Author	TEXT
[Meta] Office Property - Company	TEXT
[Meta] Office Property - Date Last Printed Time	TEXT
[Meta] Office Property - Last Author Saved By	TEXT
[Meta] Office Property - Title	TEXT
[Meta] Revision Number	TEXT
[Meta] SHA-1	TEXT
[Meta] SHA-256	TEXT
[Meta] Subject	TEXT
[Meta] MD5 Hash	TEXT
[Meta] Original Full Path	MEMO
[Meta] Custodian	PICK
[Meta] Languages	PICK
[Meta] File Extension - Loaded - Corrected	PICK
[Meta] Encrypted	PICK
[Meta] Exif IFD0 Date Time	TEXT

E3.03 Additional Standards Objective Coding

E3.03-0 The following are additional field standards that may be specified per Project Design Specifications requirements (Project Design Specifications may require substitution of other fields for those below) of equivalent coding effort:

	Field	Type	Size	Table	Specifications
E3.03-1	Date Info	Pick List (1:1)	255	Extras	(1) For HCR, when a full, exact date is not discernable, capture one of the following values as appropriate (see E4.01-3): Multi-date, Partial (has year), Partial (no year), Pre-1753, Questionable, Undated. (2) For ESI, not applicable unless specified in PDS.
E3.03-2	Date Pre-1753	Text (1:1)	10	Extras	(1) For HCR, capture pre-1753 dates in YYYY-MM-DD format (see also E4.01-3). (2) For ESI, not applicable.
E3.03-3	Description	Memo (1:1)	64k	Export	Generally not requested by Justice Canada; field is intended for a subjective analysis of the document.
E3.03-4	Features	Pick list (1:M)	255	Extras	(1) For HCR, capture appropriate value(s) when applicable: Document (damaged/fragile original), Document (handwritten), Document (has columns), Document (has colour), Document (poor quality original), Document (poor readability), Markings (marked as a copy), Markings (marked as a draft), Markings (marked as an excerpt), Markings (has sticky notes/flags), Markings (has marginalia), Markings (has stamped date), Person/Org (author unknown), Person/Org (has illegible values), Person/Org (no values in document). (2) For ESI, not applicable unless specified in PDS.
E3.03-5	Language	Pick List (1:M)	255	Extras	(1) For HCR, indicate language(s) found in document from a pick list: English, French, Other. (2) For ESI, not applicable unless specified in PDS.
E3.03-6	Source	Text (1:1)	255	Extras	(1) For HCR, capture text found on the volume/file folder in which the document physically resides (e.g. file number and description). To ensure consistency, this information must be batch captured at the time of imaging. (2) For ESI, capture volume information of the physical media from which the document was extracted.

	Field	Type	Size	Table	Specifications
E3.03-7	Tab value	Text (1:1)	255	Extras	(1) For HCR, when applicable, capture the numerical or text value appearing on a physical tab associated with the document. To ensure accuracy, this information must be captured at the time of imaging. See E4.05 for additional specifications. (2) For ESI, not applicable.
E3.03-08	Persons & Organisations – Mentions	Text (1:M)	255	Extras	(1) For HCR, capture names of key/important persons/organisations who are mentioned in the document, per PDS (see also E4.03).

E4 Further Specifications for Select Fields

E4.01 'Document_Date', 'Estimated', and 'Date Info' Coding for HCR

- E4.01-1 Capture the date the document was created; if a document is not dated, do not capture any value for the 'Document_Date' field.
- E4.01-2 Dates must be coded in tandem with the 'Estimated' field (E3.01-4) and/or the 'Date Info' field (E3.03-1, if required by Project Design Specifications), and in accordance with table E4.01-3. '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.
- E4.01-3 Follow this date coding reference chart when coding date values (bold text represents the data that must be substituted for unknown values):

Known value(s)	Unknown value(s)	'Document_Date' value	'Estimated' value	'Date Info' value
YYYY	DD, MMM	01-JAN-YYYY	Yes	Partial (has year)
MMM, YYYY	DD	01-MMM-YYYY	Yes	Partial (has year)
DD, YYYY	MMM	01-JAN-YYYY	Yes	Partial (has year)
DD, MMM, YYYY		DD-MMM-YYYY	No	<no entry>
DD, MMM	YYYY	DD-MMM- 1800	Yes	Partial (no year)
DD	MMM, YYYY	DD- JAN-1800	Yes	Partial (no year)
MMM	DD, YYYY	01-MMM-1800	Yes	Partial (no year)
	DD, MMM, YYYY	<no entry>	<no entry>	Undated
Date pre-1753		01-JAN-1753	Yes	Pre-1753
Multi-date range		DD-MMM-YYYY	Yes	Multi-date

Known value(s)	Unknown value(s)	'Document_Date' value	'Estimated' value	'Date Info' value
Questionnable		DD-MMM-YYYY	Yes	Questionnable

- (1) **Date pre-1753:** capture '01-JAN-1753' as the value in the 'Document_Date' field and capture the actual value in the 'Date Pre-1753' field (see E3.03-2) in YYYY-MM-DD format; '01' is the default month value when no month is referenced and '01' is the default day value when no day is referenced.
- (2) **Multi-date range:** capture best possible value in the 'Document_Date' field based on the earliest date reference (e.g. budgets, agendas, etc.) or the latest date reference (e.g. minutes, annual reports, statistical reports, etc.).
- (3) **Questionable date:** capture best possible date using logical deduction based on directly adjacent documents (e.g. a handwritten date of '04-01-08' could be best discerned as '01-APR-2008' if directly adjacent documents are dated April 2008).

E4.01-4 When multiple dates are present in a document, they are to be coded based on the hierarchy in the following date prioritization chart:

Standard Documents	Agreements / Contracts	Webpage Printouts
<ul style="list-style-type: none"> • Latest revised/updated date • Latest creation date • Latest approval date • Latest published date • Latest copyright date • Latest date from 'Title' • Latest stamp date • Latest printed date • Date derived from docket information 	<ul style="list-style-type: none"> • Latest date next to the actual signature(s) • Filing date • Execution / In Effect date 	<ul style="list-style-type: none"> • Date of the report, article, or summary • Latest updated date at the end of the Webpage • Printed date

E4.02 'Document_Type' Coding

E4.02-0 Categorize the document against a standardized list of document types. Subject to Project Design Specifications amendments/additions, the default list is as follows:

Core / Base			
Type	Description / Example	Type	Description/Exemples
Action Request	Almost always titled as such and normally used for telephone messages; a standard government form that is ¼ size of standard letter paper.	Demande de mesure	Formulaire gouvernemental standard dont la taille est le quart de celle du papier lettre standard; porte presque toujours ce titre et sert habituellement à noter les messages téléphoniques.
Agenda / Minutes	* Outline of meeting, business, seminar, or conference events scheduled to take place. They may be handwritten. Also includes records of meetings.	Ordre du jour et procès-verbal	*Inclut un aperçu des réunions, activités, conférences ou colloques inscrits au calendrier. Peut être rédigé à la main. Comprend aussi les comptes rendus de réunion.

