

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Réception des soumissions - TPSGC / Bid
Receiving - PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

LETTER OF INTEREST
LETTRE D'INTÉRÊT

Comments - Commentaires

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

Issuing Office - Bureau de distribution
TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet Gestion cycle de vie (DDR)		
Solicitation No. - N° de l'invitation 9F032-120035/A		Date 2012-06-27
Client Reference No. - N° de référence du client 9F032-12-0035		GETS Ref. No. - N° de réf. de SEAG PW-\$QCN-016-14702
File No. - N° de dossier QCN-2-35223 (016)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-25		Time Zone Fuseau horaire Heure Avancée de l'Est HAE
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: Carrier, Bertrand		Buyer Id - Id de l'acheteur qcn016
Telephone No. - N° de téléphone (418) 649-2774 ()		FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Travaux Publics et Services Gouvernementaux Canada 601-1550 Ave. D'Estimauville, Québec, Qc. G1J 0C7		

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée Voir doc.	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

**REQUEST FOR INFORMATION
ON
THE SELECTION AND IMPLEMENTATION OF A SOFTWARE
SOFTWARE APPLICATION FOR PRODUCT LIFECYCLE
MANAGEMENT
FOR
THE CANADIAN SPACE AGENCY**

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Annex « A » : QUESTIONS

.1 Background and Purpose of this Request for Information (RFI)

The mandate of the Canadian Space Agency (CSA) is accomplished by the successful and efficient completion of its space projects and technology development initiatives. The effectiveness of its project management, quality management and systems engineering processes is directly dependent on the efficiency of its project configuration and data management (CADM) processes. The CSA has defined and implemented the main CADM processes in its projects; however, the lack of a common system has resulted in inefficiencies and a reduced project and program integration capability. To remedy this situation, the CSA wants to acquire and deploy a product lifecycle management (PLM) software application or a configuration management (CM) software application.

To help specify its selection criteria, the CSA wants to obtain from the industry, more technical information on PLM and CM software applications, commercially available. This is an opportunity to present your product to the configuration management team and make comments or suggestions on the team's selection criteria. The feedback received will be taken into consideration before preparing the Request for Proposal (RFP).

.2 Nature of Request for Information

This is not a bid solicitation. This RFI will not result in the award of any contract. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. Nor will this RFI result in the creation of any source list. Therefore, whether or not any potential supplier responds to this RFI will not preclude that supplier from participating in any future procurement. Also, the procurement of any of the goods and services described in this RFI will not necessarily follow this RFI. This RFI is simply intended to solicit feedback from industry with respect to the matters described in this RFI.

.3 Nature and Format of Responses Requested

Respondents are requested to provide their comments, concerns and, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied. Respondents are also invited to provide comments regarding the content, format and/or organization of any draft documents included in this RFI. Respondents should explain any assumptions they make in their responses.

.4 Response Costs

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

.5 Treatment of Responses

- (i) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.
- (ii) **Review Team:** A review team composed of representatives of the client (where applicable) and PWGSC will review the responses. Canada reserves the right to hire any independent consultant, or use any Government resources that it considers

necessary to review any response. Not all members of the review team will necessarily review all responses.

- (iii) **Demonstration:** Over the course of this Request for Information (RFI), the CSA and the industry will have the opportunity to hold individual information sessions during which, if required, possible bidders would be able to give a demonstration of their products.
- (iv) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the Access to Information Act.
- (v) **Follow-up Activity:** Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

.6 Contents of this RFI

This RFI also contains specific questions addressed to the industry. See Annex A QUESTIONS for details.

.7 Format of Responses

- (a) **Cover Page:** If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the solicitation number, the volume number and the full legal name of the respondent.
- (b) **Title Page:** The first page of each volume of the response, after the cover page, should be the title page, which should contain:
 - (i) the title of the respondent's response and the volume number;
 - (ii) the name and address of the respondent;
 - (iii) the name, address and telephone number of the respondent's contact;
 - (iv) the date; and
 - (v) the RFI number.
- (c) **Numbering System:** Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.
- (d) **Number of Copies:** Canada requests that respondents submit 2 copies of their responses.
- (e) Documents may be submitted in either official language of Canada.

.8 Enquiries

Because this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding this RFI may direct their enquiries to:

Contracting Authority:	Bertrand Carrier
Email :	Bertrand.Carrier@tpsgc-pwgsc.gc.ca
Phone :	418-649-2774
Fax:	418-648-2209

.9 Submission of Responses

- (a) **Time and Place for Submission of Responses:** Suppliers interested in providing a response should deliver it to the following location by the time and date indicated on page 1 of this document. Responses should not be sent directly to the Contracting Authority.

