

Notice of Proposed Procurement

This requirement is for Employment and Social Development Canada.

Description of the requirement:

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 B)
- (2) INS2436 Form - Self-employed Fisher Record of Employment (ROE), Z Series ROE; (Appendix C of Annex B)
- (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

Proposed period of contract:

The contract period is estimated to be from October 1, 2023 to September 30, 2024. There is also Three (3) – one (1) year option periods. (October 1, 2024 to September 30, 2025, October 1, 2025 to September 30, 2026, and October 1, 2026 to September 30, 2027)

File Number: 100022969

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¹ There may be 1 date with the A Series ROE in the first year of the contract.