Core / Base			
Type	Description / Example	Type	Description/Exemples
Agreement	* Includes Memoranda of Understanding (MOUs), deeds, leases, land transfers, mortgages, etc. Do not use for contracts for goods/services, standing offers, etc. (use Contract instead).	Entente	*Inclut les protocoles d'entente, les actes, les baux, les transferts de terre, les hypothèques, etc. Exclut les contrats de biens et de services, les offres à commandes, etc. (ces documents sont de type Contrat).
Anticipated Oral Question	Briefings for the Minister on topics that may be raised in the House of Commons. Will usually be titled as such and be in a Q & A format.	Question orale prévue	Information destinée au ministre sur des sujets qui pourraient être abordés à la Chambre des communes. Porte habituellement ce titre et est présenté sous forme de questions et réponses.
Appendix	* Includes, appendices, schedules, annexes that were originally part of a larger document.	Annexe	*Inclut les annexes, les appendices et les tableaux qui faisaient initialement partie d'un document plus volumineux.
ATI Request	Will be titled as such (Access to Information Request) and is a government document.	Demande d'accès à l'information	Document gouvernemental qui porte ce titre.
Briefing	Prepared for the purposes of briefing an individual or group on a specific topic – this category of briefing may or may not be labelled as such and can include a series of questions and answers or reporting of an event.	Exposé (breffage)	Document préparé en vue d'informer une personne ou un groupe sur un sujet donné; peut porter ou non ce titre et comprendre une série de questions et de réponses ou un rapport sur un événement.
Briefing Note	Includes Advice to the Minister, Briefing Notes, Discussion Documents, Issues Document, and Background Papers, which may or may not be internal to government. Prepared for the purposes of briefing an individual or department on a specific topic – this category of briefing may or may not be labelled as such and can include a series of questions and answers, a précis of facts or reporting of an event. Briefings are prepared for the use of someone other than the author.	Note d'information	Inclut les conseils au ministre, les notes de breffage, les documents de discussion, les documents sur les problèmes et les documents d'information; peuvent être ou non des documents gouvernementaux internes.; Préparé en vue d'informer une personne ou un ministère sur un sujet donné; peut porter ou non ce titre et comprendre une série de questions et de réponses, une description des faits ou un rapport sur un événement. La note d'information est destinée à une personne autre que l'auteur.

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Core / Base			
Type	Description / Example	Type	Description/Exemples
Budget	* Material giving financial details or breakdowns of projects, staffing, statement of resources, allocation of resources, etc. Usually called a budget. See also Financial Document.	Budget	*Document fournissant des renseignements sur l'aspect financier d'un projet, la ventilation, la dotation, l'état des ressources et leur affectation, etc. Porte ordinairement le titre de Budget. Voir aussi Document financier.
Business Card	* Code the personal name in the author field and company name in the Document Title	Carte professionnelle	*Entrer le nom de la personne dans le champ réservé à l'auteur et le nom de l'entreprise dans le champ réservé au titre du document.
Certificate	* Shares, completion, birth, etc.	Certificat	* Inclut les certificats d'actions, les certificats d'achèvement, les actes de naissance, etc.
Chart / Table	* Any document in chart or table form separated from a larger report.	Graphique ou tableau	*Document sous forme de graphique ou de tableau accompagnant un rapport volumineux.
Chronology	Any document outlining a time-line or describing a series of historically important dates. Will usually be in chronological order.	Chronologie	Document présentant les grandes lignes d'un échéancier ou dressant la liste de dates importantes dans l'histoire. Habituellement en ordre chronologique.
Contract	Legal document between two or more parties, usually with several signatories on the last page. Includes contracts for goods/services, standing offers, etc. Do not use for MOUs, deeds, leases, land transfers, mortgages, etc.	Contrat	Document juridique liant deux parties ou plus, comportant le plus souvent plusieurs signatures à la dernière page. Comprend les contrats de biens et de services, les offres à commandes, etc. *Exclut les protocoles d'entente, les actes, les baux, les transferts de terre, les hypothèques, etc.
Court / Legal Document	* Litigation pleadings, affidavits, etc. Includes all documents filed in court or that have a case name on them. Do not include legislation. Includes Statements of Agreed Facts, Affidavits of parties admitting liability.	Document juridique ou judiciaire	*Inclut les plaidoyers associés aux litiges, les affidavits, etc. Comprend les documents déposés au tribunal ou qui portent un intitulé de cause. Exclut les lois et règlements. Inclut aussi les exposés conjoints des faits et les affidavits des parties qui admettent leur responsabilité.

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Type	Description / Example	Type	Description/Exemples
Electronic Document	* Use the file type for documents culled from electronic sources such as hard drives, network shares, etc., where 'xxxxx' indicates the type of file format (unless PDS requires objective coding of non-email files). For example, 'Electronic File (XLS)'.	Document électronique	*Inclut les documents tirés de sources électroniques, comme les disques durs, les lecteurs réseau partagés, etc.; xxxxx correspond au format du fichier (à moins que les spécifications de conception de projet n'imposent un codage objectif des fichiers autres que les courriels); Exemple : fichier électronique (XLS).
E-mail	* Email communication. Code from the first message at the top of the page when there is a chain of emails. Email attachments are coded to the appropriate document type (letter, report, etc.).	Courriel	*Communication par courriel. S'il y a une chaîne de courriels, coder à partir du message dans le haut de la page. Les pièces jointes aux courriels sont codées en fonction du type de document (lettre, rapport, etc.).
Envelope / Packing Slip / Waybill	Includes courier and delivery slips, bills of lading, and airway bills.	Enveloppe, bordereau de marchandises, lettre de transport	Inclut les bons de messagerie et de livraison, les connaissements et les lettres de transport aérien.
Exhibit	* Useful if evidence collection contains previously produced materials. Will usually be stamped or contain handwritten notation "Exhibit".	Pièce	*Utile si les preuves comprennent des documents déjà produits. Porte habituellement la mention « Preuve » estampillée ou manuscrite.
Facsimile Message	Fax cover sheets, fax transmittals, fax confirmations, and fax messages.	Message télécopié	Inclut les feuilles d'envoi par télécopieur, les transmissions par télécopieur, les confirmations de transmission par télécopieur et les messages télécopiés.
File Cover	File folder or binder cover.	Couverture de dossier	Chemise ou couverture de dossier.
File Source	To be used exclusively for 'Source Information Forms' that provide instructions for organizing the evidence within the Level structure.	Fichier source	Désigne exclusivement les formulaires de source d'information qui indiquent comment organiser les preuves dans la structure de niveaux.

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Financial Document	* Use for individual reports containing financial information – the information must be financial and not simply a list of numbers such as 234, 456, 147. Examples: balance sheets, operating costs, A/P, A/R, reconciliation records, income statements, all banking documents, exchange rates, consolidated statements. This document type may also be used for single page documents that primarily contain financial information. Do not use for Audits, Budgets, Cheques.	Document financier	*Inclut les rapports individuels contenant de l'information financière; cette information doit être d'ordre financier, et non une simple liste de chiffres comme 234, 456, 147.; Exemples : bilans, charges d'exploitation, comptes créditeurs et débiteurs, dossiers de rapprochement, états des résultats, documents bancaires, taux de change et états consolidés. Ce type de document s'applique aussi aux documents contenant essentiellement de l'information financière tenant sur une seule page. Il exclut les vérifications, les budgets et les chèques.
Form	Should only be used if the document is a fill in the blank type form and cannot be classified as any other document type. Clarification should be sought for large numbers of similar forms	Formulaire	Désigne exclusivement les formulaires comportant des cases à remplir et qui ne peuvent être classés sous un autre type de document. Des précisions doivent être demandées lorsqu'il y a un grand nombre de formulaires semblables.
Graphics / Photo	* Documents that are primarily visual, not textual. Includes illustrations, photographs and diagrams. Do not include engineer plans, maps, charts, or tables.	Image ou photo	*Document essentiellement visuel plutôt que textuel. Inclut les illustrations, les photos et les schémas. Exclut les plans d'ingénieur, les cartes, les graphiques et les tableaux.
Handwritten Note	* Brief, informal comments or notations – can be typed or handwritten.	Note manuscrite	* Inclut les courtes observations ou les notes informelles dactylographiées ou manuscrites.

