

Question & Answer 2

RFP 5Z011-25-0001

Question #1

In term of production, we are wondering if digitization could take place:

A: in QUEBEC at a location from our group subsidiary

B: in an other country at the head office of the vendor since the vendor will be responsible for the transportations

Answer #1

A: Yes, work can be performed at a location in Quebec, as long as all work is performed in one facility (as outlined in Mandatory requirement M1 and described in ANNEX A, section 3 "Location of Work, Work Site and Delivery Point")

B: Yes, work can be performed in any country as long as they respect the Trade Agreements listed below and as long as all work is performed in one facility (as outlined in Mandatory requirement M1 and described in ANNEX A, section 3 "Location of Work, Work Site and Delivery Point"). The all-inclusive bid price must reflect the vendor's responsibility to cover all necessary transportation costs and applicable customs fees (as per section 1.1 of the Price Schedule and described in ANNEX A, section 6.2 "Shipping and Canadian Customs Duties")

[Canada–Chile Free Trade Agreement](#)

[Comprehensive and Progressive Agreement for Trans-Pacific Partnership \(CPTPP\)](#)

[Canada–Colombia Free Trade Agreement](#)

[Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)](#)

[Canada–Honduras Free Trade Agreement](#)

[Canada–Honduras Free Trade Agreement](#)

[Canada–Korea Free Trade Agreement](#)

[Canada–Panama Free Trade Agreement](#)

[Canada–Peru Free Trade Agreement](#)

[Canada–Ukraine Free Trade Agreement](#)

[Canada-United Kingdom Trade Continuity Agreement](#)

[World Trade Organization–Agreement on Government Procurement \(WTO-GPA\)](#)

Question #2

What are the expected dimensions of a shipment pallet of Type-C video tape containers?

Answer#2

Typically, a shipment of 1,000 hours of C-Format videotapes consists of approximately 500-600 tapes sent in 4 reusable, rugged shipping containers that can be used for the return trip to LAC when the digitization work is complete. The dimensions of each container are approximately 50" height x 48" length x 45" width. Each container weighs approximately 1800lbs fully loaded.

Question #3

How many pallets are expected to be picked up for a shipment of 1,000 hours of video tapes?

Answer#3

Four (4) containers are sent per shipment. See Answer #2 for more information.

Question #4

What are the expected dimensions of a shipment pallet of blank external USB-C hard disk drives shipment?

Answer#4

Approximately sixteen 4TB hard drives are required to accommodate all data associated with a shipment of C-Format tapes. LAC typically ships the encrypted external transport hard drives separately to the supplier in several smaller boxes of variable sizes.

Question #5

How many pallets are expected to be picked up for a shipment and how many blank hard disk drives will be necessary to host the output of 1,000 hours of video tapes?

Answer#5

Please refer to answers of questions 2, 3 and 4.

Question #6

Section 7.12 of the RFP says there are "No Specific Requirements" for Insurance. Does that mean providing an insurance for video tapes or the digital storage devices are not needed? to cover the risk for these items during the shipping transition and while stored during the digitization process?

Answer#6

As indicated at item 7.12 Insurance, the Standard Acquisition Clause and condition (SAAC) [G1005C](#) (2016-01-28) Insurance - No Specific Requirement applies to this requirement. The complete definition is the following:

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

Question #7

Our team has strong first-hand experience on the analog-to-digital digitization process. However, it is becoming increasingly hard to solicit and obtain necessary analog hardware from the market to read old video tapes, hence the below questions to uncover new possibilities:

- a) Does LAC happen to have Type-C Video Tape players - like Sony BVH-2000 for example, or a similar player - that can be used for the digitization process? if so, can it be borrowed, or purchased?
- b) If not, then is there a preferred hardware provider for LAC that we can approach to acquire necessary hardware?
- c) Is there any hardware which LAC can loan that can help in reading the video tapes?

Answer#7

- a) No
- b) No
- c) No

Please note that mandatory criterion "M2" requires that "The Bidder must have the required technical infrastructure **in place.**"

Question #8

Would it work to have the business location based out of Canada?

Answer#8

Please refer to the Answer 1 of Question 1

Question #9

Is it a requirement to have the business facility based in Canada?

Answer#9

Please refer to the Answer 1 of Question 1

Question #10

Has LAC gone through the digitization process internally before? or outsourced it to a contractor before? If so, what were the lessons learned (if there is any)?

Answer#10

The LAC currently operates a combination of in-house digitization for formats that we can service and various ongoing outsource contracts for digitization of formats we are no longer equipped to manage

internally. The outsourcing of C-Format videotape has been ongoing since 2015 and this is now the third request for proposal to continue this work for a further 3 to 5 years.

LAC has learned over multiple previous outsourcing contracts for digitization that open and consistent communication of feedback between both parties and the prompt reporting of problems is key to building trust and ensuring a positive outcome.

Question #11

Would it be possible to visit LAC and take a look at a sample of video tapes before submitting a proposal?

Answer#11

No, a site visit to LAC is out of scope for this RFP and will not be provided. Please note that as stated in "ANNEX A: Statement of Work" (section 1.2) LAC is looking to digitize C-Format videotapes at an assortment of running times ranging up to full three-hour reel sizes.

Question #12

Would it be acceptable to conduct digitization process in a business office complex, where the room temperature can be closely monitored and controlled through the seasons?

Answer#12

As identified in item (b) Mandatory Criterion "M1" of the evaluation grid, the Videotape storage rooms shall be environmentally controlled with a temperature of 8°-20° Celsius and a relative humidity of 20-40%.

Question #13

Would it be acceptable to submit two proposals instead of one?

Answer#13

In response to this solicitation process, only one (1) contract will be awarded. Therefore, only one proposal shall be submitted following the Bid Preparation instructions detailed in Part 3 of the Request for proposal.

END OF Questions and Answers