

**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**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT**

<b>Title - Sujet</b> RFP - APMI	
<b>Solicitation No. - N° de l'invitation</b> FP815-120011/A	<b>Date</b> 2012-12-11
<b>Client Reference No. - N° de référence du client</b> FP815-120011	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$XL-113-25195	
<b>File No. - N° de dossier</b> 113xl.FP815-120011	<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 2013-01-21</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Xu, Hong	<b>Buyer Id - Id de l'acheteur</b> 113xl
<b>Telephone No. - N° de téléphone</b> (819) 956-1440 ( )	<b>FAX No. - N° de FAX</b> (819) 953-3703
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF FISHERIES AND OCEANS DIR. FIN. & ADMIN. SYSTEMS 240 BANK ST, STATION 2-04 OTTAWA Ontario K1A0E6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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

<b>Delivery Required - Livraison exigée</b> See Herein	<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

FP815-120011/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113xl

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

FP815-120011

113xIFP815-120011

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**SOLICITATION NO. - N° DE L'INVITATION**

**AMD. NO. - N° DE LA MODIF.**

**BUYER ID - ID DE L'ACHETEUR**

**FP815-120011/A**

**113XL**

**CLIENT REF. NO. - N° DE RÉF. DU CLIENT**

**FILE NO. - N° DU DOSSIER**

**CCC NO./N° CCC - FMS NO/ N° VME**

**FP815-120011**

**113XLFP815-120011**

## **Accounts Payable Modernization Initiative**

**FOR**

**DEPARTMENT OF FISHERIES AND OCEANS CANADA**

**BID SOLICITATION**

**Accounts Payable Modernization Initiative**

**FOR**

**DEPARTMENT OF FISHERIES AND OCEANS CANADA**

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#### List of Annexes to the Resulting Contract:

Annex A	Statement of Requirement (SOR)
Annex B	Price Tables
Annex C	Security Requirements Check List (SRCL)
Annex D	Task Authorizations (TA)
Annex E	Software List

#### Forms:

Form 1 - Bid Submission Form

Form 2 - Software Publisher Certification Form

Form 3 - Software Publisher Authorization Form

Form 4 - Joint Venture Certification

Form 5 - Consent to a Criminal record Verification (Form PWGSC-TPSGC 229)

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation and resulting contract document is divided into seven parts plus annexes and attachments as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Requirement, the Price Tables, the Task Authorization Form, Software List, Certifications and Forms, the Security Requirements Check List (SRCL) and any other annexes.

This document contains all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by the Bidder from any source is not relevant. Bidders who have previously satisfied similar requirements should note that this bid solicitation will result in a new contract. Therefore, bidders should not assume that past practices under previous contracts will continue, unless they are described in this bid solicitation. Also, bidders should not assume that their existing capabilities meet the requirements of this bid solicitation simply because they have met previous requirements.

### 1.2 Summary

This bid solicitation is being issued to satisfy the requirement of the Department of Fisheries and Oceans (DFO), (the "**Client**") for a commercially available Accounts Payable Modernization Initiative (APMI) solution that will transform the current manual, labour-intensive processing of paper-based invoices to a highly automated process that is capable of being fully integrated within the existing technical information technology infrastructure environment. It is intended to result in the award of a contract for **one year, plus five one-year irrevocable options** allowing Canada to extend the term of the contract.

Canada has an initial requirement for a commercially available APMI solution (the "**Software Solution**"). The required Software Solution must include the Licensed Software, a 12-month warranty, on-site installation of the Licensed Software, software maintenance and support services, and documentation. Training and professional services must also be provided on an as-and-when requested basis. The bid solicitation is intended to result in the award of a contract for **one year, plus five one-year irrevocable options** allowing Canada to extend the term of the contract. The Software Solution must be available to the Client Users 24 hours a day, 7 days a week, 365 days a year, in English and French, and operate at all times in accordance with the Statement of Requirements in the Client's operational environment

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described in the bid solicitation. The term “**Client User**” refers to the employees of the Government of Canada, the Minister’s office and staff, and other individuals authorized by the Client to perform services in relation to the business and affairs of the Client, including contractors or consultants performing work for the Client from time to time. The Client is the Department of Fisheries and Oceans (DFO).