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Core / Base			
Type	Description / Example	Type	Description/Exemples
Invoice	* Any bill or receipt. Includes Purchase Orders, any record of goods or services sold or ordered. Document titles: for true invoices, enter the invoice number in the title: 234. Do not include the word Number or No. or the #. Do not include the word Invoice. If both Sold To: and Ship To: is indicated on the document, code the company it was sold to as the recipient.	Facture	*Facture ou reçu. Comprend les bons de commande et les relevés des biens ou services vendus ou commandés. Titres de document : pour les factures véritables, entrer le numéro de facture dans le titre,; p. ex. 234. Ne pas écrire les mots « facture » ou; « numéro » ni utiliser l'abréviation « no » ou le symbole; « # ». Si le document porte à la fois la mention « Vendu à : » et « Expédier à : », entrer le nom de l'acheteur (entreprise) dans le champ réservé au destinataire.
Legislation	* Any portion or complete copy of Acts or Regulations from Canada or any other jurisdictions.	Lois et règlements	*Inclut les copies de lois et de règlements du Canada ou d'un autre ordre de gouvernement, en tout ou en partie.
Letter	* Must have an addressee and a signature line, and usually has an address block. Letter of Agreement = Agreement. Letter of Credit = Agreement.	Lettre	*Document qui comporte un destinataire, une ligne de signature et, normalement, une vedette. Lettre d'entente; = entente. Lettre de crédit = entente.
List	Any list of people, items, places, things, etc. which does not easily fit into another category.	Liste	Liste de personnes, d'articles, de lieux, de choses, etc., difficiles à classer dans une autre catégorie.
Manual	* Includes procedural manuals, service manuals, maintenance manuals, user guides, operating instructions, guidelines, specifications, etc.	Manuel	*Inclut les manuels de procédures, les manuels d'utilisation, les manuels d'entretien, les guides de l'utilisateur, les modes d'emploi, les lignes directrices, les spécifications, etc.
Map	* Includes maps, geographical directions. Includes aerial photographs of buildings or land.	Carte	*Inclut les cartes et les coordonnées géographiques. Comprend les photos aériennes d'immeubles ou de terrains.
Marketing	* Includes advertisements, brochures, flyers, etc.	Marketing	*Inclut les publicités, les brochures, les prospectus, etc.

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Core / Base			
Type	Description / Example	Type	Description/Exemples
Media	Government documents, including media analysis, media backgrounder, media reports, media calls, media options, and media inquiries. May or may not include 'media lines' which might be requested as a separate document type.	Médias	Inclut des documents du gouvernement, y compris des analyses des médias, des fiches d'information et des rapports sur les médias, des appels aux médias, des options relatives aux médias et des demandes d'information par les médias. Peut ou non inclure les infocapsules, car on peut demander qu'elles soient classées sous un type distinct.
Memorandum to Cabinet	Will be titled as such. Must be coded as Cabinet Confidence.	Mémoire au Cabinet	Porte ce titre. Doit être codé comme document confidentiel du Cabinet.
Memorandum to the Minister	Will be titled as such.	Note au ministre	Porte ce titre.
Memorandum/Memo to File	* Usually formatted To: From: Re: Date: Does not have an address block, but it may be signed. Includes Inter-office memos, Inter-department memo, handwritten forms with Send To, From, and Reply sections. Handwritten notes that are dated and indicate they are TO and FROM someone are coded as Memorandum. Memorandum of Understanding = Agreement.	Note de service ou note au dossier	*Document généralement rédigé dans le format; « Destinataire ;, Expéditeur ;, Objet ;, Date : ». Ne comporte pas de vedette, mais peut être signé.; Comprend les notes de service interbureaux ou interministérielles et les formulaires rédigés à la main portant des sections « Destinataire, Expéditeur et Réponse ». Les notes manuscrites datées et qui portent les mentions DESTINATAIRE et EXPÉDITEUR sont codées comme des notes de service ou notes au dossier. Protocole d'entente = entente.
Minister's Statement	Any public pronouncement by a Minister that indicates the departmental or government position on a given topic. Can include articles, etc. which quote a Minister's position on a given issues.	Déclaration d'un ministre	Déclaration publique d'un ministre qui fait connaître la position du ministère ou du gouvernement sur un sujet donné. Peut désigner un article qui cite la prise de position d'un ministre sur un sujet donné.
News Release / Press Clipping	Includes news releases, often titled as such. Includes copies of articles from newspapers, magazines, or other information type publication.	Communiqué de presse ou coupure de presse	Inclut les communiqués de presse et porte souvent ce titre. Comprend des copies d'articles tirés de journaux, de magazines ou d'autres publications informatives.

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Core / Base			
Type	Description / Example	Type	Description/Exemples
Offer		Offre	
Physical Media (xxxxx)	Includes records/images of actual physical media (Audio Tapes, CDs, DVDs, Hard Drives, Diskettes, Video Tapes), where 'xxxxx' indicates the type of physical media. For example, 'Physical Media (Audio Tape)'.	Support physique (xxxxx)	Inclut les enregistrements et les fichiers image de supports physiques (bandes audio, CD, DVD, disques durs, disquettes, bandes vidéo); xxxxx désigne le type de support physique. Exemple : support physique (bande audio).
Plan / Design / Drawing	* Engineer's, architect's, or builder's drawings, plans, blueprints.	Plan, modèle ou dessin	*Inclut les dessins, les plans et les avant-projets des ingénieurs, des architectes et des entrepreneurs en construction.
Presentation	* Materials used for presentations, such as Power Point deck, overheads, etc. Do not include speeches or speaking notes.	Présentation	*Document utilisé pour une présentation, comme un document PowerPoint, un transparent, etc. Exclut les discours et les notes d'allocation.
Proposal	Includes RFP, RFQ, or any request for quote or bid for work, work outline or services description.	Proposition	Inclut les demandes de propositions, les demandes de prix ou toute demande de prix ou de soumission en vue d'un travail, d'un aperçu de travaux ou d'une description de services.
Report	* Usually has a formal title and indicates who prepared it (the author) and when. Note that financial reports of any length are coded to Financial Document. May also be titled Study, Summary, Results, or Presentation.	Rapport	*Porte habituellement un titre formel ainsi que le nom de l'auteur et la date de publication. Noter qu'un rapport financier doit être codé comme Document financier.; Peut porter le titre Étude, Résumé, Résultats ou Présentation.
Speaking Notes/Speech	Can be separated from "Presentation" if this type of document is of significant value.	Notes d'allocation et discours	Un document ayant une valeur importante peut être classé sous ce type plutôt que sous « Présentation ».
Spreadsheet	Excel Spreadsheet in 'paper' form that does not fit into another document type.	Classeur	Classeur Excel sous forme papier qui ne peut être classé sous un autre type de document.
Statement (Witness)	Will be labelled as such.	Déclaration (témoin)	Porte ce titre.
Telex	Titled as such.	Télex	Porte ce titre.

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Core / Base			
Type	Description / Example	Type	Description/Exemples
Transcripts	* Verbatim report of hearings or legal proceedings. Includes transcriptions of media programs, such as radio interviews.	Transcription	*Compte rendu sténographique d'audiences ou de procédures judiciaires. Comprend des transcriptions d'émissions, comme des entrevues à la radio.
Web Page	* Use primarily for website or web-derived informational material. A search engines home page would be considered a Web page. A report posted on a Government website would not.	Page Web	*Désigne essentiellement du contenu informatif tiré d'un site Web ou destiné à un site Web. La page d'accueil d'un moteur de recherche est considérée comme une page Web. Un rapport affiché sur un site Web du gouvernement ne l'est pas.

