

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions -
TPSGC
Place du Portage, Phase III
Core 0A1/Noyau 0A1
11 Laurier St./11, rue Laurier
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Shared Systems Division (XL)/Division des systèmes
partagés (XL)
4C1, Place du Portage Phase III
11 Laurier St./11, rue Laurier
Gatineau
Québec
K1A 0S5

Title - Sujet Case Management Software Solution	
Solicitation No. - N° de l'invitation EN578-130092/B	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 20130092	Date 2013-04-09
GETS Reference No. - N° de référence de SEAG PW-\$\$XL-123-25647	
File No. - N° de dossier 123xl.EN578-130092	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-30	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jalbert, Denise	Buyer Id - Id de l'acheteur 123xl
Telephone No. - N° de téléphone (819) 956-1083 ()	FAX No. - N° de FAX (819) 953-3703
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

The amendment is issued to provide answers to questions raised by the Industry; and, to provide the Security Requirement Check List and Consent to a Criminal Record Verification Form.

QUESTIONS AND ANSWERS

Question 001

Reference: Article 4.7 - Usability Testing & Appendix 2 - Usability Test Evaluation Criteria

Question: Is the CMSS system required to have document management capabilities or is this going to be provided as per the Canada Technical Environment. The usability scenarios seem to indicate that the documents are stored in the CMSS and not in a document repository. Please clarify?

Answer: As stated in the Mandatory Section M-8, the proposed solution must contain document management functionalities. Business units using the CMSS, may or may not be using GCDOCs and therefore it is important to access the proposed products document management functionality.

Question 002

Reference: Article 4.7 - Usability Testing and Appendix 2 - Usability Testing Evaluation Criteria

Question: Do the Usability Testing Scenarios require us to demonstrate our integration to the Standard Document Management Systems?

Answer:
No, documents must be stored within the Case Management Software Solution.

Question 003

Reference: Case Management Software Solution

Question: Will the instances be deployed on the government site or 3rd party site?

Answer:
Canada's installations are on Canada's technical environments.

Question 004

Reference: Annex D - Canada Technical Environment

Question: Is there any reason that if, the proposed solution can function and interoperate within the specifications listed in Annex C as well as the existing technical environment, general architecture and infrastructure, and is in commercial production – it has to be hosted on SSC's virtual servers? The Crown states that by having the solution hosted on SSC's infrastructure/ virtual servers will allow for "better, stability, growth in terms of hardware resource procurement, and disaster recovery services." However, if the vendor community can show that there is an alternative complimentary proposal to a SSC hosted solution in the form of a Hybrid approach used by other Canadian Public Sector entities that will still allow for stability and growth in terms of scaling up/down and DR – will the Crown agree to modify this requirement as stated in the bid solicitation? The vendor community understands the importance of savings, productivity and innovation that can be achieved through alternate delivery models. (What if the Crown could leverage a model independent of hardware resources?)

Answer: The installations will be on Canada's technical infrastructures.

Question 005

Reference: Part 3, Article 4.5 - Financial Evaluation

Question: Is the bid solicitation stating that the foreseen usage during the Initial Contract Period is for 20,000 Users?

Answer: No. This number is only used to assess financial bids against each other in order to allow Canada to rank the responsive bids and determine the successful bidder.

Question 006

Reference: Part 3, Article 4.5 - Financial Evaluation

Question: Can the Crown provide the basis for the initial user licenses that will be acquired? What/who are the initial departments? Is quantity 20,000 a firm, initial requirement or more so for financial evaluation?

Answer: The initial Clients are Industry Canada who will offer the CMSS to a variety of internal Business Units and PWGSC (Shared Services Integration) who will offer the CMSS as a service to various departments and agencies. As stated in Question and Answer 005, the number 20,000 is used to assess financial bids against each other.

Question 007

Reference: Article 7.2 - Optional Goods and/or Services, Paragraph (c) and Annex A - Pricing Tables

Question: Is the vendor community to use as its basis for an entity license plus 20,000 users? Or, what is the proposed number of users that the Crown would use as its basis for an entity license?