There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the “Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders” document on the Departmental Standard Procurement Documents

(<http://www.tpsgc-pwgsc.gc.ca/comm/index-eng.html>) Website. Information on personnel and organization security screening is available on the Canadian Industrial Security (CISD)

(<http://ssi-iss.tpsgc-pwgsc.gc.ca>) Website. For any inquiries, bidders should contact CISD at 1-866-368-4646 or 613-948-4176 in the National Capital Region.

The requirement is subject to the provisions of the World Trade Organization *Agreement on Government Procurement* (WTO-AGP), the *North American Free Trade Agreement* (NAFTA), the *Canada-Chile Free Trade Agreement* (CCFTA), and the *Agreement on Internal Trade* (AIT).

### 1.3 Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

### 1.4 Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- (c) The 2003 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

- (i) Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.
- (ii) Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.
- (iii) The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:
 

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.
- (d) Subsection 5.4 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:
  - (i) Delete: sixty (60) days
  - (ii) Insert: one hundred eighty (180) days
- (e) Subsection 17 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended by adding the following:
  - (i) If the joint venture does not have its own procurement business number, the procurement business number of the representative member of the joint venture will be used for any contract awarded;
  - (ii) Each member of the joint venture must meet any requirements relating to employment equity and the former public servant certification requirement described in Part 5;
  - (iii) For any requirements in the bid solicitation relating to security clearance and/or controlled goods, each of the members of the joint venture must meet the requirements; and

- (iv) For any requirements in the bid solicitation relating to insurance, at least one member of the joint venture must meet the requirements.
- (f) After any resulting contract is awarded, if Canada terminates it for any reason within 6 months, even if the bid validity period has passed, Canada has the right (but not the obligation) to ask the next-ranked responsive bidder(s) if its bid remains open for acceptance and to award to the next-ranked bidder who confirms its bid remains valid.

## 2.2 Submission of Bids

- (a) Bids must be submitted only to Public Works and Government Services Canada Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to Public Works and Government Services Canada will not be accepted.

## 2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.
- (c) All bidders will be informed of the outcome of the bid solicitation following award.

## 2.4 Applicable Laws

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.
- (b) A bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.

**Note to Bidders:** Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

## 2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Requirement contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are

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submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation".  
Canada will have the right to accept or reject any or all suggestions.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- (a) Canada requests that bidders provide their bid in separately bound sections as follows:

- (i) Section I: Technical Bid, **six** hard copies *and two soft copies* on CD or DVD.
- (ii) Section II: Management Bid, **six** hard copies *and two soft copies* on CD or DVD.
- (iii) Section III: Financial Bid, **two** hard copies *and one soft copy* on CD or DVD.
- (iv) Section IV: Certifications **two** hard copies.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

- (b) Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) use a numbering system that corresponds to the bid solicitation;
- (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- (iv) include a table of contents.

- (c) The Bidder may submit more than one bid. If an alternate bid is submitted, it must be a physically separate document, clearly marked as an alternate bid. Each bid will be evaluated independently, without regard to the other bids submitted by the Bidder. As a result, every bid must be complete on its own. Even though material submitted in one bid will not be used to supplement another bid submitted by the same bidder, where inconsistencies are noted among multiple bids submitted by the same bidder, Canada may take those inconsistencies into account in evaluating the multiple bids. If the Bidder submits multiple bids and wishes to withdraw one or more of those bids, Canada may require that the Bidder withdraw either all its bids, or none of them.

### 3.2 Section I: Technical Bid

- (a) In their technical bid, bidders must demonstrate their understanding of the Annex A - Statement of Requirement contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability in a thorough, concise and clear manner for carrying out the work. The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
- (b) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Security, Financial & Other Requirements:** As required by Part 6 of the bid solicitation.
- (iii) **Substantiation of Technical Compliance Form:** The technical bid must substantiate the compliance of the Bidder and its proposed solution and products with the specific articles of Annex A - Statement of Requirement (SOR). The bidder is advised to address each mandatory and rated requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team. The bidder's response must first state the requirement, immediately followed by the Bidder's response to that particular requirement identified in the SOR which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid where bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

