

## Question & Answer 6

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 \(WTO-GPA\)](#)

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### 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.

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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.

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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.

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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.

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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.

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#### 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."

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#### 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

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#### 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

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**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.

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**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.

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**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%.

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**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.

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### **Question #14**

#### 2.2.1 Video File Specifications.

1. Are these tapes expected to have LTC time code on one of the audio channels? If so, is it expected that we pass it through as it is on the original?
2. When the source is mono is it expected that the proxy gets made into a dual mono?

Referring to questions 1 and 2 - Our standard operating procedure would be to pass through the available audio from the tape on the preservation file. If there is LTC on an audio channel it will be removed. Any mono audio will be made into dual mono on the access copy. Is this your expectation?

### **Answer #14**

1. If the source tapes have LTC time code on one of the audio channels, it is to be passed through to the preservation master file as it is on the original. The MP4 access file should have the LTC audio channel removed to provide a clean preview experience.
  2. If the source is mono, the MP4 access file is to be created as dual mono.
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### **Question #15**

- 2.2.3** Quality Control Report Specifications. We'd like to confirm exactly what the RFP means by dropout – It is often used as a 'catch-all' term, but our interpretation would be that a dropout is defined as follows below: Is this consistent with your definition?

Dropout is a brief loss of RF caused by a media defect such as a scratch on the media surface, a small bit of loose oxide or other environmental contaminant caught in the video heads, or any other incident that produces a loss of signal. A video dropout is displayed as white and/or black lines of missing information in the picture, although dropout might also be noticed when compensation occurs in VTR line delay circuitry. Tapes with severe wear, tapes suffering from environmental damage or other physical maladies can be expected to show moderate to severe levels of line dropout.

### **Answer #15**

Yes, your interpretation of a "dropout" would be accurate.

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**Question #16**

Preservation master files are to be encoded directly to a compliant lossless J2K stream in the MXF OP1a format (i.e. there is to be no intermediary encoding format). - regarding this statement, we typically ingest to an uncompressed v210 and transcode to our target deliverable formats. Would this be acceptable?

**Answer#16**

Yes, ingesting to an uncompressed v210 or equivalent prior to transcoding to LAC's target lossless J2K MXF file format would be acceptable.

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**Question #17**

Is there a breakdown of the number of tapes for each hour length: How many 3 hours tapes there are vs two hours vs one hour. A rough estimation can work if a precise inventory is not available.

**Answer#17**

Based on preliminary estimates, approximately half of the tapes are 3-hour reels, with the other half being an assortment of shorter running times.

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**Question #18**

Section 2.2.1 Access (proxy) files format: The SoW specifies that the access copy should be encoded using 2mb/s variable bit rate. This request can be accommodated, however, there is a practice of using constant bit rate to ensure proper sync of audio and video during playback. With variable bit rate, the consistency of the audio/video sync will vary depending on the player used, WIFI connection, computer RAM, etc. Considering this, what are your thoughts?

**Answer#18**

A constant bit rate encoded MP4 access file would be acceptable, subject to successful testing during the pilot project (M3).

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**Question #19**

Can the external hard drive that will be provided be formatted as exFAT system file format in order to be read by both Windows and Apple operating systems?

**Answer#19**

Library and Archives Canada supplied hard drives will be formatted NTFS.

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## Question #20

One of the answers provided to a previous question said "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". In light of that; would it be possible to:

1. Point the reference numbers of these past two outsourcing awards?
2. Know the total award value for each of these past outsourcing contracts? Alternatively, to know what was the proposed cost per hour under each tender award?
3. Know which organization got awarded these past two outsourcing contracts?

## Answer#20

LAC has awarded the following contracts in the result of the two (2) passed request for proposals.

- 1) Contract number 5Z011-14-0301A was awarded for a period of three years to George Blood Audio & Video LP for a total contract value of \$121,853.00 CAD.
- 2) Contract number 5Z011-18-0157 was awarded for a period of three years plus two (2) option periods for a total of five (5) years to George Blood Audio & Video LP for a total contract value of \$159,951.00 CAD.

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## Question #21

If the Mandatory Technical Criteria led into qualifying a single bidder only, would the tender go into a re-bid?

## Answer#21

As stated at item 4.2.1 Mandatory Technical Criteria of the request for proposal, a bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. Therefore, if only one bidder meets all the mandatory criteria, that successful bidder would be awarded the contract.

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## Question #22

Section 4.1.3 referred to a Site Inspection. A few questions about that:

1. How many site visits should a bidder expect to have from LAC Technical Authority in a year?

2. How many visits can take place during the three to five years duration of the project?
3. How many days would a typical visit need?

#### **Answer#22**

Site Inspection by the LAC Technical Authority is optional as stated at item 4.1.3 Site Inspection of the request for proposal. A typical Site inspection may take up to one (1) day. LAC may not confirm the number of visits per year or for the total contract duration as these are optional.

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#### **Question #23**

What value would the Library and Archives of Canada like the vendors to place on each tape regarding customs taxes? We will need to assume a value for each tape.

#### **Answer#23**

Library and Archives Canada has assigned a placeholder value for customs purposes of \$50 CAD for each C-Format videotape in previous shipments that have been sent externally to Canada. Shipments are to be clearly identified as cultural material being loaned for the purposes of digitization and are not intended for export or re-sale. A reminder that the supplier is responsible to provide sufficient and appropriate customs documentation and is responsible for any transportation fees (ANNEX A: section 6.2) as part of their firm all inclusive bid price.

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#### **Question #24**

Regarding a suggested improvement in 2.6: We are proposing that we bid the shipping portion at cost plus X% as opposed to providing a flat fee that gets bundled into the per hour price. This way, we can make sure to provide an accurate quote that could be more cost effective for the LAC. Instead of having bidders build in a large additional percentage to cover shipping on their quotes, we could bid at cost plus x percent.

#### **Answer#24**

Library and Archives Canada has run other solicitation processes with this clause for which the results have been favorable. Therefore, the Attachment 1 to Part 3 – Pricing Schedule will remain unchanged. All bidders must follow the current solicitation instructions regarding the firm all inclusive bid price or be found non-compliant.

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#### **Question #25**

Our company and none of our employees have been charged with a crime in the past three years. Do we need to submit the Integrity declaration form with our bid?



**Answer#25**

An Integrity declaration form must be submitted when one or more of the following conditions apply:

1. the supplier has, in the past three years, been charged with or convicted of one of the offences listed in the [\*Ineligibility and Suspension Policy\*](#) (the “policy”); and/or
2. the supplier has, in the past three years, been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or
3. one of the supplier’s affiliates has, in the past three years, been convicted of one of the offences listed in the policy, or has, in the past three years, been convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or
4. the supplier is unable to provide any of the certifications required by the [Integrity provisions](#)

**END OF Questions and Answers**