Answer: No. As per Table 2, the Entity License must cover all Users. For information purpose, Canada has approximately 377,800 employees which may also be potential computer users.

Question 008

Reference: Article 7.2 - Optional Goods and/or Services, Paragraph (c)

Question: Is the Crown in a position this fiscal year, upon contract award to award an entity license? What would be the criteria that the crown will use to award an entity license?

Answer: Canada is not in a position to exercise the irrevocable option for Entity License at Contract Award. Canada will exercise the irrevocable option when it will be deemed financially appropriate and there is a substantive base of deployed Users within Canada.

Question 009

Reference: Terms and Conditions, Part 1, Article 1.2 states: "Professional services to be requested under task authorizations will be limited to installing the Licensed Software into two or more distinct environments (in accordance with approved Installation Plan by Canada) for the purpose of creating a functioning development environment"

Part 7, Article 7.1 (b) states: "The Initial Clients are Industry Canada and Public Works and Government Services Canada. However, Canada has the right to add additional Client(s) from time to time, which may include any department or Crown corporation as described in the *Financial Administration Act* (as amended from time to time), and any other party for which the Department of Public Works and Government Services may be authorized to act from time to time under section 16 of the *Department of Public Works and Government Services Act*."

Question: After reviewing the solicitation, it is not clear which Government Departments, Departmental Corporations/Agencies, or other GoC bodies will deploy the successful CMSS under the resulting contract. Are these "two or more distinct environments" GoC Departments/Corporations/Agencies that have committed to implementing the solution? Or is PWGSC soliciting a CMSS on behalf of Canada in anticipation of future commitments, to

which Departments/Corporations/Agencies have not yet committed to implementing the solution?

Answer: The first two adopters of the CMSS will be Industry Canada who will offer the CMSS to a variety of internal business units and PWGSC (Shared Services Integration) who will offer the CMSS as a service to various departments and agencies' business units. Canada is also expecting future commitments from any of the potential Clients listed in Part 7, Article 7.1 (b) who may require deployment, in part or in whole, of the CMSS within their technical environments.

Question 010

Reference: Terms and Conditions - Article 1.2 and Article 7.24

Question: It is not clear what services are being sought under this solicitation. Part 1, Article 1.2 of the RFP states "Training and professional services will be required to install the Case Management Software Solution, as described in 7.24 - Professional Services, within Canada's designated technical environments"; however, the RFP also states "Canada will be required to use other procurement vehicles to acquire services to configure, tailor and deploy the Licensed Software to meet the needs of each Business Unit. By submitting a bid, Bidders agree that if their bid is successful and a contract is issued for the purchase of their Licensed Software, Canada has the right to acquire through a competitive process any or all additional professional services to integrate and to configure the Licensed Software into Canada's technical environment on the Government Electronic Tendering System or, alternatively, using any pre-established professional services instruments to satisfy Canada's integration and customization requirements."

Answer: The successful bidder will be responsible for the installations of the proposed commercially available CMSS within Canada's technical environments as described in 7.24 in order to gain acceptance from Canada Technical Authorities. Canada will then use other procurement vehicles to acquire services to further configure, tailor and deploy the Licensed Software to meet the needs of each Business Unit.

Question 011

Reference: Terms and Conditions - Article 1.2 and Article 7.24

Question: How do the services requested in (Part 7) Section 7.24 differ from those that will be procured under "other procurement vehicles"? Are the services requested under this solicitation expected to be those provided by the Software Publisher of the proposed CMSS, and the services that will be procured using "other procurement vehicles" expected to be those provided by System Integrators, Authorized Suppliers, and/or the Software Publisher?

Answer: The Work described in Part 7, Article 7.24 will be performed by the successful

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File No. - N° du dossier

123xIEN578-130092

Buyer ID - Id de l'acheteur

123x1

CCC No./N° CCC - FMS No/ N° VME

bidder. Bidders should refer to General Conditions 2030, Section 06 (Subcontracts) for further information.

