



Procurement and Contracting Services
30 Victoria Street
Gatineau, Quebec K1A 0M6

REQUEST FOR PROPOSAL AMENDMENT

The Request for Proposal is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Proposal remain the same.

RFP Amendment No. 1	RFP Amendment Date: September 8, 2023
Office of the Chief Electoral Officer File No. ECCP-RFP-2023-2367	
Title: High-Volume Scanners	
Request for Proposal Closing Date: September 26, 2023	
ENQUIRIES – address enquiries to the Contracting Authority: Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca	
Attention: Caila Palmer	Tel No. 873-416-1930

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for High-Volume Scanners bearing number ECCP-RFP-2023-2367 and dated August 21, 2023 (the “RFP”). This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

Part 2. Questions and Answers

The following question(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 1

Question: I was wondering if there were any additional requirements for the scanners. There’s no mention of the need in terms of software/indexing of the document. For example, how does the user want to name the file, and what to do with this file once scanned: send to a folder/network folder.

Answer: The naming convention of the files depends on the elector category (e.g. Incarcerated electors). All files will be sent to the Elections Canada SFT folder on the Network that will in turn send the file via MSFT to our PSPC partners in Matane, PQ. Software must allow us to create our own naming convention with time stamp, prefixes, and be able to read a 2D barcode and include this barcode in the filename. Software must also allow for different profiles to be created based on elector category, allowing us to send correct files with appropriate file name. A counter that will allow us to keep track and document how many scans are made and sent would also be a requirement for quality control purposes.

Any additional requirements for the scanners should be equivalent to the FUJITSU Image Scanner fi-7900 datasheet attached herein for reference.

2.2 Question No. 2

Question: Would Elections Canada grant a two-week extension?

Answer: Elections Canada will grant the requested extension and will modify the Request for Proposal Closing date indicated on the cover page to September 26, 2023.

2.3 Question No. 3

Question: Would Elections Canada be open to include a limitation of liability clause?

In reference to Annex "E"

Liability

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors or agents to Elections Canada or any third party.

Elections Canada is liable for any damage caused by Elections Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement or specifically provided for in any supplemental general conditions that form part of the Contract. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

Answer: Elections Canada will not include a limitation of liability clause in the contract for this commodity.

2.4 Question No. 4

Question: What size are the documents that you are looking to scan?

Answer: This answer will be provided in a subsequent amendment.

2.5 Question No. 5

Question: Do the documents need to be scanned duplex, single-sided, or both?

Answer: This answer will be provided in a subsequent amendment.

2.6 Question No. 6

Question: Do you need to scan the documents in color?

Answer: This answer will be provided in a subsequent amendment.

2.7 Question No. 7

Question: What is the output format that images need to be in, and where are they going to be stored?

Answer: This answer will be provided in a subsequent amendment.

2.8 Question No. 8

Question: Do you need scanning software to do things like indexing, OCR, etc.?

Answer: This answer will be provided in a subsequent amendment.

2.9 Question No. 9

Question: Could elections Canada please provide clarity as to how it expects the contractors to provide reports on minimum availability?

In reference to Annex "C"

2.07.05 To pass the availability-level test, the Hardware must achieve the Minimum Availability Level for 30 consecutive days within 90 days of the testing beginning. During availability level testing, the Contractor must provide weekly written reports to Elections Canada showing the Hardware performance in relation to the Minimum Availability Level.

Answer: This answer will be provided in a subsequent amendment.

2.10 Question No. 10

Question: Could Elections Canada please clarify if the warranty it is seeking is from the delivery date to the end of the project (Dec 31st, 2023) or if it is seeking a 1-year warranty. In the event it is just for the Vendors could adjust their warranty period to provide greater cost savings to Elections Canada.

In reference to: 3.01.01 The Contract period will be from the Effective Date of the Contract to December 31,2023 (the "Initial Term")

3.02.01 - Even if Elections Canada has accepted the Work, the Contractor guarantees that, for 12 months after the Hardware is accepted (the " Hardware Warranty Period"), it will be free from all defects in materials or workmanship, be free from all design defects, and conform in all ways with the requirements of the Contract, including the Specifications and any Minimum Availability Level requirements. Because items of Hardware may be accepted on different days, the Hardware Warranty Period for different items of Hardware delivered under the Contract may begin and end on different days. If the Contract provides that the System consists of the Hardware together with Licensed Software and/or Custom Software, the Hardware Warranty Period will also apply to the Licensed Software and/or Custom Software components of the System and this longer period will apply to all the warranty, maintenance and support obligations described in Supplemental Conditions Software Development or

Modification Services and Licensed Software.

Answer: This answer will be provided in a subsequent amendment.

2.11 Question No. 11

Question: Could elections please clarify that it is only looking for onsite service from a direct service channel as the project is time sensitive, and having fewer corporate layers would not only be an asset in repairing units but also provide an added level of security.

