



THE CITY OF WINNIPEG

REQUEST FOR INFORMATION

RFI NO. 726-2011

REQUEST FOR INFORMATION FOR DIGITIZATION PROJECT

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PART B - REQUEST FOR INFORMATION

B1. DEFINITIONS

B1.1 When used in this Request for Information:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Calendar Day**" means the period from one midnight to the following midnight;
- (c) "**City**" means the City of Winnipeg as continued under The City of Winnipeg Charter, Statutes of Manitoba 2002, c. 39, and any subsequent amendments thereto;
- (d) "**City Council**" means the Council of the City of Winnipeg;
- (e) "**Contractor**" means the person undertaking the performance of the work under the terms of the Contract;
- (f) "**may**" indicates an allowable action or feature which will not be evaluated;
- (g) "**must**" or "**shall**" indicates a mandatory requirement which will be evaluated on a pass/fail basis;
- (h) "**Person**" means an individual, firm, partnership, association or corporation, or any combination thereof, and includes heirs, administrators, executors or legal representatives of a person;
- (i) "**Respondent**" means any Person or consortium submitting an Information Submission in response to this Request for Information;
- (j) "**should**" indicates a desirable action or feature which will be evaluated on a relative scale;
- (k) "**Site**" means the lands and other places on, under, in or through which the work is to be performed;
- (l) "**Submission or Information Submission**" means that portion of the Request for Information which must be completed or provided and submitted by the Submission Deadline;
- (m) "**Submission Deadline**" means the time and date for final receipt of Submissions;
- (n) "**Work**" or "**Works**" means the carrying out and the doing of all things, whether of a temporary or permanent nature, that are to be done pursuant to the Contract and, without limiting the generality of the foregoing, includes the furnishing of all Plant, Material, labour and services necessary for or incidental to the fulfilment of the requirements of the Contract, including all Changes in Work which may be ordered as herein provided.

B2. BACKGROUND

B2.1 The Winnipeg Public Library (WPL) is requesting information regarding a digitization project of Winnipeg Henderson Directories. The directories are in book format but the Winnipeg Public library also has access to reels of microfilm negatives.

B3. PURPOSE OF THE REQUEST FOR INFORMATION DOCUMENT

B3.1 The purpose of this Request for Information (RFI) is to identify information pertaining to scanning and access of the scanned images before a formal bid is tendered.

B3.2 The City invites qualified individuals to submit an Information Submission in response to this RFI.

B3.3 After receiving the Submissions to this RFI, the City will review all Submissions received and use the information to make an informed decision to proceed to Request for Qualifications and/or Request for Proposals, and further in the development of specifications.

B4. SCHEDULE

B4.1 The City intends to:

- (a) review the Information Submissions by October 25, 2011 ; and
- (b) determine how they plan to proceed by December 14, 2011.

B4.2 Details on the RFQ/RFP schedule will be provided to the Respondents at the completion of the RFI stage.

B5. ENQUIRIES

B5.1 All enquiries shall be directed to the City Contact identified in B6.1.

B5.2 Any Respondent who has questions as to the meaning or intent of any part of this document or who believes this document contains any error, inconsistency or omission should make an enquiry prior to the Submission Deadline requesting clarification, interpretation or explanation in writing to the City Contact.

B5.3 If the Respondent finds errors, discrepancies or omissions in the document, or is unsure of the meaning or intent of any provision therein, the Respondent shall promptly notify the City Contact of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B5.4 If the Respondent is unsure of the meaning or intent of any provision therein, the Respondent should request clarification as to the meaning or intent prior to the Submission Deadline.

B5.5 Responses to enquiries which, in the sole judgment of the City Contact, require a correction to or a clarification of the RFI will be provided by the City Contact to all Respondents by issuing an addendum.

B5.6 Responses to enquiries which, in the sole judgment of the City Contact, do not require a correction to or a clarification of the RFI will be provided by the City Contact only to the Respondent who made the enquiry.

B5.7 The Respondent shall not be entitled to rely on any response or interpretation received pursuant to B5 unless that response or interpretation is provided by the City Contact in writing.

B6. CITY CONTACT

B6.1 The City Contact is:

Theresa Lomas
Administrative Coordinator
Telephone No. (204) 986-6470

B7. ADDENDA

B7.1 The City Contact may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the RFI, or clarifying the meaning or intent of any provision therein.

B7.2 The City Contact will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

(a) The Addenda will be available on the Bid Opportunities page at the Materials Management Division's website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B7.2.1 The Respondent is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division's website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B7.3 The Respondent should acknowledge receipt of each addendum on Form A: Request for Information Application.

B8. CONFIDENTIALITY AND PRIVACY

B8.1 Information provided to a Respondent by the City or acquired by a Respondent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the City. The Respondent shall not make any statement of fact or opinion regarding any aspect of the RFI and any subsequent proposal to the media or any member of the public without the prior written authorization of the City.

B8.2 The protection of personal information and privacy will be fundamental aspects of the Project. Respondents shall comply with all applicable privacy legislation, including but not limited to the Personal Information Protection and Electronic Documents Act (Canada) ("PIPEDA"). In addition, Respondents are advised that the City is subject to The Freedom of Information and Protection of Privacy Act (Manitoba) ("FIPPA") and that the Contractor will be expected to comply with the obligations imposed upon the City pursuant to FIPPA.

B8.3 To the extent permitted, the City shall treat all Submissions as confidential. However, the Respondent is advised that any information contained in any Submission may be released if required by City policy or procedures, by FIPPA, by other authorities having jurisdiction, or by law.