Question 012

Reference: Appendix 1 – Management Bid Evaluation Criteria, Section 4 - Professional Services Availability, Requirement # 11 states: The Bidder should deliver a high-level description of the Software Publisher(s)' professional services eco-system that is currently available (bid solicitation closing date) to Canada within Canada, and more specifically within the National Capital Region (NCR), for the sourcing of knowledgeable and experienced professional resources specifically for the installation, integration, customization and deployment of proposed software products.

Question: The requirement implies that the Crown is expecting that the respondent(s) to this solicitation will be the Software Publisher of the proposed Case Management Software. Please confirm if this is the Crown's expectation.

Answer: This assumption made is inaccurate. The bid solicitation is not limited to bid response from software publishers of the proposed software products.

Question 013

Reference: Article 7.6 - Contract Period, Sub-article (a)(i) states: The "Initial Contract Period", which begins on the date the Contract is awarded and ends on March 31, 20xx (minimum one-year contract); ..."

Question: We have some confusion regarding the initial period for the contract award. The RFP summary on MERX lists the contract term as a maximum of two years. However, the RFP document specifies a contract period of one year. Both references state there are seven, one year renewable terms

Answer: Any proposed initial contract is scheduled to end on "March 31" to coincide with Canada fiscal year end. Canada has estimated that it may take up to one year to reach acceptance of the software products within Canada Technical Environment. In order to ensure that acceptance occurs during the Initial Contract Period, the length of the initial period will be at least one year, will expire on the following March 31, and will not exceed two years. Canada may extend the contract period by up to seven option periods of one year each.

Question 014

Reference: Terms and Conditions, Part 3, Bid Preparation Instructions, Article 3.1 (d) -

Submission of Only One Bid from a Bidding Group

Question: Are bidders allowed to propose more than one solution?

Answer: Yes. Canada will choose at its own discretion which bid to consider.

Question 015

Reference: Terms and Conditions, Part 3, Bid Preparation Instructions, Article 3.1 (d) - Submission of Only One Bid from a Bidding Group

Question: Are Software vendors allowed to bid with multiple implementation partners?

Answer: Yes.

Question 016

Reference: Terms and Conditions, Part 3, Bid Preparation Instructions, Article 3.1 (d) - Submission of Only One Bid from a Bidding Group

Question: Does this mean that only one Bidding Group will be able to propose a single software solution? For example there could be a single bid of Product A, Product B, Product C, etc. Also this would mean that there could not be a mixed bid with COTS software such as Product A with Product B if there were other bids with this COTS software.

Answer: No. Bidders should refer to the definition of "Bidder" contained in the 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements which states: "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

Question 17

Reference: Terms and Conditions, Part 3, Bid Preparation Instructions, Article 3.1 (d) - Submission of Only One Bid from a Bidding Group.

Question: Regarding submission of bids from members of the same bidding group (page 10) - can Canada clarify that they are expecting that only one vendor's software solution can be bid, e.g. with a joint venture/ consortium and cannot be bid by multiple Systems Integrators? Likewise - could an SI vendor only bid one software solution?

Answer: The assumption made by the bidder is not valid. Canada is not restricting the responses to specific suppliers nor excluding specific type of suppliers from the bid solicitation.

Question 018

Reference: Part 3 - Bid Preparation Instructions, Article 3.3

Question: Please confirm that there is no paragraph 3.3(f)

Answer: Confirmed.

Question 019

Reference: Part 7, Article 7.19 - Maintenance and Support Services

Question: Please confirm that the CMSS does not require the ability to be upgraded throughout the life of the contract. The implementation of the CMSS will remain on the initial version throughout the contract duration.

Answer: This is incorrect. As part of the deliverables, the successful bidder must, over the course of the contract as technology evolves, add new functionalities and/or additional features associated with the Licensed Software, and deliver new versions, as part of the Maintenance and Support Services to ensure that Canada is able to offer to the Clients a feature-rich Case Management Software Solution.

Question 020

Reference: Terms and Conditions, Part 7 - Article 7.24, Professional Services

Question: Please confirm if the CMSS can be hosted in the United States?

Answer: No, the CMSS will be hosted within Canada's technical infrastructures.