Civil / civiles			
Type	Description / Example	Type	Description/Exemples
Abstract	Digest or Précis of a scientific study that is usually a page or less in length. For the purposes of most litigation involving scientific issues, the term can also be applied to summaries of papers presented at peer conferences. See also "Scientific Study".	Résumé	Condensé ou précis d'une étude scientifique d'une page ou moins, en général. Dans le cadre de la majorité des litiges sur des questions scientifiques, ce type peut aussi comprendre les résumés des travaux présentés lors de conférences tenues avec les pairs. Voir aussi Étude scientifique.
Action Plan	Will be titled as such – government document.	Plan d'action	Document gouvernemental qui porte ce titre.
Audiotape	Any audio recording – will be represented in collection by separator sheet with cassette's details or by a digital recording	Bande sonore	Enregistrement audio. Classé dans la collection après un intercalaire décrivant le contenu de la cassette ou un enregistrement numérique.
Bibliography	Should be titled as such. This is a list of referenced materials	Bibliographie	Porte ce titre. Liste de documents cités.
Case Law	Legal case summaries digest or excerpt from legal references. Usually contains the case citation at the very beginning - Jones vs. Smith. Capture the case name in the Title field	Jurisprudence	Inclut les résumés, les condensés ou les extraits de sources juridiques. Commence habituellement par un renvoi au titre de l'affaire (p. ex. Tremblay c. Gagné). Entrer le titre de l'affaire dans le champ réservé au titre.
Chart (Organisational)	Chart depicting the hierarchy of an organisation, work group, etc.	Organigramme	Représentation graphique de la hiérarchie d'une organisation, d'un groupe de travail, etc.
Communiqué	Will be titled as such. Government document.	Communiqué	Porte ce titre. Document gouvernemental.

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Civil / civiles			
Type	Description / Example	Type	Description/Exemples
Curriculum Vitae	Resume or CV – usually describes a person’s work experience or professional accomplishments.	Curriculum vitæ	Décrit habituellement l'expérience de travail et les réalisations professionnelles d'une personne.
Debate / Hansard	Excerpts or full transcript from House of Commons, Senate of Canada, or provincial legislature debates.	Débat / Hansard	Extrait ou transcription intégrale de débats de la Chambre des Communes, du Sénat du Canada ou d'une assemblée législative provinciale.
Diary / Calendar	Whole or excerpted day-timer, calendar, schedule, logbook, or black book.	Agenda ou calendrier	Inclut les agendas, les calendriers, les échéanciers, les journaux de bord et les cahiers d'information, en tout ou en partie.
Discussion Document	Will be titled as such – not used by all government departments.	Document de discussion	Porte ce titre; n'est pas utilisé par tous les ministères.
Employment	Includes curriculum vitae/resumes and letters of reference, attendance forms, benefits documents, etc... Description of employee responsibilities and terms and conditions of employment. Evaluation of employee work performance, progress, etc.	Emploi	Inclut les curriculum vitæ et les lettres de recommandation, les formulaires de présence, les documents sur les avantages sociaux, etc. Description des responsabilités des employés et des conditions de travail, évaluation du rendement et des progrès réalisés de l'employé.
Fact Sheet/Info Capsule	Health Canada publication – will be titled as such.	Fiche de renseignements et infocapsule	Publication de Santé Canada qui porte ce titre.
Form Letter	Any departmental/organizational letter sent to multiple recipients in its current form with only the recipient information altered. These documents can be bundled if distribution list has also been scanned.	Lettre type	Lettre d'un ministère ou d'un organisme envoyée à de multiples destinataires et dans laquelle seules les coordonnées diffèrent. Ces documents peuvent être groupés si la liste de distribution a aussi été numérisée.

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Civil / civiles			
Type	Description / Example	Type	Description/Exemples
Gray Sheet	Newsletter put out by US FDA on various topics related to pharmaceutical, biotechnology, medical devices, medical instruments, and over the counter pharmaceuticals – may be called MDDI Report on the face of the document (also included in this category – Pink, Tan, Gold, Silver, Rose and Blue sheets). Can contain warnings of adverse reactions, recalls, health risks, etc. Important documents.	Bulletin « Gray Sheet »	Bulletin publié par la Food and Drug Administration des États-Unis qui traite de sujets liés à la pharmaceutique, à la biotechnologie, aux appareils et aux instruments médicaux ainsi qu'aux médicaments en vente libre. Le titre « MDDI Report » peut être inscrit sur la page de couverture du document. Cette catégorie comprend aussi les bulletins « Pink Sheet », « Tan Sheet », « Gold Sheet », « Silver Sheet », « Rose Sheet » et « Blue Sheet ». Peut contenir des avertissements sur des effets indésirables ou des risques pour la santé, des rappels, etc. Document important.
Label	Packaging, insert or label for commercially available pharmaceutical or medical device products.	Étiquette	Inclut les emballages, les encarts et les étiquettes de produits pharmaceutiques ou d'appareils médicaux offerts sur le marché.
Licence/permit	Includes any type of licence or permit.	Licence ou permis	Inclut tous les types de licences ou de permis.
Manual	Includes procedure manuals, service manuals, and maintenance manuals, user guides, operating instructions, guidelines and product specifications.	Manuel	Inclut les manuels de procédures, les manuels d'utilisation, les manuels d'entretien, les guides de l'utilisateur, les modes d'emploi, les lignes directrices et les spécifications sur les produits.
Notice of Compliance	Health Canada Document. May also be titled "NOC".	Avis de conformité	Document de Santé Canada.
Publication	For publicly available material such as newsletters, pamphlets, general interest magazines, etc. For clippings from newspapers and magazines, use 'News Release / Press Clipping' instead.	Publication	Inclut les documents publics comme les bulletins, les brochures, les magazines d'intérêt général, etc. Les coupures de journaux et de magazines doivent être classées sous le type « Communiqué de presse ou coupure de presse ».
Request for Information	Will be entitled as such.	Demande de renseignement	Porte ce titre.
Round Trip Memorandum	Standard government form – will be titled as such.	Note aller-retour	Formulaire normalisé du gouvernement qui porte ce titre.

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Civil / civiles			
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Routing Slip	Standard government form – will be titled as such.	Bordereau d'acheminement	Formulaire normalisé du gouvernement qui porte ce titre.
Standard Operating Procedure	Will be labelled as such.	Procédure d'exploitation uniformisée	Porte ce titre.
Survey	Labelled as such. Include all except land surveys.	Sondage	Porte ce titre. Inclut les sondages et les enquêtes.
Tab	A tab divider	Onglet	Onglet intercalaire.
Table of Contents/Index	Table of contents or Index to documents	Table des matières ou index	Table des matières ou index d'un document.
Talk Paper	Will be titled as such – government document.	Document de discussion (talk paper)	Document gouvernemental qui porte ce titre.
Telephone Log	Record of a telephone conversation; does not include telephone messages.	Journal téléphonique	Journal des conversations téléphoniques. Exclut les messages téléphoniques.
Treaty	Titled as such. Includes federal, provincial and international treaties.	Traité	Porte ce titre. Inclut les traités fédéraux, provinciaux et internationaux.

Tax droit fiscal			
Type	Description / Example	Type	Description/Exemples
Articles of Incorporation	Will be entitled as such.	Statuts constitutifs	Porte ce titre.
Audit	Titled as such. Includes both financial, process and management audits.	Vérification	Porte ce titre. Inclut les vérifications des états financiers, des processus et de la gestion.
Bank Draft	Will be entitled as such.	Traite bancaire	Porte ce titre.
Corporation By-Law	Will be entitled as such.	Règlements d'une société	Porte ce titre.
Declaration	Will be entitled as such. Revenue Canada	Déclaration	Porte ce titre. Agence du revenu du Canada.
Financial Statement	Example: balance sheets, A/P, A/R,	État financier	Inclut les bilans et les comptes créditeurs et débiteurs.
GAAR' Recommendations	Will normally be entitled as such. Usually a form document.	Recommandation RGAE	Porte normalement ce titre. Habituellement un formulaire.
GAAR Referral	Will be entitled as such. Revenue Canada	Renvoi à la RGAE	Porte ce titre. Agence du revenu du Canada.