In regards to, 5.02.02 For Return-to-Depot Maintenance Service, during the PPM throughout the Hardware Maintenance Period, the Contractor must pick up and return the Hardware to and from the location in Elections Canada where the Hardware was in use at the time the problem occurred. The Contractor must pick up the Hardware requiring maintenance within 48 hours of Elections Canada requesting maintenance. Within six Business Days of Elections Canada requesting maintenance, the Contractor must restore the Hardware to Fully Functional Operation and return it to Elections Canada at the location where it was in use at the time the problem occurred or must deliver a replacement that meets the requirements of the Contract.

Answer: This answer will be provided in a subsequent amendment.

2.12 Question No. 12

Question: Please clarify that the requirement is for 140 pages per minute and or 280 images per minute, for letter size documents.

Answer: This answer will be provided in a subsequent amendment.

2.13 Question No. 13

Question: Would Elections Canada please clarify paper feed capacity is required?

Answer: This answer will be provided in a subsequent amendment.

2.14 Question No. 14

Question: Could Elections Canada please clarify the estimated daily volume it expects to scan on each device.

Answer: This answer will be provided in a subsequent amendment.

2.15 Question No. 15

Question: Would Elections Canada please share what scanning software or utility will be used for this project

Answer: This answer will be provided in a subsequent amendment.

2.16 Question No. 16

Question: Could Elections Canada provide clarity as to the workflows for this project, and what programs will be used (e.g. the ballot counting software being used?)

Answer: This answer will be provided in a subsequent amendment.

2.17 Question No. 17

Question: Would Elections Canada consider making scanning encryption software a part of this RFP? The software is often offered at no extra cost and would offer an added level of security

Answer: This answer will be provided in a subsequent amendment.

2.18 Question No. 18

Question: Would Elections Canada please clarify if there is a requirement for centralized scanning on a network folder? USB connected scanners would store the data locally and are not as efficient as a secure centralized production scanning environment. Should users transfer information from a pc connect via usb to a network drive, this would take a lot of time and could be prone to error and create extra steps.

Answer: This answer will be provided in a subsequent amendment.

Image Scanner

RICOH fi-7900 Datasheet

Scanner

RICOH
imagine. change.



Advanced productivity for high-volume scanning

The fi-7900 scans A4 landscape documents at high speeds of 140 ppm/280 ipm (200/300 dpi). It is capable of scanning up to A3 sized portrait documents and can load up to 500 sheets at a time.

Accurate feeding to maximize productivity

Our production scanners are designed to build productive workflows. In addition to our reliable feeding, the fi-7900 comes with a variety of functionalities that make feeding performance even better. Finish scanning faster without the need to make any rescans, using the all-new Automatic Separation Control function. This new function automatically calibrates torque on the brake rollers and guarantees that documents go through one at a time. The fi-7900 now also comes with the fi Series signature Skew Reducer function providing independent separator rollers to ensure skewed documents do not affect documents to follow.

Organized paper output for clean and fast workflows

Not only do we ensure that paper is fed through smoothly but also that output is made in neat stacks. The improved Stacking Control function and Elevator Stacker allow operators to quickly gather documents after scanning so that operators can quickly move on to the next batch, and scan multiple batches in shorter times.

Stress-free usability with an operator-friendly design

The fi-7900 is designed to make the operator experience easy. Operators can scan directly from the scanner with the job-registration function, and complete various operations on the easily-accessible operator panel and LCD status display. Ease of use also applies to routine maintenance of the scanner. The fi-7900's LED lights make cleaning dust, debris, and ink residue build-up from the glass simply easy and stress-free.

Advanced software for maximized efficiency

Empower operator workflows and feed information efficiently with our latest PaperStream IP scanner driver and integrated software. With a few simple setting configurations, Automatic Profile Selection allows documents to undergo image processing appropriate to each document format. Operators no longer need to sort documents manually since the driver works with PaperStream Capture to link document formats to specific saving destinations. Image processing functionalities are also enhanced with Advanced Cleanup Technology providing strong character recognition and image cleanup functionalities for better OCR accuracy. All these functionalities work together to offer a wider variety of batch scanning features and assist operator workflows.