Question 021

Reference: Terms and Conditions, Part 7 - Article 7.5 - Security Requirement (Canadian Contractor)

Question: Are Professional Services resources required to be Canadian Citizens?

Answer: Resources must meet the Security Requirement outlined in the bid solicitation. Foreign bidders must be from a country where there is an existing bi-lateral industrial security agreement with Canada that stipulates security equivalencies. Foreign bidders (including U.S.) should contact the Contracting Authority to obtain the security requirements terms that will apply to the resulting contract. The Security Requirement Check List (Annex B) is attached.

Question 022

Reference: Part 3 - Bid Preparation Instructions - Article 3.1 (c) - Canada's Policy on Green Procurement

Question: In accordance with Canada's policy on Green Procurement, we request PWGSC allow for electronic submission of bids in Adobe PDF format. This request follows the GOC's direction to reduce its Carbon Footprint.

Answer: Canada has reviewed the request and the requirement remains the same. Due to the nature of the bid solicitation, bids transmitted by facsimile and via electronic mail to Public Works and Government Services Canada will not be accepted.

Question 023

Reference: Terms and Conditions, Part 3, Bid Preparation Instructions, Article 3.1 (d) - Submission of Only One Bid from a Bidding Group.

Question: Does the bidding group include the Proposed Technical Resources in 3.3 (C) - Description of Proposed Professional Service Resources. Will the inclusion of the same resources on more than one bid be grounds for Canada to disqualify a specific bid?

Answer: No.

Question 024

Reference: Terms and Conditions, Part 3, Bid Preparation Instructions, Article 3.1 (d) - Submission of Only One Bid from a Bidding Group.

Question: Does the bidding group also include the Case Management Software. IE: If more than one System integrator proposes "Case Management Software XYZ" could Canada disqualify one of those bids?

Answer: No. Please refer to 2003 - Standard Instructions - Goods or Services -

Competitive Requirements

Question 025

Reference: Terms and Conditions, Part 3, Bid Preparation Instructions, Article 3.1 (d) - Submission of Only One Bid from a Bidding Group.

Question: What criteria will Canada use to determine which bid is disqualified?

Answer: If the same members of a bidding group participate in more than one bid, Canada will choose in its discretion which bid to consider.

Question 026

Reference: Terms and Conditions - Part 1, Article 1.2 - Summary

Question: In order to meet mandatory requirement M-1.1, please provide the detailed requirements for the following General Requirements stated in Part 1, Article 1.2. These are absolutely required to ensure all vendors can ensure they meet the solution requirements as Commercial Off The Shelf (COTS): (a) Contacts & Grants Management; (b) Courts/ Judicial Management; (c) Compliance Management; (d) Entitlement Case Management; (e) Client Service; and (f) Investigations

Answer: Canada has reviewed the request and the requirement remains the same. The requirement described in the bid solicitation is for a flexible and configurable COTS platform from which Canada can quickly configure and deliver numerous business unit solutions, many of which are yet to be defined, that share the basic underlying characteristics commonly found in a Case Management COTS product, and as described in Annex C of this bid solicitation.

Question 027

Reference: Terms and Conditions - Part 1, Article 1.2 - Summary

Question: In order to meet mandatory requirements M-1.1, please provide the detailed requirements for the following General Requirements stated in Section 1 paragraph 1.2 "...and any other context that Canada sees fit."

Answer: Canada has reviewed the request and the requirement remains the same. The requirement described in the bid solicitation is for a flexible and configurable COTS platform from which Canada can quickly configure and deliver numerous business unit solutions, many of which are yet to be defined, that share the basic underlying characteristics

commonly found in a Case Management COTS product, and as described in Annex C - Statement of Requirements of this bid solicitation.

Question 028

Reference: Terms and Conditions - Part 1, Article 1.2 - Summary

Question: Please confirm that the proposed COTS CMSS software must meet the purpose defined in Part 1 – General Information, Article 1.2, without the use of third party products. The areas must be addressed using a single commercially available Case Management Software Solution.

Answer: No. Canada will not restrict the bid responses as described herein.

Question 029

Reference: Annex C - Statement of Requirements, Section 1.5 - Reference Configuration state : "...Email, scheduling and contact management will be performed by the CMSS with integration to the business units email software..."