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Tax droit fiscal			
Type	Description / Example	Type	Description/Exemples
GST 44 - Election Concerning the Acquisition	Will normally be entitled as such. Usually a form document. - Election Concerning the Acquisition of a Business or Part of a Business	TPS44 – Choix visant l'acquisition d'une entreprise ou d'une part d'entreprise	Porte habituellement ce titre. Habituellement un formulaire. Choix visant l'acquisition d'une entreprise ou d'une part d'entreprise.
Ledger		Grand livre	
Notice of Assessment	Will be entitled as such. Normally addressed from Revenue Canada	Avis de cotisation	Porte ce titre. L'expéditeur est habituellement l'Agence du revenu du Canada.
Notice of Objection	Will be entitled as such. Normally addressed to Revenue Canada	Avis d'opposition	Porte ce titre. Le destinataire est habituellement l'Agence du revenu du Canada.
Notice of Re-assessment	Will be entitled as such. Normally addressed from Revenue Canada	Nouvel avis de cotisation	Porte ce titre. L'expéditeur est habituellement l'Agence du revenu du Canada.
Officer's Certificate	Will be entitled as such.	Certificat d'agent	Porte ce titre.
Payment Advice	Will be entitled as such. Normally addressed from Revenue Canada	Avis de paiement	Porte ce titre. L'expéditeur est habituellement l'Agence du revenu du Canada.
Resolution	Commonly found on Tax files, usually issued to Share holders / directors.	Résolution	Se trouve souvent dans les dossiers sur l'impôt, habituellement destinée aux actionnaires et aux administrateurs.
Ruling	Decision for the Court, Tribunal or other decision making body.	Décision	Décision d'une cour, d'un tribunal ou d'un autre organe décisionnel.
T1	Will normally be entitled as such. Usually a form document.	T1	Porte habituellement ce titre. Habituellement un formulaire.
T1 and/or T3 Permanent Document Filing	T1 and/or T3 Permanent Document Filing (TX75) Will normally be entitled as such. Usually a form document.	T1 et T3 –; Classement des documents permanents	T1 et T3 – Classement des documents permanents (TX75). Porte habituellement ce titre. Habituellement un formulaire.
T104V - Business Equity Valuation Requisition	T104V - Business Equity Valuation Requisition. Will normally be entitled as such. Usually a form document.	T104V –; Demande d'évaluation de biens mobiliers	T104V – Demande d'évaluation de biens mobiliers. Porte habituellement ce titre. Habituellement un formulaire.
T2 Return and Schedule Information	Will normally be entitled as such. Usually a form document.	T2 – Déclaration générale et annexes	Porte habituellement ce titre. Habituellement un formulaire.
T20 Auditor's Report	Will normally be entitled as such. Usually a form document.	T20 – Rapport du vérificateur	Porte habituellement ce titre. Habituellement un formulaire.
T2020 Internal	Will normally be entitled as such. Usually a form document.	T2020 – Interne	Porte habituellement ce titre. Habituellement un formulaire.

Tax droit fiscal			
Type	Description / Example	Type	Description/Exemples
T2054 Election for a Capital Dividend	T2054 Election for a Capital Dividend. Will normally be entitled as such. Usually a form document.	T2054 – Choix concernant un dividende en capital	T2054 – Choix concernant un dividende en capital. Porte habituellement ce titre. Habituellement un formulaire.
T2057 Election of Disposition of Property	T2057 - Election of Disposition of Property by a Taxpayer to a taxable Canadian Corporation. Will normally be entitled as such. Usually a form document.	T2057 – Choix relatif à la disposition de biens	T2057 – Choix relatif à la disposition de biens par un contribuable en faveur d'une société canadienne imposable. Porte habituellement ce titre. Habituellement un formulaire.
T2059 Election on Disposition of Property	T2059 - Election on Disposition of Property by a Taxpayer to a Canadian Partnership. Will normally be entitled as such. Usually a form document.	T2059 – Choix relatif à la disposition de biens par un contribuable en faveur d'une société canadienne	T2059 – Choix relatif à la disposition de biens par un contribuable en faveur d'une société canadienne. Porte habituellement ce titre. Habituellement un formulaire.
T3 Trust Income Tax and Information Return	T3 Trust Income Tax and Information Return. Will normally be entitled as such. Usually a form document.	T3 – Déclaration de renseignements et de revenus des fiducies	T3 – Déclaration de renseignements et de revenus des fiducies. Porte habituellement ce titre. Habituellement un formulaire.
T401	Will normally be entitled as such. Usually a form document.	T401	Porte habituellement ce titre. Habituellement un formulaire.
T5013 Partnership Information Return	T5013 - Partnership Information Return. Will normally be entitled as such. Usually a form document.	T5013 –; Déclaration de renseignements des sociétés de personnes	T5013 – Déclaration de renseignements des sociétés de personnes. Porte habituellement ce titre. Habituellement un formulaire.
T67 Notice of Assessment	T67 - Notice of Assessment. Will normally be entitled as such. Usually a form document.	T67 – Avis de cotisation	T67 – Avis de cotisation. Porte habituellement ce titre. Habituellement un formulaire.
T7W-C Reassessment	T7W-C Reassessment. Will normally be entitled as such. Usually a form document.	T7W-C –; Nouvelles cotisations	T7W-C – Nouvelles cotisations. Porte habituellement ce titre. Habituellement un formulaire.
TA400A Objection	TA400A Objection. Will normally be entitled as such. Usually a form document.	TA400A –; Opposition	TA400A – Opposition. Porte habituellement ce titre. Habituellement un formulaire.
Working Paper Index	Will normally be entitled as such. Usually a form document.	Index des documents de travail	Porte habituellement ce titre. Habituellement un formulaire.
Auditor's Working Paper	Will normally be entitled as such. Usually a form document.	Document de travail du vérificateur	Porte habituellement ce titre. Habituellement un formulaire.

Contractual

Type	Description / Example	Type	Description/Exemples
Bid Document	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada or DCC (Defence Construction Canada).	Soumission	Porte ce titre. Habituellement un formulaire. Travaux publics et Services gouvernementaux Canada (TPSGC) ou Construction de Défense Canada (CDC) peut être mentionné dans le haut ou le bas du document.
Change (Contemplated) / Field Notice	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada or DCC (Defence Construction Canada).	Changement (contemplé)	Porte ce titre. Habituellement un formulaire. Travaux publics et Services gouvernementaux Canada (TPSGC) ou Construction de Défense Canada (CDC) peut être mentionné dans le haut ou le bas du document.
Change Order	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada or DCC (Defence Construction Canada).	Autorisation de modification	Porte ce titre. Habituellement un formulaire. Travaux publics et Services gouvernementaux Canada (TPSGC) ou Construction de Défense Canada (CDC) peut être mentionné dans le haut ou le bas du document.
Change Request	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada or DCC (Defence Construction Canada).	Demande de modification	Porte ce titre. Habituellement un formulaire. Travaux publics et Services gouvernementaux Canada (TPSGC) ou Construction de Défense Canada (CDC) peut être mentionné dans le haut ou le bas du document.
Daily Extra Work Voucher	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada or DCC (Defence Construction Canada).	Bon de travail supplémentaire quotidien	Porte ce titre. Habituellement un formulaire. Travaux publics et Services gouvernementaux Canada (TPSGC) ou Construction de Défense Canada (CDC) peut être mentionné dans le haut ou le bas du document.
Job Cost Control Sheet	Financial document generated under a contract detailing the costs	Feuille de contrôle des coûts par tâche	Document financier, créé dans le cadre d'un marché, décrivant les coûts.
Progress Claim	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada.	Réclamation périodique	Porte ce titre. Habituellement un formulaire. Travaux publics et Services gouvernementaux Canada (TPSGC) peut être mentionné dans le haut ou le bas du document.

Contractual			
Type	Description / Example	Type	Description/Exemples
Progress Payments	Will be entitled as such. Usually a form document - may contain reference on top or bottom of document to PWGSC or Public Works and Government Services Canada.	Paielement progressif	Porte ce titre. Habituellement un formulaire. Travaux publics et Services gouvernementaux Canada (TPSGC) peut être mentionné dans le haut ou le bas du document.
Quotation / Estimate	Form style document that contains the estimate /quotation cost of performing a service.	Proposition ou estimation	Document de style formulaire qui comprend une estimation ou une proposition de coût pour la prestation d'un service.
Time Sheet	Will be entitled as such. Usually a form document.	Feuille de temps	Porte ce titre. Habituellement un formulaire.