Public Works and Government Services
601-1550 D'Estimauville Avenue,
Québec, Qc.
G1J 0C7

Or electronically at :

QueReceptionSoumissionsQc.QueSupplyTendersReceptionQc@tpsgc-pwgsc.gc.ca

- (b) **Responsibility for Timely Delivery:** Each respondent is solely responsible for ensuring its response is delivered on time to the correct location.
- (c) **Identification of Response:** Each respondent should ensure that its name and return address, the solicitation number and the closing date appear legibly on the outside of the response.

ANNEX A - QUESTIONS

FUNCTIONALITIES				
QUESTIONS		AVAILABLE	NON AVAILABLE	COMMENTS
Q.1	Does the proposed software application have recognition as a CMII Compliant Tool by the Institute of Configuration Management i.e. listed at http://www.icmhq.com/cmii-complianttools-plm.html or at http://www.icmhq.com/cmii-complianttools-alm.html ?			
Q.1.a	<ul style="list-style-type: none"> ▪ If the software application is not recognized as CMII compliant, does it enable the recording and reporting of as-planned/as-released system and project baselines with integrated item hierarchies (product structures) linked to all defining documents linked to approved changes and their effectivities? 			
Q.1.b	<ul style="list-style-type: none"> ▪ Does the software application enable problem reporting, ECRs and ECNs, RFDs and RFWs, etc. linked to the system item hierarchy? 			
Q.1.c	<ul style="list-style-type: none"> ▪ Does the software application support a closed-loop change process? 			
Q.1.d	<ul style="list-style-type: none"> ▪ Does the software application enable on-line submission and metadata recording of: <ul style="list-style-type: none"> (a) project system and contractual requirements; (b) deliverables linked to <ul style="list-style-type: none"> (i) contractual or project requirements, (ii) project milestones and to (iii) item hierarchy identifiers; 			

FUNCTIONALITIES				
QUESTIONS		AVAILABLE	NON AVAILABLE	COMMENTS
Q.1.e	<ul style="list-style-type: none">Does the software application enable on-line evaluation, recording and validation of:<ul style="list-style-type: none">(a) Acceptability,(b) deficiencies with requirements,(c) proposed corrective actions, and(d) other comments?If so, can this be done in a collaborative fashion in which all evaluators can view the inputs from their team-mates?			
Q.1.f	<ul style="list-style-type: none">Does the software application enable recording and reporting of the disposition (Approval, Concurrence, Acknowledgement) of submitted deliverables, ECRs and ECNs, RFDs and RFWs, etc. according to customer-specified categories?			
Q.2	Does the software application enable the automated reception of supplier technical data packages (TDPs) containing deliverables and their associated metadata?			
Q.3	Does the software application support use in both English and French (i.e. all on-screen instructions, data field labels, help messages)?			
Q.4	Which functionalities of your software application differentiates it from its competitors?			
Q.5	Which additional criteria do you recommend be included in a Request for Proposal for a PLM or CM software application intended to support configuration management processes within a Canadian government program and project management environment?			

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9F032-120035/A
Client Ref. No. - N° de réf. du client
9F032-12-0035

Amd. No. - N° de la modif.
File No. - N° du dossier
QCN-2-35223

Buyer ID - Id de l'acheteur
qcn016
CCC No./N° CCC - FMS No./N° VME

TECHNICAL REQUIREMENTS				
QUESTIONS		AVAILABLE	Non AVAILABLE	COMMENTS
Q.6	Can the software application be installed and operated within the CSA? (i.e. not hosted off-site)			
Q.7	Is the software application able to securely control access to sensitive and ITAR (International Traffic in Arms Regulations) data by users based on their locations and roles in separate organizations, programs and projects?			
Q.8	Is the software application web-based?			
Q.9	Does the software application enable process-modelling? If so, are the models and their use within the software application preserved during software application updates?			
Q.10	Is the software application able to use OpenText ECM Suite, Content Lifecycle Management or OpenText Enterprise Library to store documents (i.e. as its primary repository)?			
Q.11	Please provide us the technical requirements for the installation and operation of the software application..			

COST ESTIMATE		
QUESTIONS		COMMENTS / COST \$\$
Q.12	What is the acquisition cost for 200 users? <ul style="list-style-type: none">Type of licencesQuantityUnit Cost	
Q.13	What is the annual maintenance cost for 200 users?	
Q.14	What are the costs of system installation if third party assistance is required? <ul style="list-style-type: none">Type of resourcesLevel of Effort-DaysDaily Rate per resource	