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**Bid Receiving - PWGSC / Réception des soumissions - TPSGC**

11 Laurier St./11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2

Gatineau  
Québec

K1A 0S5

Bid Fax: (819) 997-9776

**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> 2019-10-22
<b>Client Reference No. - N° de référence du client</b> 19217-18-0065	<b>Amendment No. - N° modif.</b> 007
<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> Date de la demande de l'offre à commandes originale 2019-08-26	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-10-29</b>	
<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 AMENDMENT 007**

The purpose of this amendment to answer bidder questions and to amend the solicitation document in consequence.

**Question 6: Page 52 – HCR Test set Coding Field Type– In the list of fields to be provided “Estimated” with a field type of Boolean is requested. Within the Ringtail software “Estimated” is a default field in the main table and the type is hard coded as a Text field. If you require the Estimated field to have a true field type of Boolean the data would have to be in the export extras table and the field name would have to be different than Estimated (ex. Estimated Date) in order for the data to export properly and pass the validator. When we look in the export table on page 93 the “Estimated” data is in the main table as a text field using yes or no values.**

**Do we enter the Estimated date into the main table text field using yes or no values or do we add Estimated Date to the extras table so that the field can be a true Boolean field type?**

Answer 6: The field name is amended to Estimated Date and can be added to the extra table:

<u>Estimated Date</u>	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.
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**Question 7: Should the Mandatory Criteria in the leftmost column of the table on page 48 indicate M.1.d and M.2, or should it instead indicate M.2 and M.3?**

Answer 7: This is a typo. The table on page 48 is amended as follows to reflect the correct numbering:

DELETE:

<b>M.1.d</b>	<p><b>PRODUCTION CAPABILITY</b></p> <p>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>
<b>M.2</b>	<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 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><b>Response Format:</b></p> <p><b>For each of the two (2) Project Managers the Offeror must provide the following information:</b></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>

(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

REPLACE WITH:

<b>M.2</b>	<b>PRODUCTION CAPABILITY</b> The Offeror must:  M.2.1 Provide a written confirmation that they can image at a minimum 10,000 hard copy pages in a day. M.2.2 Provide a written confirmation that they can ingest and process a minimum of 500GB a day .
<b>M.3</b>	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 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).  <b>Response Format:</b>  <b>For each of the two (2) Project Managers the Offeror must provide the following information:</b>  (a) The contact information of the Project Manager; (b) Description of the project(s) in which the Project Manager obtained the required experience. At least three projects must be listed. (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. ; (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

**Question 8: For the Document\_Type field, should we use "Agenda /Minutes /Record of Decision" (without the space after the slash) per the Standing Offer instructions or the "Agenda / Minutes / Record of Decision"(with the space after the slash) which matches the E4.02 instructions?**

Answer 8: 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.

Bidders must refer to T1.02 for what elements must be provided in their bid in order to satisfy the point-rated evaluation criteria related to R1 HCR Imaging Services and R2 ESI Conversion services. Bidders **must not** refer to any previous solicitation documents. Bidders are not required to provide information in excess of what is indicated in the mandatory and point-rated evaluation criteria.

**Question 9: For the coding fields requested in the test set (shown below), please confirm that the additional fields usually included in Standard Coding are or are not required for this set. The additional fields would be like “Date Info”, “Features”.**

**Document\_Date**

- a. Estimated
- b. Document Type
- c. Title
- d. Persons & Organisations – CC
- e. Persons & Organisations – From
- f. Persons & Organisations - To

Answer 9: See the answer to question 8.

**Question 10: I'd also like clarification on the xInfo BatchID, xInfo BundleID and xInfo ProjectID values for these three batches. I've listed the instructions received from the cover sheets, but would appreciate a confirmation on the values. There was considerable additional information on the cover sheets, so I wanted to ensure that any required information was taken from there and placed in the appropriate delivery field. Let us know if there's additional fields not listed in the “T” sections that should be included in the delivery, though, and pulled from the “Annex E”.**

	Starting DocID	BatchID	BundleID	ProjectID
Hard Copy Set – Batch 1	CAN.HCAN.HCR.0047.0001	<i>Not provided</i>	<i>Not provided</i>	<i>Not provided</i>
Hard Copy Set – Batch 2	OPD.GEN.PROD.0001.0001	<i>Not provided</i>	<i>Not provided</i>	<i>Not provided</i>
Hard Copy Set – Batch 3	OPD.GEN.PROD.0002.0001	<i>Not provided</i>	<i>Not provided</i>	<i>Not provided</i>
ESI Set – USB A	CAN.JUS.ESI.WHASC.0002.0001	201009_001	JUS003	<i>Unknown</i>
ESI Set – USB B	CAN.JUS.ESI.WHASC.0001.0001	201009_001	JUS002	<i>Unknown</i>

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.  
007  
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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Answer: See the answer to question 8.

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