E4.03 'Persons & Organisations' Objective Coding

E4.03-1 Capture verbatim the names of persons and organisations affiliated with the documents (From, To, CC, and depending on PDS, sometimes Attendees, Between, BCC, and Mentions as well):

Known information	Correspondence_Type	Person value	Organisation value
Person only	From, To, CC (etc.)	Last, First Initial(s)	<no entry>
Person & Organisation	From, To, CC (etc.)	Last, First Initial(s)	Organisation / Entity
Organisation only	From, To, CC (etc.)	<no entry>	Organisation / Entity

E4.03-2 Per the Annex D - Technical Specifications, this information must be captured in a way that allows multiple person/organisation values to be associated with a single Document_ID. This permits multiple values for all documents and correspondence types (From, To, CC, etc.), depending on the characteristics of the document being coded (for instance, a document can be sent to more than one recipient).

E4.03-3 Unless directed otherwise, Justice Canada does not require the normalization of Person & Organisation values. The general exception is the standardization of key Organisation values (identified through PDS) to ensure consistency and accuracy of searching. When required by PDS, specifications for normalization are to be reviewed and confirmed during the PDS process.

E4.03-4 All accented characters are to be captured verbatim. All non-essential punctuation and extra spaces are to be ignored and not included in the coding.

E4.03-5 Insert periods following initials when they are not present in the source documents; for example "Don J Smith" would be captured as "Smith, Don J."

E4.03-6 When a document has no 'From' person/organization value, has illegible person/organisation values, or has no person/organisation values, capture the appropriate value(s) in the 'Features' field (see section E3.03).

- E4.03-7 Only when required by PDS, capture a person's title or position if it is referenced in the document, capturing it verbatim and appending it within parentheses after the person's name; for example, "Smith, Don J. (Safety Engineer)". Capturing title or position information is to be performed at the same rate as 'Persons & Organisations' coding without title or position information.
- E4.03-8 Only when required by PDS, capture the name of a branch or unit of an organisation when it is referenced in the document, capturing it verbatim and appending it after a hyphen [-] following the name of the organisation; for example, "Canada Revenue Agency – Internal Audit". Capturing branch or unit information is to be performed at the same rate as 'Persons & Organisations' coding without branch or unit information.
- E4.04-9 Please note the British spelling of this field name.

E4.04 'Persons & Organisations' Values for ESI Coding

- E4.04-1 For email messages, capture and align the values extracted from the metadata (including 'friendly names' and/or email aliases); when an email 'friendly name' is in 'First Last' format, ensure that it is captured in 'Last, First' format (e.g. "John Doe <john.doe@mail.com>" would become "Doe, John <john.doe@mail.com>"). Per PDS, Justice Canada may provide concordance tables for the association of email 'friendly names'/aliases to a list of master Persons/Organisations values.
- E4.04-2 For non-email messages (email attachments and other native files), 'Persons & Organisations' values only need to be captured if specified in the PDS (when additional objective coding is requested).

E4.05 'Tab value' Coding for HCR

- E4.05-1 When required and per PDS, capture tab information in accordance with the following padding scheme:

Typical Tab context	Example	Captured value
Standard numbered tabs, without the presence of sub-tabs.	1 2 3	001 002 003
Standard numbered tabs, with the presence of clearly identified numerical sub-tabs.	2 2.1 3	002 002.01 003
Standard numbered tabs, with the presence of clearly identified alphabetical sub-tabs.	1 a b 2	001 001.A 001.B 002
Standard alphabetical tabs, with sub-tabs identifying related exhibits.	A EXHIBIT 1 EXHIBIT 2 B	A A.EX001 A.EX002 B
Consecutively numbered tabs, interspersed with sub-series of numbered sub-tabs.	1 2 3 1 2 4	001 002 003 003.01 003.02 004
Tabs displaying text (to be captured verbatim).	Index January	Index January

ANNEX "F" - STANDING OFFER REPORTING

F **Requirements**

Justice Canada reserves the right to amend these *Reporting Specifications* over the course of the Standing Offer to ensure that they remain consistent Justice Canada standing offer/call-up management requirements and call-up specific *Project Design Specifications* (PDS).

Pricing and volumes in examples are only for illustrative purposes.

F1 **General Specifications**

F1.01 **General Requirements**

- F1.01 All communication will be in English unless otherwise specified in the *Project Acceptance Document (PAD)* and confirmed in the *Project Design Specifications (PDS)*.
- F1.02 All communication and reporting with Justice will contain:
(1) Project_ID. The Project ID will be assigned by Justice in the *Project Acceptance Document (PAD)*. Project ID format will be the Justice file number, short file name with the Order number (E.g. 4500012345) added upon issuance of the call-up document.
- F1.02 Justice will provide the required Excel formats for all progress reports. All reports must be completed using the format provided. Screen shot examples are provided with each requirement.
- F1.03 All dates in YYYY-MM-DD format.

F2 **Reports**

F2.01 **General Requirements**

- F2.01-1 The Offeror will provide an Excel document that contains a work sheet for each call-up, summary for each year and a master summary. The Excel report must be updated monthly. The Offeror is to send the Excel report to Justice by the 15th of the preceding month. Justice will provide the Excel report format.
- F2.01-2 Each individual call-up worksheet will capture the following information:
(a) Date Call-up Issued
(b) End Date / Amended Date
(c) Call-up value
(d) Call-up number
(e) Project_ID
 For each shipment/batch processed
(f) Date of Receipt of Shipment
(g) Date of Invoice.
(h) Invoice No.
(i) Amount of Invoice
(j) Paid or Outstanding
(k) Number of Documents Coded
(l) Number of Pages processed

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Department of Justice Canada	
Standing Offer Number: 19294-090124/XXX/XX	
Date of Call-up	2017-08-06
End date of Call-up / Amended	2018-03-31
Call-up Value	\$23,200.00
Call-up number	4500000001
Project ID (JUSTICE)	ARO654123_Jones_4500000003
Date of Receipt of Shipment	2017-09-10
Date of Invoice.	2018-10-30
Invoice No.	1001
Amount of Invoice	\$10,062.50
Paid or Outstanding	\$0.00
Number of Documents Coded	2,149
Number of Pages processed	28,429
Date of Receipt of Shipment	2017-10-15
Date of Invoice.	2018-11-30
Invoice No.	1039
Amount of Invoice	\$3,937.46
Paid or Outstanding	\$0.00
Number of Documents Coded	398
Number of Pages processed	4,213
Total No of Pages Processed	32,642
Total No of Documents Coded	2,547
Total Invoice Amount	14,000
Total Amount Outstanding	\$0.00
Total Value Remaining	\$9,200.04

- F2.01-3 Each yearly summary will be from the award date to the next option period and contain:
- (a) Project_ID
 - (b) Total Number of Documents Processed
 - (c) Total Number of Pages Processed
 - (d) Total Invoiced Amount
 - (e) Total Amount Outstanding
 - (f) Total Value Remaining

SUMMARY OF PROJECT WORK April 1, 2017 - March 31, 2018					
STANDING OFFER NO: 19294-090124					
Project ID (JUSTICE)	Total Number of Documents	Total Number of Pages	Total Invoice Amount	Total Amount Outstanding	Total Value Remaining
ARO654123_Jones_4500000003	2,547	32,642	\$13,999.96	\$0.00	\$9,200.04
TOTALS	2,547	32,642	\$13,999.96	\$0.00	

- F2.01-4 Each Master summary will contain:
- (a) Project_ID
 - (b) Total Number of Documents Processed
 - (c) Total Number of Pages Processed
 - (d) Total Invoiced Amount
 - (e) Total Amount Outstanding

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SUMMARY OF PROJECT WORK April 1, 2017- March 31, 2019				
STANDING OFFER NO: 19294-090124				
Project ID (JUSTICE)	Total Number of Documents Processed	Total Number of Pages Processed	Total Invoiced Amount	Total Amount Outstanding
NCR_12345_Smith_4500000002	1,313	9,753	\$5,174.10	\$5,174.10
ARO654321_White_4500000089	6,638	76,211	28,089	0
ARO654123_Jones_4500000003	2,547	32,642	14,000	0
TOTALS	10,498	118,606	\$47,262.60	\$5,174.10

F2.01-5 When all work is complete on an individual call-up, the Offeror must update/verify all spreadsheet data and supply a copy with Project Completion report due upon delivery of completed work as per the PDS.