Technical Information

Scanner Type	ADF (Automatic Document Feeder) / Manual Feed, Duplex
Scanning Speed* ¹ (A4 Landscape) (Colour* ² /Grayscale* ² / Monochrome* ³)	Simplex: 140 ppm (200/300 dpi) Duplex : 280 ipm (200/300 dpi)
Scanning Speed* ¹ (A4 Portrait) (Colour* ² /Grayscale* ² / Monochrome* ³)	Simplex: 105 ppm (200/300 dpi) Duplex : 210 ipm (200/300 dpi)
Image Sensor Type	Colour CCD x 2 (front x 1, back x 1)
Light Source	White LED Array x 4 (front x 2, back x 2)
Optical Resolution	600 dpi
Output Resolution* ⁴ (Colour / Grayscale / Monochrome)	50 to 600 dpi (adjustable by 1 dpi increments), 1,200 dpi (driver)* ⁵
Output Format	Colour: 24-bit, Grayscale: 8-bit, Monochrome: 1-bit
Background Colours	White / Black (selectable)
Document Size	
Maximum	304.8 x 431.8 mm (12 x 17 in.)
Minimum	52 x 74 mm (2 x 3 in.)
Long Page Scanning* ⁶	5,588 mm (220 in.)
Paper Weight (Thickness)	
A4 to A5 Size	20 to 209 g/m ² (5.4 to 56 lb)
Less than A5 Size / Over A4 Size	41 to 209 g/m ² (11 to 56 lb)
ADF Capacity* ⁷	500 sheets (A4 80 g/m ² or Letter 20 lb)
Expected Daily Volume* ⁸	120,000 sheets
Multifeed Detection	Overlap detection (Ultrasonic sensor), Length detection
Paper Protection	Lag detection
Interface	USB 2.0 / USB 1.1
Power Requirements	AC 100 to 240 V ±10 %
Power Consumption	
Operating Mode	200 W or less
Sleep Mode	3.2 W or less
Auto Standby (Off) Mode	Less than 0.3 W
Operating Environment	
Temperature	5 to 35 °C (41 to 95 °F)
Relative Humidity	20 to 80% (non-condensing)

Environmental Compliance	ENERGY STAR®, RoHS
Dimensions* ⁹ (Width x Depth x Height)	460 x 430 x 310 mm (18.1 x 16.9 x 12.2 in.)
Weight	32 kg (70 lb)
Supported Operating System	Windows® 11* ¹⁰ , Windows® 10* ¹⁰ , Windows Server® 2022, Windows Server® 2019, Windows Server® 2016, Windows Server® 2012 R2, Windows Server® 2012
Software / Drivers	PaperStream IP Driver (TWAIN/TWAIN x64/ISIS), WIA Driver* ¹¹ , PaperStream Capture, PaperStream ClickScan* ¹² , Software Operation Panel, Error Recovery Guide, Scanner Central Admin Server
Image Processing Functions	Multi image output, Automatic colour detection, Blank page detection, Static threshold, Dynamic threshold (iDTC), Advanced DTC, SDTC, Error diffusion, Dither, De-Screen, Emphasis, Dropout colour (None/Red/ Green/Blue/White/Saturation/Custom), sRGB output, Hole punch removal, Cropping, Index tab cropping, Split image, De-Skew, Edge correction, Vertical streaks reduction, Character extraction, Background pattern removal, Automatic profile selection
Included Items	AC cable, USB cable, Setup DVD-ROM

Options

Post Imprinter (FI-680PRF)	PA03575-D201	Front-side printing on document
Post Imprinter (FI-680PRB)	PA03575-D203	Back-side printing on document
PaperStream Capture Pro MV Production	PSCP-MV-0001	PaperStream Capture Pro optional license

Consumables

Pick Roller	PA03575-K011	Every 600,000 sheets or one year
Separator Roller	PA03800-K012	Every 600,000 sheets or one year
Brake Roller	PA03575-K013	Every 600,000 sheets or one year
Print Cartridge	CA00050-0262	4,000,000 printed characters or 6 months after opening the bag

*1 Scanning speeds may vary due to the system environment. For details, please visit our website at: <https://www.pfu.ricoh.com/global/scanners/fi/>. *2 Indicated speeds are from using JPEG compression. *3 Indicated speeds are from using TIFF CCITT Group 4 compression. *4 When scanning in high resolutions (500 dpi or above), scanning may be rejected depending on scanning mode, document size, memory size, and application program. Selectable maximum resolution may vary depending on the length of the scanned document. *5 Limitations may apply to the size of documents that can be scanned, depending on system environment, when scanning at high resolution (over 600 dpi). *6 Documents between 431.8 mm (17 in.) and 863 mm (34 in.) in length are limited to 400 dpi. Documents between 863 mm and 3,175 mm (125 in.) in length are limited to 300 dpi. *7 Maximum capacity depends on paper weight and may vary. *8 Numbers are calculated using scanning speeds and typical hours of scanner use, and are not meant to guarantee daily volume or unit durability. *9 With the ADF hopper closed. *10 fi Series scanners do not run with Windows® 11 and 10 ARM-based PCs. *11 Functions equivalent to those offered by PaperStream IP may not be available with the WIA Driver. *12 Refer to the fi Series Support Site for driver/software downloads and full lineup of all supported operating system versions.

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Be sure to carefully read all safety precautions prior to using this product and use this device as instructed. Do not place this device in wet, moist, steamy, dusty or oily areas. Using this product under such conditions may result in electrical shock, fire or damage to this product. Be sure to limit the use of this product to listed power ratings.

ENERGY STAR®

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