For the mandatory and rated requirements described in Annex A - Statement of Requirement the Bidder must provide the necessary substantiation in the following format:

Requirement # Sub-Function	Requirement Description	Comply
Contains the word " <b>Mandatory</b> " to denote a Mandatory Requirement or " <b>Rated</b> " for Rated Requirement. A sequential number and a descriptive sub-function title.	Describes the Requirement	Bidder's response " <b>Yes or No</b> "
<b>Substantiation</b>		
Statement from the Bidder explaining how the requirement is met. Include relevant narrative and/or documentation to support the statement.		
<b>Reference</b>		
Information on where additional documentation can be found in the bid to support the substantiation.		

- (iv) **Resources Profile Form for Proposed Resources:** The technical bid must include completed Resources Profile Forms (Appendix 1 of Annex A - Statement of Requirement) for the resources identified in Annex A - Statement of Requirement of the bid solicitation that demonstrate that each proposed individual meets the qualification

requirements described in Annex A - Statement of Requirements (including any work experience requirements). With respect to Resources Profile Forms and resources:

- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work.
- (B) For work experience, PWGSC will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
- (C) For any requirements that specify a particular time period (e.g., 2 years) of work experience, PWGSC will disregard any information about experience if the individual's Resources Profile Form does not include the relevant dates for the experience claimed (i.e., the start date and end date).
- (D) For work experience to be considered by PWGSC, the Resources Profile Form must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.
- (v) **Training Plan:** The Bidder must provide an outline of its proposed draft training plan, which must demonstrate that the Bidder's proposed training meets all the mandatory requirements for training described in Annex A - Statement of Requirement. The training plan must include, at a minimum: a description of the course materials that will be provided to participants and the duration.
- (vi) **Implementation Plan:** The Bidder must include a proposed draft implementation plan, which demonstrates that the Bidder's proposed implementation plan meets all the mandatory requirements for implementation described in Annex A - Statement of Requirement.
- (vii) **Customer Reference Contact Information:** The Bidder must provide **three** customer references who must each confirm, if requested by PWGSC, that are of similar size and scope to the requirements in this RFP where the Software Solution has been installed and is currently in production. The Bidder must provide the following information for each reference:
  - (A) Two client contact names including job title, Email addresses, telephone numbers, company name and address. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.
  - (B) The client contacts must be individuals directly in charge of the projects or higher in the company hierarchy.
  - (C) The technical environment (hardware & software).
- (viii) **List of Proposed Software:** The Bidder must include a complete list identifying both the name and the version number of each component of the Licensed Software required for the proposed Software Solution.
- (ix) **Technology Blueprint with a Technical Architecture Diagram:** The Bidder must include a Technology Blueprint with a technical architecture diagram described in Annex A - Statement of Requirement.

### 3.3 Section II: Management Bid

The Management Bid consists of the following:

- (a) **Corporate Profile:** The Bidder is requested to provide a corporate profile, which should include an overview of the Bidder and any subcontractors, and/or authorized agents of the Bidder that would be involved in the performance of the Work on the Bidder's behalf. The Bidder is requested to provide a brief description of its size, corporate structure, years in business, business activities, major customers, number of employees and their geographic presence. This information is requested for information purposes only and will not be evaluated.
- (b) **Description of Experience with Previous Similar Projects:** The bid must include a description of **three** different previous similar projects that the Bidder has completed by the bid closing date (if the bid includes descriptions of more than this number of projects, Canada will decide in its discretion which ones to evaluate). For this requirement:
  - (i) The description of each similar project must, at a minimum, include the name and either the telephone number or e-mail address for a customer reference who must confirm, if requested by PWGSC, the information provided by the Bidder. Bidders are also requested to include the title of the contact person. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.
  - (ii) A project will be considered "similar" to the Work to be performed under the resulting contract if the Project has been successfully implemented with a Commercial off the Shelf Software (COTS) that works, is complete and is responsive to the requirements detailed in this RFP. In addition to the COTS, the Project included professional services for the installation, configuration and deployment of the Software Solution to meet the specific client requirements.
  - (iii) The project must have been completed by the Bidder itself (and does not include the experience of any proposed subcontractor or any affiliate of the Bidder). However, several entities may combine their experience by submitting a bid as a joint venture; in that case, the bid can describe the previous experience of one or more joint venture members to meet the experience requirement - that is, one similar project could be described for one joint venture member and another different project could be described for another joint venture member, as long as the total number of projects is met (if two members of the joint venture worked on the same project, it will only be counted once).