F3. Progress Reports

F3.01 The Offeror must provide progress reports for each active call-up, outlining progress against the completion schedule for all call-ups exceeding 14 calendar days on a bi-weekly basis when requested in the Project Acceptance Document and Project Design Specifications documents. The frequency of the reports may be modified in the Project Acceptance Document and Project Design Specifications.

F3.02 The reports must cover contiguous working days, falling between Monday and Friday (or possibly extending to Sunday if the call-up requires Accelerated service outside Standard service hours), and must be delivered by the second working day of the following week. Status must be reflective of the last working day of the week.

F3.02 The Offeror is to track the following information in progress report details:

- (a) Project_ID
- (b) Date Recieved
- (c) Status Scanning/Processing
- (d) Status of QC
- (e) Status of Coding
- (f) Images, Coding & OCR Delivered
- (g) Box/Portable Media Location
- (h) Batch No and document/pages processed.

F3.02 The Offeror is to track the following information in the progress report summary:

- (a) Project_ID
- (b) Delivery #
- (c) Status Scanning/Processing
- (d) Status of QC
- (e) Status of Coding
- (f) Images, Coding & OCR Delivered
- (g) Box/Portable Media Location
- (h) Batch No and document/pages processed.

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 cw011
 N° CCC / CCC No./ N° VME - FMS

Summary of Progress

	A	B
1	ARO_123456_4500012345	
2		
3	Delivery 01	6 Boxes
4	Delivery 02	10 Boxes
5	Delivery 03	10 Boxes
6	Total Boxes	26
7		
8	Scanning	
9	Scanned	16
10	Delivered	16
11	Boxes to be Scanned	10
12		
13	Coding	
14	Boxes Coded	16
15	Delivered	16
16	Coding In Progress	7
17	Boxes to be Coded	3
18		
19		
20		

Details of Progress

A	B	C	D	E	F	G	H	I
ARO_123456_4500012345	Received	Scanning	QC	Coding	Images, Coding & OCR Delivered	Box Location	Delivery Batches	
Delivery 01								
Box 01	2018.08.15	Complete	Complete	Complete	2018.09.05	Returned to Justice	Batch 01	Documents - 2,908 Pages - 12,395
Box 02	2018.08.15	Complete	Complete	Complete	2018.09.05	Returned to Justice	Batch 01	
Box 03	2018.08.15	Complete	Complete	Complete	2018.09.05	Returned to Justice	Batch 01	
Box 04	2018.08.15	Complete	Complete	Complete	2018.09.05	Returned to Justice	Batch 01	
Box 05	2018.08.15	Complete	Complete	Complete	2018.09.05	Returned to Justice	Batch 01	
Box 06	2018.08.15	Complete	Complete	Complete	2018.09.05	Returned to Justice	Batch 01	
Delivery 02								
Box 01	2018.08.30	Complete	Complete	Complete	2018.09.20	Returned to Justice	Batch 02	Documents - 5,544 Pages - 20,328
Box 02	2018.08.30	Complete	Complete	Complete	2018.09.20	Returned to Justice	Batch 02	
Box 03	2018.08.30	Complete	Complete	Complete	2018.09.20	Returned to Justice	Batch 02	
Box 04	2018.08.30	Complete	Complete	Complete	2018.09.20	Returned to Justice	Batch 02	
Box 05	2018.08.30	Complete	Complete	Complete	2018.09.20	Returned to Justice	Batch 02	
Box 06	2018.08.30	Complete	Complete	Complete	2018.10.06	Returned to Justice	Batch 03	
Box 07	2018.08.30	Complete	Complete	Complete	2018.10.06	Returned to Justice	Batch 03	
Box 08	2018.08.30	Complete	Complete	Complete	2018.10.06	Returned to Justice	Batch 03	
Box 09	2018.08.30	Complete	Complete	Complete	2018.10.06	Returned to Justice	Batch 03	
Box 10	2018.08.30	Complete	Complete	Complete	2018.10.06	Returned to Justice	Batch 03	
Delivery 03								
Box 01	2018.09.10	Complete	Complete	In Progress		Vendor	Batch 04	Documents - 5,226 Pages - 22,612
Box 02	2018.09.10	Complete	Complete	In Progress		Vendor	Batch 04	
Box 03	2018.09.10	Complete	Complete	In Progress		Vendor	Batch 04	
Box 04	2018.09.10	Complete	Complete	In Progress		Vendor	Batch 04	
Box 05	2018.09.10	Complete	Complete	In Progress		Vendor	Batch 04	
Box 06	2018.09.10	Complete	Complete	In Progress		Vendor	Batch 05	
Box 07	2018.09.10	In Progress				Vendor	Batch 05	
Box 08	2018.09.10	In Progress				Vendor	Batch 05	
Box 09	2018.09.10	In Progress				Vendor	Batch 05	
Box 10	2018.09.10	In Progress				Vendor	Batch 05	

ANNEX "G" - ACCEPTABLE QUALITY CONTROL TABLES

G Requirements

Justice Canada reserves the right to amend these *Quality Control Procedures* over the course of the Standing Offer to ensure that they remain consistent with Justice Canada standing offer/call-up management requirements and call-up specific *Project Design Specifications* (PDS).

The acceptable quality control procedure for Full-Text Transcription and Objective Coding (field coding) will be done using the MIL-STD-105E standard table 1 – Sample size code letters & table II-A Single sampling plans for normal inspection. Copies of these tables are included.

G1 Quality Control Procedure

G1.01 Acceptable Quality Control Level (AQL)

Quality level for the purposes of the sampling inspection of the coding is 97.5-99.99% defect (error) free within a lot.

G1.02 Defect

A defective document is one that is non-conforming to objective field coding requirements and contains one or more field coding errors per document. Field coding errors are defined as any of the following: missing field entries for the following objective fields - Date, Estimated Date, Title, Document Type, People/Organisation or incorrect data captured in the following fields: Date, Estimated Date, Title, Document Type People/Organisation and other field coding requirements detailed in the Project Acceptance document or Project Design Specifications.

G1.03 Lot Size

This is the quantity of documents objectively coded per lot. For the purposes of sampling size a lot will be the total documents objectively coded in a single import MDB file that has been sent to Justice under the call-up. Each MDB import file containing coding will be considered a separate lot.

G1.04 Sample Size

The quantity of documents to be inspected for quality control and determined by the AQL.

G1.05 Sample Set

A group of random documents selected from the inspection lot to be reviewed.

G1.06 Accept / Reject Criteria

The AQL is 97.5-99.99%. The defect rate is 2.5%.

G2 Determine Inspection Level and Sample Size

Inspection level is based on MIL-STD-105E, Table 1 – Sample size code letters & Table II-A Single sampling plans for normal inspection – see attached.

G2.01 Inspection Lot Size

To determine number of documents in a lot to inspect, go to Table I and locate corresponding lot size in right hand column, then go across table to General Inspection levels - column II and identify letter code for inspection size.

To determine inspection size, go to Table II-A, find letter code identified in Table I in first column.

G2.01 Sample Size

In Table II-A, find letter code identified in G2.01 in column one and locate sample size in adjacent column.

G2.01 Error Rate

The error rate for sample size is located directly to the right of letter code under the AQL percentage (2.5%) which is the Accept / Reject Criteria for the lot.