Question: Specific to Scheduling, does this indicated that scheduling with be a function of the CMSS without relying on any external functionality or will the solution rely on MS Outlook for Scheduling ?

Answer: Both statements are incorrect. The CMSS must have the ability to perform scheduling and include integration of the scheduling system to the business units e-mail software. The CMSS may employ an e-mail system such as MS Outlook for its scheduling system as long as it is integrated into the proposed product. This is reflected in the requirements such as M-7.9.

Question 030

Reference: Annex C - Statement of Requirements

Question: As per the diagram in paragraph 1.5 - Reference Configuration, please provide further details on the separate Reporting tool and additional reporting requirements referred to in this section of the document. Please provide the product(s) name and version(s). Please confirm this is Government Furnished Equipment (GFE).

Answer: Reporting must be a functionality of the proposed CMSS as described in the mandatory and rated requirements of the Statement of Requirements. The Business Units may have access to, and use, other reporting tools separate from the CMSS at their

discretion. The requirement described in the bid solicitation is for a flexible and configurable COTS platform from which Canada can quickly configure and deliver numerous business unit solutions, many of which are yet to be defined, that share the basic underlying characteristics commonly found in a Case Management COTS product, and as described in this bid solicitation.

Question 031

Reference:

Question: As per the diagram in paragraph 1.5 Reference Configuration, vendors must supply APIs for the following integration points: (a) GCDocs; (b) Email (Outlook, GroupWise, Lotus Notes or equivalent); (c) Others (Legacy System, SAP, PeopleSoft); (d) Reporting Tool; (e) Please provide the API specifications for each integration point to allow vendors to ensure a compliant bid.

Answer: The successful bidder must deliver, enable and support a suite of Application Programming Interfaces (APIs) and Software Development Kit (SDK) framework for developing custom business logic components and modules that integrate to other systems. Integration point specifications are not available at this time.

The requirement described in the bid solicitation is for a flexible and configurable COTS platform from which Canada can quickly configure and deliver numerous business unit solutions, many of which are yet to be defined, that share the basic underlying characteristics commonly found in a Case Management COTS product, and as described in this bid solicitation.

Question 032

Reference: Mandatory Requirement M-1.9 states: The CMSS must deliver, enable and support seamless integration (e.g. drag and drop) with MS Outlook and MS Office suite release 2003 and higher. Note: browsing is not considered seamless integration.

Question: Please confirm that MS Office is the only acceptable Office Automation suite and file format required to be integrated seamlessly (Drag & Drop). No other format is mandatory

Answer: Confirmed.

.Question 033

Reference: Annexe C - Mandatory Requirement M-4.5

Question: Please confirm that no other files formats are mandatory other than the following: (a) PDF, (b) DOC, DOCX, (c) XLS, XLSX.

Answer: Confirmed.

Question 034

Reference: Annex C - Statement of Requirements -- Mandatory Requirement M-1.11 and Rated Requirement R-1.26

Question: There appears to be a conflict between M-1.11 and R-1.26 regarding the use of browser plugins. Please clarify the requirement for browser plug-ins.

Answer: The difference is in the type of plugins and its' use. To ensure a secure environment for Canada, the CMSS should not require the use of browser plugins such as ActiveX and/or Java at the end user browser to render the web interface. Plugins using secure technologies that are required to facilitate integration with other software, electronic signature, and secure the environment, are permitted.

Question 035

Reference: Annex C - Statement of Requirements, Mandatory Requirement M-1.15

Question: Please provide further details on the data warehouse and its integration capabilities.

Answer: This is a generic capability and details of the warehouse and integration needs is dependent upon the business unit need. The requirement described in the bid solicitation is for a flexible and configurable COTS platform from which Canada can quickly configure and deliver numerous business unit solutions, many of which are yet to be defined, that share the basic underlying characteristics commonly found in a Case Management COTS product, and as described in Annex C of this bid solicitation.

