

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des soumissions -**  
**TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau**  
**Quebec**  
**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**  
Mainframe & Business Software Procurement Division /  
Div des achats des ordi principaux et des logiciels de  
gestion  
11 Laurier St. / 11, rue Laurier  
4C1, Place du Portage III  
Gatineau  
Quebec  
K1A 0S5

<b>Title - Sujet</b> Food Services Info. Mgmt System	
<b>Solicitation No. - N° de l'invitation</b> 21120-102299/E	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 21120-102299	<b>Date</b> 2013-02-15
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EEM-006-25439	
<b>File No. - N° de dossier</b> 006eem.21120-102299	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-03-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Quenville, Elizabeth	<b>Buyer Id - Id de l'acheteur</b> 006eem
<b>Telephone No. - N° de téléphone</b> (613) 937-2727 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

# REQUEST FOR INFORMATION REGARDING FOOD SERVICE INFORMATION MANAGEMENT SYSTEM (FSIMS) FOR CORRECTIONAL SERVICE OF CANADA (CSC)

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Annex A: Draft Request for Proposal

Annex B: Draft Statement of Requirements

Annex C: Draft Evaluation Criteria

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# **REQUEST FOR INFORMATION REGARDING FOOD SERVICE INFORMATION MANAGEMENT SYSTEM (FSIMS) FOR CORRECTIONAL SERVICE OF CANADA (CSC)**

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

### **(a) Background**

Canada recently issued Solicitations # 21120-102299/C for a Technical Services Information Management System (TSIMS) with a closing date of October 1, 2012. No responsive bids were received and, as a result, the RFP was been canceled and no Contract was awarded. The Request for Proposal and Statement of Requirements documents have been modified through the RFI process to reflect feedback from the industry, and Correctional Service of Canada would like to solicit feedback from the industry on this revised Request for Proposal and Statement of Requirements.

### **(b) Objective**

Canada remains committed to finding a Commercial off the Shelf (COTS) software solution that will meet the needs of Correctional Service of Canada (CSC). Canada is reviewing the procurement process and its requirements, and intends to re-tender in the near future. As part of the review, Canada would like to receive feedback from industry and gain a better understanding of potential areas where the attached RFP document and Statement of Requirements could be improved in order to put industry in a position to bid in the future.

## **A. 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.

## **A. 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.

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**A. 4 Response Costs**

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

**A. 5 Treatment of Responses**

- (a) **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.
- (b) **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.
- (c) **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*.
- (d) **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.

**A. 6 Contents of this RFI**

- (a) Please note that any re-tender of the requirement described in Solicitation # 21120-102299/C will replace the previous version entirely. Any comments with regards to the revised Request for Proposal and Statement of Requirements (see attached Annex A & Annex B) are welcome.
- (b) This RFI also contains the following specific questions addressed to the industry.

**A. 7 Questions to Industry**

1. Which, if any, of the Resulting Contract Clauses in Part 7 of the draft RFP would prevent you from bidding on this draft RFP? Please pay special attention to the clauses in:
  - i. Section 4003  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4003/4>); and,
  - ii. Section 4004  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4004/4>)
2. The draft RFP specifies that payment for licenses will not be made until the software has been accepted by CSC Technical services through formal user acceptance testing (please see Section 7.8(a)(i) of the Draft RFP and Section 6.10.4 of the Statement of Requirements). Would this prevent you from bidding.
3. Is there any additional information that would assist you in providing pricing for Training Courses in accordance with Table 6 of Annex B of the draft RFP, entitled "Basis of Payment"? Training requirements have been defined in Section 6.4 of the SOR.

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4. In reviewing Section 6.6 of the Statement of Requirements, entitled "Professional Services Requirements", are there any additional Professional Services resource categories that you would recommend?
  5. Are there any mandatory requirements in the SOR you cannot meet? If so, which ones?
  6. Are you able to fully substantiate that you meet all of the mandatory requirements of the SOR at bid closing? In reviewing the substantiation guidance in Section 3.2(d) of the draft RFP, are there other forms of substantiation that would be helpful?
  7. Does your solution meet the bilingualism acceptance criteria detailed in Section 6.11.3.1 of the SOR? If not, can you customize/configure your solution to meet the bilingualism requirements in the six (6) month period specified?

#### A. 8 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 one soft copy, in PDF format, of their response.

#### A. 9 Inquiries

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

Contracting Authority: Elizabeth Quenville

E-mail Address: elizabeth.quenville@pwgsc-tpsgc.gc.ca

Telephone: (613) 937-2727

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Facsimile: (819) 953-3703

**A. 10 Submission of Responses**

- (a) **Time and Place for Submission of Responses:** Respondents should send responses electronically to the Contracting Authority's e-mail address identified herein by the date specified on the front page of the RFI.
- (b) **Responsibility for Timely Delivery:** Each respondent is solely responsible for ensuring its response is delivered on time to the correct e-mail address.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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## **ANNEXES**

(see attachments)