### 3.4 Section III: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the "**Price Tables** in Annex B". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive price quoted in Canadian dollars in each cell requiring an entry in the **Price Tables**.
- (b) **Variation in Professional Services Resource Rates from Year to Year:** If the Bidder proposes different rates for resources for different years of the resulting contract, including option years, the difference from one year to the following year must be no more than 10%.
- (c) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification

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of all necessary software and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

- (d) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

- (e) **SACC Manual Clauses**

C3011T (2010-01-11), Exchange Rate Fluctuation.

### 3.5 Section IV: Certifications

Bidders must submit the certifications required under Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, management and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) Bidders will not be given any information regarding the status of their bids, any preliminary scores or results relating thereto, or any similar details until such time as the evaluation of all bids has been completed and a Contract has been awarded.
- (c) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (d) In addition to any other time periods established in the bid solicitation:
  - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - (ii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.
- (e) The Evaluation Process and Contractor Selection is subdivided into the following steps:
  - (i) Technical Evaluation:
    - (A) Mandatory Technical Criteria;
    - (B) Point-Rated Technical Criteria;
  - (ii) Management Evaluation;
  - (iii) Reference Checks, if any;
  - (iv) Financial Evaluation;
  - (v) Basis of Selection;
  - (vi) Demonstration, if any;
  - (vii) Contractor Recommendation.

### 4.2 Technical Evaluation

#### (a) Mandatory Technical Criteria:

- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory". Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.

- (ii) Claims in a bid that a future upgrade or release of any of product included in the bid will meet the mandatory requirements of the bid solicitation, where the upgrade or release is not available at bid closing, will not be considered.

- (iii) The mandatory requirements are described in Annex A - Statement of Requirement.

**(b) Point-Rated Technical Criteria:**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Annex A - Statement of Requirement.

#### **4.3 Management Evaluation**

- (a) Each project will be reviewed to determine whether it meets the mandatory requirements of the management Evaluation.
- (b) The mandatory requirements described in Part 3, 3.3: Management Bid must be met and for which the Bidder must provide necessary substantiation for each projects.

#### **4.4 Reference Checks:**

- (a) For reference checks, Canada may conduct the reference check in writing by email. Canada may send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points unless the response is received within 5 working days of the date that Canada's email was sent.
- (b) On the third working day after sending out the mails, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days.
- (c) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (d) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if the reference customer is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder. Crown references will be accepted.
- (e) Whether or not to conduct reference checks is discretionary. However, if Canada chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.

#### **4.5 Financial Evaluation**

- (a) The Bidders' Financial Bids will be evaluated by the PWGSC Contracting Authority.
- (b) The financial evaluation will be conducted by calculating the Total Bid Price using the Price Tables 1-4 completed by the bidders, in accordance with the Price Table 5 in Annex B.

**(c) Formulae in Pricing Tables**

If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be

functioning properly in the version submitted by a bidder. If there are errors in the extension of prices, the unit price will govern.

**(d) Substantiation of Professional Services Rates**

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bid, Canada may, but will have no obligation to, require price support for any rates proposed (either for all or for specific resource categories). Examples of price support that Canada would consider satisfactory include:

- (i) documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm's length) for services similar to the services that would be provided by the relevant resource category, where those services were provided for at least one month and the fees charged are equal to or less than the rate offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer's name and personal information on the invoice submitted to Canada);
- (ii) a signed contract between the Bidder and an individual qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount payable under that contract by the Bidder to the resource is equal to or less than the rate bid for that resource category;
- (iii) a signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a rate that is equal to or less than the rate bid for the relevant resource category (and where the resource meets all the qualifications described in this bid solicitation); or
- (iv) details regarding the salary paid to and benefits provided to the individuals employed by the Bidder qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs in providing the relevant resource, Canada may declare the bid non-compliant, if the rate bid is at least 20% lower than the median price bid by compliant bidders for the first year of the resulting contract for the relevant resource(s).