Question 036

Reference:

Question: As per mandatory requirement M-7.4, does this indicate that the calendar and conflict checking will be done solely within the CMSS and not leverage MS Outlook? If MS

Outlook is not leveraged how will the CMSS system access the user's non-case management tasks/activities/events to ensure that they are available?

Answer: The assumption is not correct. If the CMSS can be integrated with MS Outlook to perform conflict checking, then the extent of this capability should be described in the bid response.

Question 037

Reference: Annex C - Statement of Requirements, Mandatory Requirement M-8.8

Question: As per mandatory requirement M-8.8, Please clarify. Does reassign indicate that the user would remove the relationship (attachment) of the document from the business unit and create a new relationship (attachment) with the customer, stakeholder, case or event?

Answer: No, the relationship would not be removed. This is an extension of Mandatory Requirement M-8.5 and requires the ability to associate and link a document of any file type at the business unit level to any customer and stakeholder profile, case and event.

Question 038

Reference: Annex C - Statement of Requirements, Section M-8

Question: As per the section M-8, Our Solution provides the capability to integration to the Government Document Management Solution as well as other industry leading solutions. Would Canada please provide your assessment of the Government Supplied Document Management systems in relation to these related requirements to assist us in determining if they should be the sole Document Management solution contained within our submission?

Answer: As stated in the Mandatory Section M-8, the proposed solution must contain a document management capability and integrate with the GC standard document repositories for all documents and media (i.e. GCDocs, RDIMS). The bidder should describe all EDRM integration capabilities supported by the proposed solution.

Question 039

Reference: Annex D - Canada Technical Environment

Question: Annex D leads to confusion. Please confirm that the CMSS is to be installed, hosted, shared in Government of Canada's facility.

Answer: Confirmed.

Question 040

Reference:

Annex C - Statement of Requirements, Mandatory Requirements M-1.9, M-5.7 and M-6.10; Annex D - Canada Technical Environment - Paragraph 2.2.2 Client Workstations states "...Various productivity software including MS Office Suite 2003, 2007 and 2010, Corel WordPerfect 10 for text processing, Lotus 123 v9.5 for spreadsheets, Lotus Notes..."

Question: Will the case management system require the same level of integration indicated in requirements M-1.9, M5.7, M6.10 and specifications for all of the various productivity software indicated?

Answer: The required integration is described in the requirements.

Question 041

Reference: Annex D - Canada Technical Environment

Paragraph 2.2.2 Client Workstations states "...Various productivity software including MS Office Suite 2003, 2007 and 2010, Corel WordPerfect 10 for text processing, Lotus 123 v9.5 for spreadsheets, Lotus Notes..."

Question: Will all case management users be required to use MS Office and MS Outlook?

Answer: No.

Question 042

Reference: Annex D - Canada Technical Environment

Question: Paragraph 3.1.2 specifies the Production System Configuration. As the CMSS could be hosted, please clarify why this configuration is required and not the responsibility of the Hosters?

Answer: The CMSS will be hosted through Canada's installation on Canada's technical infrastructures.

Question 043

Reference: Annex D - Canada Technical Environment

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123x1

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Question: Please confirm that the technical environment described in Annex D - Canada Technical Environment, will be provided by the Government of Canada, and can be utilized with the proposed Case Management Software Solution?

Answer: Confirmed.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

**This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/ de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.**

A	PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS
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The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B	BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu
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Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
Full Given Names (No initials) - Prénoms au complet (aucune initiale)	
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)	
Gender - Sexe <input type="checkbox"/> Male Masculin <input type="checkbox"/> Female Féminin	Date of Birth - Date de naissance (Y-A M D-J)

Current Residential Information Information résidentielle actuelle

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
City - Ville	Province	Postal Code - Code postal

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement
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Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante

Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat	Date of Request (Y-A M D-J) Date de la demande
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Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource
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Contract Number / Numéro du contrat Publi d'Or ks
Security Classification / Classification de sécurité Publi ccWwK

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Publi d'Or ks n d'Wag
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work / Brève description du travail
Publi ucuWo l cr bk sa ur l ucd bl rGél b

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat
Publi d' r k s
Security Classification / Classification de sécurité Publi c c W W k

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).