

RFP 1075-2018 ADDENDUM 1

DIGITIZATION OF BOARD OF COMMISSIONERS MICROX MICROFICHE

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
REQUEST FOR PROPOSAL**

ISSUED: November 4, 2019
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**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE REQUEST FOR PROPOSAL AND
SHALL FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: Ar20160708

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

PART B – BIDDING PROCEDURES

Revise: B2.1 to read: The submission deadline is 12:00 noon Winnipeg time on November 14, 2019.

PART D – SUPPLEMENTAL CONDITIONS

Add: D3.4 The City intends to complete the Work by February 29, 2020.

Clarification of D3.2(g): Series and sub-series are determined by a separate file-index that will be provided by the Department. The classifications on this file-index correspond to titles on the microfiche. Sequential ordering within aforementioned series/sub-series qualifies as arrangement by date.

PART E – SPECIFICATIONS

Clarification of E2.1(c): Series and sub-series are determined by a separate file-index that will be provided by the Department. The classifications on this file-index correspond to titles on the microfiche. Sequential ordering within aforementioned series/sub-series qualifies as arrangement by date.

QUESTIONS AND ANSWERS

Q1: Can the bidder be from out of province and can the material be shipped out of province?

A1: Yes, the bidder can be out of province and the material can be shipped out of province so long as the physical and intellectual security requirements specified in Clause D6 are met and the Contractor takes responsibility for the transportation as specified in Clause D3.2(h).

Q2: Is there an incumbent vendor for these services?

A2: No.

Q3: Does this project encompass the entire collection of microfiche.

A3: Yes.

Q4: Will the Contractor be able to pick up all the material at once?

A4: Yes.

Q5: Does this project require the successful vendor to hold CAN/CGSB 72.11-93: Microfilm and Electronic Images as Documentary Evidence, and/or any ISO certifications

A5: No.

Q6: Can you please provide naming examples, number of estimated characters per name, images/samples of where naming info will be extracted from/found on the physical documents etc.

A6: The bidder's approach to naming will be part of the methodology evaluation (B21.1(e)). Unique file-level naming is preferred. File names and file paths should be succinct so that they do not exceed the limits of most software and operating systems. The file-key that accompanies the records uses file codes, which qualify as series/subseries names in the case of individual TIFF file names. Unless a series in the file-index refers to a specific date or date range, the sequential ordering of individual TIFFs within a series/subseries satisfies the index-by-date criterion. It is preferable that the file structure mirrors the file-index so that the index can be used to find images in the same way it would have been used for the analogue records.

Q7: Can the microfiche and their storage be viewed either by a site visit or via photographs?

A7: Photographs can be provided upon request.

Q8: Do the funds specified in Clause D3.3 include taxes?

A8: Yes. The funding specified in Clause D3.3 is the total amount of funding available.

Q9: How are the series/subseries specified in Clause E3.2(g) indexed?

A9: The microfiche are organized according to a separate file key – individual fiche have titles that correspond to the file key. This is all the indexing information available and digitized images should have a file structure that mirrors this system.

Q10: Are there multiple documents on a single microfiche and can those documents flow from one microfiche to another?

A10: There are almost certainly multiple documents on a single microfiche. We have not been able to do large scale sampling due to the proprietary nature of the material, so we cannot say whether or not documents can flow from one microfiche to another or how the fiche's indices account for this possibility.

Q11: Is there a mix of microfiche and microfilm?

A11: The material is entirely Microx microfiche.