G2.02 Selection of Random Sample Documents

A random selection of documents equal to the sample size must be selected from the lot for inspection.

A random sampling can be generated utilizing the random number function in a spreadsheet program. In Excel this function is accomplished by typing the random number function “=rand()” in the first cell (A1). In cell B1, multiply A1 times the lot size (i.e. 10,200) to get a document or record number in the appropriate range. Copy the formulas from A1 and B1 to the number of rows that correlates with the sample size (i.e. 315).

10	252	431	871	1248	1472	2013	2420	2885	3253
18	258	434	888	1261	1490	2038	2433	2890	3253
38	270	475	934	1264	1526	2092	2445	2910	3257
45	276	482	952	1271	1527	2108	2445	2940	3264
52	279	492	963	1279	1551	2119	2457	2967	3281
63	297	497	974	1284	1603	2154	2498	2985	3285
67	311	525	979	1321	1613	2182	2520	3076	3292
68	311	531	989	1327	1641	2187	2524	3077	3297
69	320	537	1003	1338	1680	2208	2530	3108	3301
72	336	579	1020	1341	1693	2223	2575	3127	3327
93	353	580	1023	1344	1697	2317	2588	3135	3335
114	372	583	1028	1360	1811	2326	2639	3162	3344
142	377	632	1067	1395	1832	2339	2670	3169	3347
160	388	688	1071	1398	1896	2347	2708	3170	3360
189	393	713	1099	1409	1909	2348	2728	3171	3378
196	395	727	1141	1420	1914	2352	2757	3183	3379
217	404	795	1144	1425	1921	2381	2795	3198	3382
219	405	807	1168	1438	1943	2402	2856	3234	3386
231	408	828	1194	1445	1948	2414	2879	3235	3390
245	413	847	1237	1467	1987	2416	2882	3252	3398

G3 Inspection and Review

The sample size documents will be reviewed for defects that do not conform to **G1.02**. One non-conforming objectively field coding on a document results in its rejection.

G3.01 Acceptance / Rejection of Lot

For a lot to be accepted the number of documents rejected must not equal or exceed the error rate number as recorded in Table II-A for the sample size.

Should the number of errors equal or exceed the reject number the entire lot is rejected and must be reviewed.

G3.02 Example –Lot Size, Sample Size and Error Rate for a call-up batch ID.

Documents Objectively Coded	10,200 total for call-up batch ID
Lot Size	10001 to 35000
Code Letter	M (Table I)
Sample Size	315 (Table II)
Lot Accepted (AC)	14 errors or less (Table II)
Rejected (RE)	15 errors or more (Table II)

A random sample of 315 documents per lot is reviewed for objective coding field errors.

A random sampling can be generated utilizing the random number function in a spreadsheet program. In Excel this function is accomplished by typing the random number function “=rand()” in the first cell (A1). In cell B1, multiply A1 times the lot size (i.e.10,200) to get a document or record number in the appropriate range. Copy the formulas from A1 and B1 to the number of rows that correlates with the sample size (i.e. 315).

G4 Reporting Requirements

A report must be submitted back to Justice Canada containing the following information for each identified batch of documents returned under the call-up. The report shall include the following information for each lot inspected under the batch:

- (1) Project_ID(JUS) – As provided on the initiating PAD;
- (2) NLSS_BatchIDs – the current batch being sampled under the call-up;
- (3) Document_ID – Document_ID inspected
- (4) xNLSS_AC_RE – Acceptance / rejection of objective field coding for each document in sample lot
- (5) xNLSS_Defect – List identifying reason objective field coding was rejected.

Quick Reference – Example of Correlation between Table I and Table II

Lot or Batch Size (Table I)			General Inspection Level II (Table I)	SAMPLE SIZE (Table II)	Allowable Errors in Sample	
Document Number					Lot/ Batch Accepted	Lot / Batch Rejected
501	to	1200	J	80	5	6
1201	to	3200	K	125	7	8
3201	to	10000	L	200	10	11
10001	to	35000	M	315	14	15
35001	to	150000	N	500	21	22

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150001	to	500000	P	800	21	22
500001	to	over	Q	1250	21	22

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TABLE I – Sample Size code letters

(see 4.9.1 and 4.9.2)

Lot or Batch Size		Special inspection levels				General inspection levels		
		S-1	S-2	S-3	S-4	I	II	III
2	to 8	A	A	A	A	A	A	B
9	to 15	A	A	A	A	A	A	C
16	to 25	A	A	B	B	B	B	D
26	to 50	A	B	B	C	C	C	E
51	to 90	B	B	C	C	C	E	F
91	to 150	B	B	C	D	D	F	G
151	to 280	B	C	D	E	E	G	H
281	to 500	B	C	D	E	F	H	J
501	to 1200	C	C	E	F	G	J	K
1201	to 3200	C	D	E	G	H	K	L
3201	to 10000	C	D	F	G	J	L	M
10001	to 35000	C	D	F	H	K	M	N
35001	to 150000	D	E	G	J	L	N	P
150001	to 500000	D	E	G	J	M	P	Q
500001	to over	D	E	H	K	N	Q	R

(Reprinted from Military Standard MIL-STD-105E: Sampling Procedures and Tables for Inspection by Attributes, issued by the U.S. Government on April 29, 1963.

TABLE II-A – Single sampling plans for normal inspection (Master table)

(4.9.3 – 4.9.4)

Sa mp le Siz e co de lett er	ACCEPTABLE QUALITY LEVELS (Normal inspection)																										
	Percentage																										
	0. 01 5	0. 02 5	0. 04 5	0. 06 5	0. 1 5	0. 15	0. 25	0. 4	0. 65	1	1. 5	2. 5	4	5	6.	10	15	25	40	65	10	15	25	40	65	10	
	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	Ac Re	
A	2																										
B	3																										
C	5																										
D	8																										
E	13																										
F	20																										
G	32																										
H	50																										
J	80																										
K	125																										
L	200																										
M	31																										

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	5	4	3	2	1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
N	50				1	0	1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
P	80				1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
Q	12				1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
R	20				1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	

(Reprinted from Military Standard MIL-STD-105E: Sampling Procedures and Tables for Inspection by Attributes, issued by the U.S. Government on April 29, 1963.)

- ↓ = Use first sampling plan below arrow. If same size equals or exceeds lot or batch size, do 100 percent inspection
- ↑ = Use first sampling plan above arrow
- Ac = Acceptance number
- Re = Rejection number

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ANNEX H - NON-DISCLOSURE AGREEMENT- CALL-UPS / CONTRACTS

I, _____, recognize that in the course of my work as an employee of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial 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 Serial No.:

Signature

Date

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ANNEX "I" - SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 19217-180065-B
Security Classification / Classification de sécurité unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of Justice	2. Branch or Directorate / Direction générale ou Direction National e-Discovery and Litigation Support Services
--	--

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail
Electronic Publishing - Evidence Conversion and Publishing Services - Stream 1 - Protected B

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : See attached.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens		✓														
Production																
IT Media / Support TI		✓														
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat 02/ B0065 B
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) James Stringham	Title - Titre Director, eDiscovery and Litigation Support	Signature
Telephone No. - N° de téléphone 613-946-3477	Facsimile No. - N° de télécopieur (613) 954-5806	E-mail address - Adresse courriel James.Stringham@justice.gc.ca
		Date 2019-01-17

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Françoise Beaudoin	Title - Titre Director	Signature
Telephone No. - N° de téléphone 613-957-8941	Facsimile No. - N° de télécopieur 613-946-7502	E-mail address - Adresse courriel francoise.beaudoin@justice.gc.ca
		Date JAN 21 2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone 343 549 3086	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jalletwerk@pwgsc ipsgcgcca
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

David Vrooman Contract Security Officer, Contract Security Division david.vrooman@tpsgc-pwgsc.gc.ca Tel/Tél 613-957-1261 / Fax/Télec 613-954-4171	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date