**4.6 Basis of Selection**

(a) To be declared responsive, a bid must:

- (i) comply with all the requirements of the bid solicitation; and
- (ii) meet all mandatory technical evaluation criteria; and
- (iii) obtain the required minimum of 755 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 1162 points.

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- (b) Bids not meeting (i) or (ii) or (iii) will be declared non-responsive. The responsive bid with the lowest evaluated Total Bid Price in Price Table 5 of Annex B will be recommended for award of a contract.
- (c) Whether any bid is recommended for contract award depends on all the provisions of this bid solicitation (for example, the vendor performance provisions of Standard Instructions 2003 would affect whether an otherwise responsive bid were recommended for award, as would factors such as financial capability). Also, bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

#### 4.7 Demonstration

Canada may, but will have no obligation, to require that the top-ranked Bidder (identified after the financial evaluation) demonstrate any features, functionality and capabilities described in this bid solicitation or in its bid, in order to verify compliance with the requirements of this bid solicitation. If required, the demonstration must be conducted, at no cost to Canada, at a location in Canada agreed to by the Contracting Authority. Canada will provide no fewer than 5 working days of notice before the scheduled date for the demonstration. Once the demonstration has begun, it must be completed within 2 days. The demonstration must be conducted during normal business hours, to be determined by the Contracting Authority. Canada will pay its own travel and salary costs associated with any demonstration. Despite the written bid, if Canada determines during a demonstration that the Bidder's proposed solution does not meet the mandatory requirements of this bid solicitation, the bid will be declared non-responsive. Canada may, as a result of a demonstration, reduce the score of the Bidder on any rated requirement, if the demonstration indicates that the score provided to the Bidder on the basis of its written bid is not validated by the demonstration. The Bidder's score will not be increased as a result of any demonstration. If the Bidder's score is reduced by the demonstration, Canada will reassess the ranking of all bidders.

## PART 5 - CERTIFICATIONS

*ALL certifications are requested by bid closing, but there is an opportunity to submit them on request during evaluation, so that no bidder is declared non-responsive for not including a certification with the bid.*

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted in accordance with the articles below.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### 5.2 Federal Contractors Program - Certification - Form 1

- (a) The Federal Contractors Program for Employment Equity (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.
- (b) Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contract Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to fewer than 100 employees. Any bids from ineligible contractors will be declared non-responsive.
- (c) If the Bidder does not fall within the exceptions enumerated in (d)(i) or (ii) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
- (d) Each bidder is requested to indicate in its bid whether it is:
  - (i) not subject to FCP, having a workforce of fewer than 100 permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;

- (ii) not subject to FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
  - (iii) subject to the requirements of FCP, because it has a workforce of 100 or more permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but it has not previously obtained a certificate number from HRSD (because it has not bid before on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is required from the Bidder; or
  - (iv) subject to FCP, and has a valid certification number (i.e., has not been declared an ineligible contractor by HRSDC).
- (e) Further information on the FCP is available on the following HRSDC Website:  
<http://www.hrsdc.gc.ca/en/gateways/topics/wzp-gxr.shtml>.

**Note to Bidders:** Bidders are requested to use the Bid Submission Form to provide information about their status under this program. For a joint venture bidder, this information must be provided for each member of the joint venture.

### 5.3 Former Public Servant Certification - Form 1

- (a) Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.
- (b) For the purposes of this clause,
- (i) **"former public servant"** means a former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police and includes:
    - (A) an individual;
    - (B) an individual who has incorporated;
    - (C) a partnership made of former public servants; or
    - (D) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
  - (ii) **"lump sum payment period"** means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.
  - (iii) **"pension"** means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S. 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring*

*Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canadian Pension Plan Act, R.S., 1985, c. C-8.*

- (c) If the Bidder is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:
  - (i) name of former public servant;
  - (ii) date of termination of employment or retirement from the Public Service.
- (d) If the Bidder is an FPS who received a lump sum payment pursuant to the terms of a work force reduction program, the Bidder must provide the following information:
  - (i) name of former public servant;
  - (ii) conditions of the lump sum payment incentive;
  - (iii) date of termination of employment;
  - (iv) amount of lump sum payment;
  - (v) rate of pay on which lump sum payment is based;
  - (vi) period of lump sum payment including start date, end date and number of weeks; and
  - (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.
- (e) For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.
- (f) By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

