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K1A 0S5

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**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de l'approvisionnement en communication  
360 Albert St./ 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Document Scanning & Coding	
<b>Solicitation No. - N° de l'invitation</b> 19217-180065/B	<b>Date</b> 2019-10-15
<b>Client Reference No. - N° de référence du client</b> 19217-18-0065	<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> cw011.19217-180065	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-011-77629	
<b>Date of Original Request for Standing Offer</b> 2019-08-26	
<b>Date de la demande de l'offre à commandes originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-10-24</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Leblanc, Marc-André	<b>Buyer Id - Id de l'acheteur</b> cw011
<b>Telephone No. - N° de téléphone</b> (873) 354-5948 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

Solicitation No. - N° de sollicitation  
19217-180065/001/CX  
Client Ref. No. - N° de réf. du client  
19217-180065

Amd. No. - N° de la modif.  
004  
File No. - N° du dossier  
cx011. 19217-180065

Buyer ID - Id de l'acheteur  
Cw011  
CCC No./N° CCC - FMS No./N° VME

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## SOLICITATION AMENDMENT 004

The purpose of this amendment to answer bidder questions and to amend Annex H in consequence.

**Question 1: R2.01(C) -Page 67 – Standards established via the EDRM XML Project (<http://edrm.net/projects/xml>). The link provided does not work. Can you please provide a new link and confirm that EDRM at Duke Law School in Durham, NC is setting the standard for the Department of Justice Canada ESI metadata extraction and processing.**

Answer 1: The Department of Justice's current standard is set out at page 91, Annex "D" Technical Specifications. The Offeror must also be able to provide an XML import format upon request. The EDRM XML Project is referenced as an example as to the format of the XML file that would be required.

<http://www.edrm.net/wp-content/uploads/downloads/2011/09/EDRM-XML-2.0-Schema-Legend.docx>

**Question 2: Page 137 – Is the non-disclosure agreement to be signed by the Offeror representative or do all current employees have to sign the form and submit?**

Answer 2: The non-disclosure agreement applies to the offeror and its employees. Please refer to the language of the non-disclosure agreement. The agreement encompass the entirety of the standing offer.

**1) Replace Annex H - NON-DISCLOSURE AGREEMENT- CALL-UPS / CONTRACTS with the following:**

### **ANNEX H - NON-DISCLOSURE AGREEMENT- STANDING OFFER**

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 Standing Offer 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 Offeror 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 work under any subsequent Contract issued against the Standing Offer.

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 Offeror by or on behalf of Canada must be used solely for the purpose of work under a subsequent Contract issued against the Standing Offer 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 Standing Offer Serial No.:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION UNCHANGED**