B8.4 All Information Submissions submitted to the City will be kept in confidence with the City for the sole purposes of evaluating and developing the best possible strategic option for the City. Information Submissions will become the property of the City. The City will have the right to make copies of all Submissions for its internal review process and to provide such copies to its staff and/or external advisors and representatives.

B8.5 All information will become and remain the property of the City; none will be returned. If the application contains any proprietary or trade secret information, said information must be indicated as such.

B9. NON-DISCLOSURE

B9.1 Respondents must not disclose any details pertaining to their RFI and the selection process in whole or in part to anyone not specifically involved in their Submission, without the prior written approval of the City. Respondents shall not issue a news release or other public announcement pertaining to details of their Information Submission or the selection process without the prior written approval of the City.

B9.2 Respondents are advised that an attempt on the part of any Respondent or any of its employees, agents, contractors or representatives to contact any members of City Council or their staff or any member of City Administration other than the City Contact with respect to this RFI solicitation, may lead to disqualification.

B10. RESPONDENT'S COSTS AND EXPENSES

B10.1 Respondents are solely responsible for their own costs and expenses in preparing and submitting an Information Submission and participating in the RFI, including the provision of any additional information or attendance at meetings.

B11. NO CONTRACT

B11.1 By submitting an Information Submission and participating in the process as outlined in this document, Respondents expressly agree that no contract of any kind is formed under, or arises from this RFI, and that no legal obligations will arise. The City will have no obligation to enter into negotiations or a Contract with a Respondent, even though one or all of the Respondents are determined to be responsible and qualified, and the Submissions are determined to be responsive.

B11.2 Without limiting the generality of the foregoing, the City reserves the right and the full power to amend or cancel this RFI at any time.

SUBMISSION INSTRUCTIONS

B12. SUBMISSION DEADLINE

B12.1 The Submission Deadline is 4:00 p.m. Winnipeg time, September 27, 2011.

B12.2 The City Contact or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B12.1.

B12.3 Information Submissions will not be opened publicly.

B12.4 The Information Submission should be submitted enclosed and sealed in an envelope clearly marked with the RFI number and the Respondent's name and address.

B12.5 Information Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B12.6 Information Submissions shall be submitted to:

The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B13. INFORMATION SUBMISSION

B13.1 The Information Submission should consist of the following components:

- (a) Form A: Request for Information Application (Section A);
- (b) Product Specifications, Features and Technical Details (Section B).

B13.2 All requirements of the RFI should be fully completed or provided, and submitted by the Respondent no later than the Submission Deadline, with all required entries made clearly and completely to constitute a responsive RFI.

B13.3 All Submissions received in response to this RFI will be kept in confidence with the sole purposes of evaluating and developing the best possible strategic option for the City.

B13.4 Submissions and the information they contain will be the property of the City upon receipt. No Submissions will be returned.

Format

B13.5 Respondents should submit one (1) unbound original (marked "original") and three (3) copies plus one (1) copy in an MSOffice compatible electronic format on a standard CD. If there is any discrepancy between the electronic version and the original hard copy, the original hard copy shall take precedence.

(a) Each requirement should be addressed in a separate section clearly marked with the corresponding letter.

B13.6 The City reserves the right to make additional copies of all Submissions for its internal review process.

B14. FORM A: REQUEST FOR INFORMATION APPLICATION (SECTION A)

B14.1 Further to B13.1(a), the Respondent shall complete Form A: Request for Information Application, making all required entries.

B14.2 Paragraph 2 of Form A: Request for Information Application shall be completed in accordance with the following requirements:

- (a) if the Respondent is a sole proprietor carrying on business in his own name, his name shall be inserted;
- (b) if the Respondent is a partnership, the full name of the partnership shall be inserted;
- (c) if the Respondent is a corporation, the full name of the corporation shall be inserted;
- (d) if the Respondent is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B14.2.2 If the Submission is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B14.2.

B14.3 In Paragraph 3 of Form A: Request for Information Application, the Respondent shall identify a contact person who is authorized to represent the Respondent for purposes of this RFI.

B14.4 Paragraph 7 of Form A: Request for Information Application should be signed in accordance with the following requirements:

- (a) if the Respondent is sole proprietor carrying of business in his own name, it shall be signed by the Respondent;
- (b) if the Respondent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Respondent is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Respondent is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B14.5 The name and official capacity of all individuals signing Form A: Request for Information Application should be printed below such signatures.

B14.6 All signatures should be original.

B14.7 If a Submission is submitted jointly by two or more persons, the word "Respondent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Respondents in the Submission, shall be both jointly and several.

B15. PRODUCT SPECIFICATIONS FEATURES AND TECHNICAL DETAILS (SECTION B)

B15.1 The Respondent should provide a detailed:

- (a) description of how your company could undertake scanning pages and the type of scanning equipment used;
- (b) description for scanning microfilm negatives and how determination could be made as to whether the quality of the microfilm would be conducive to producing usable, high quality images;
- (c) information on the resolution of the scanned images and the type of quality control that can be provided;
- (d) description of the metadata that can be captured during the scanning process, what file formats are available for the output files and how the files would be delivered to the library.

B15.2 In addition to the four key features, the Respondent should provide responses on the following additional features and technical details:

- (a) Please describe the OCR services you offer, including the type of OCR software utilized and the quality of OCR output that would be available;
- (b) WPL is also interested in whether your company offers indexing and metadata services and, if so, the format that would be suitable for this project (MODS, MARCSML, Dublin Core or other format);
- (c) Describe how multiple directories could be searched simultaneously and whether there are any issues to consider when offering simultaneous searching versus searching individual directories;
- (d) Please indicate if there is any other information WPL needs to consider in relation to this project.