

RFP 5Z011-20-0124

Question and Answer

Question 1.

In order to provide a complete and accurate response to the RFP we respectfully request an extension of two weeks, adjusting the closing date to March 4th, 2020.

Answer 1:

Yes, LAC will extend the closing date to March 11, 2020.

Question 2.

Regarding Annex "A" Statement of Work, Tasks section, Initiation sub-section, bullet iv (page 36) – would LAC please clarify their expectations around media carriers expected to be used to return the migrated data? For example, does LAC require physical media to be shipped back to LAC, or will secure electronic transfer methods be considered? If physical, would LAC please specify their preferred media carrier?

Answer 2:

Migrated data will be returned on encrypted portable hard drive shipped through mail (provided by LAC)

Legacy carrier are to be kept by the contractor until LAC confirms success of transfer from the hard drives. Once transfer has been confirmed all legacy carriers are returned to LAC.

Question 3.

Regarding Annex "A" Statement of Work, Tasks section, Initiation sub-section, bullet vi (top of page 37) – would LAC please clarify what meta-data is expected to be generated and provided?

Answer 3:

The list will be refined on specific Task Authorization, as an example see below what it could be.

Summary metadata:

- **Media barcode**
 - **Extraction Status – fully processed, partially processed, failed**
 - **# files extracted**

- Status details for partially processed, failed media
- Cause of failure, attempts made

Detailed metadata:

- Barcode # scanned from label on carrier)
- For each file
 - Size
 - Filename
 - folder path
 - Dates: Modified, accessed, created (if available)
 - MD5 Checksums for each files (Using SafeCopy or other MD5 check summing tools)
- Total number of files + size
- Any files that failed?
 - How many?
 - Which one?

Question 4.

Regarding Annex “A” Statement of Work, Library and Archives Canada Obligations section (page 39), would LAC please clarify the expected approval timeline. The industry typically works with a 30 day approval timeline; at the end of which, if no objections have been raised, the materials are assumed accepted.

Answer 4:

The approval would up to 45 days to start and we can see how that will work in terms of meeting that schedule. If we put the approval timeline in the TA, we could adjust it based on how much work we have scheduled. We will also get an idea of the work/time required when we do the pilot/testing phase.