



Request for Proposal: 100015219

Solicitation Amendment #002

This solicitation is hereby amended as follows:

1) At Part 1 – General Information – Article 1.2 Summary

DELETE:

1. The Contractor must provide data entry services on an "as and when requested" basis. The work will be performed in accordance with detailed specified requirements related to the information to be data captured and to technical conditions as to an acceptable error rate, security standards, turnaround time, input data, storage media to be kept until permission to destroy them is received.

There are **three (3)** types of documents:

- (1) INS2106 Forms – Record of Employment (ROE), E or K Series ROE¹; (Appendix B of Annex A)
- (2) INS2436 Form - Self-employed Fisher Record of Employment (ROE), Z Series ROE; (Appendix C of Annex A)
- (3) INS5097 Form – Request for Payroll Information; (Appendix G of Annex B)

The Contractor must data capture an amount varying between 550,000 and 700,000 documents in the first year with potential decreases in the subsequent years.

The variance in range can be the result of other departmental initiatives and/or decisions.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders 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.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).



REPLACE:

1. The Contractor must provide data entry services on an "as and when requested" basis. The work will be performed in accordance with detailed specified requirements related to the information to be data captured and to technical conditions as to an acceptable error rate, security standards, turnaround time, input data, storage media to be kept until permission to destroy them is received.

There are **three (3)** types of documents:

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The Contractor must data capture an amount varying between 550,000 and **850,000** documents in the first year with potential decreases in the subsequent years.

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2) At Part 4 – Evaluation Procedures and Basis of Selection – Article 4.1.1.1 Mandatory Technical Criteria

DELETE:

M2	The bidder must demonstrate having managed a minimum experience of three years in the delivery of data capture of similar size, scope and
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	<p>complexity to that outlined in Annex A during the past five years.</p> <p>The bidder must provide a description of the service delivery with the following information:</p> <ul style="list-style-type: none"> • Name of the program/initiative/project • Name of Client • Dates of program/initiative/project (start date, end date and duration) • Nature and scope of program/initiative/project (type of data, form types, average monthly/yearly volumes) • Description of work performed and responsibilities held during the engagement.
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REPLACE:

M2	<p>The bidder must demonstrate having managed a minimum experience of three years in the delivery of data capture of similar size, scope and complexity to that outlined in Annex B during the past five years.</p> <p>The bidder must provide a description of the service delivery with the following information:</p> <ul style="list-style-type: none"> • Name of the program/initiative/project • Name of Client • Dates of program/initiative/project (start date, end date and duration) • Nature and scope of program/initiative/project (type of data, form types, average monthly/yearly volumes) • Description of work performed and responsibilities held during the engagement.
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3) At Annex B – Statement of Work – Section 4 -Scope

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The variance in range can be the result of other departmental initiatives and/or decisions.

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The Contractor must data capture an amount varying between 550,000 and **850,000** documents in the first year with potential decreases in the subsequent years.



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The variance in range can be the result of other departmental initiatives and/or decisions.

All other terms and conditions remain the same.