**Note to Bidders:** *Bidders are requested to provide the information required by this clause in their Bid Submission Form.*

#### **5.4 Status and Availability of Resources**

- (a) By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, retirement, resignation, dismissal for cause or termination of an agreement for default.
- (b) If the Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## 5.5 Bidder Certifies that All Software is “Off-the-Shelf”

Any software bid to meet this requirement must be “off-the-shelf” (unless otherwise stated in this bid solicitation), meaning that each item of software is commercially available and requires no further research or development and is part of an existing product line with a field-proven operational history (that is, it has not simply been tested in a laboratory or experimental environment). If any of the software bid is a fully compatible extension of a field-proven product line, it must have been publicly announced on or before the bid closing date. By submitting a bid, the Bidder is certifying that all the software bid is off-the-shelf.

## 5.6 Software Publisher Certification and Software Publisher Authorization

- (a) If the Bidder is the Software Publisher for any of the proprietary software component(s) it bids, Canada requires that the Bidder confirm in writing that it is the Software Publisher. Bidders are requested to use the Software Publisher Certification Form included with the bid solicitation. Although all the contents of the Software Publisher Certification Form are required, using the form itself to provide this information is not mandatory. For bidders who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided.
- (b) Any Bidder that is not the Software Publisher of all the proprietary software products or components proposed as part of its bid is required to submit proof of the Software Publisher's authorization, which must be signed by the Software Publisher (not the Bidder). No Contract will be awarded to a Bidder who is not the Software Publisher of all of the proprietary software it proposes to supply to Canada, unless proof of this authorization has been provided to Canada. If the proprietary software proposed by the Bidder originates with multiple Software Publishers, authorization is required from each Software Publisher. Bidders are requested to use the Software Publisher Authorization Form included with the bid solicitation. Although all the contents of the Software Publisher Authorization Form are required, using the form itself to provide this information is not mandatory. For Bidders/Software Publishers who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided.
- (c) In this bid solicitation, “Software Publisher” means the owner of the copyright in any software included in the bid, who has the right to license (and authorize others to license/sub-license) its software products.

### (d) Software Publisher Certification - Form 2

If the Bidder is the Software Publisher for any of the proprietary software component(s) proposed, then the Bidder should fill out the Certification provided in Form 2.

### (e) Software Publisher Authorization Certification - Form 3

If the Bidder is not the Software Publisher for any or for some of the proprietary software component proposed as part of its proposal, then the Bidder is required to submit the Certification Form provided in Form 3 which must be signed by each Software Publisher. No Contract will be awarded to a Bidder who is not the Software Publisher of all of the proprietary software it proposes to supply to Canada, unless the Software Publisher Authorization Certification provided in Form 3, has been provided to Canada. If the proprietary software proposed by the Bidder originates with multiple Software Publishers, a separate Software Publisher Authorization Certification is required from each such Software Publisher.



## 5.7 Joint Venture Certification - Form 4

The Bidder is required to submit the Joint Venture Certification as part of its proposal, provided in Form 4, if the bidding entity is a joint venture in accordance with the following:

- (a) **Definition of Joint Venture:** For the purposes of this solicitation, a joint venture is defined as an association of two or more parties who combine their money, property, knowledge, or other resources in a single joint business enterprise. Joint ventures may be carried on in a variety of legal forms divided into three categories:
  - (i) the incorporated joint venture;
  - (ii) the partnership venture;
  - (iii) the contractual joint venture where the parties combine their resources in the furtherance of a single business enterprise without actual partnership or corporate designation.
- (b) The joint venture team arrangement is to be distinguished from other types of contractor arrangements, such as:
  - (i) The relationship between a prime contractor who submits a bid and the subcontractors it proposes to use to perform some of the work, in which, for example, the purchasing agency contracts directly with a contractor (prime) who acts as the system assembler and integrator, with major components, assemblies and subsystems normally subcontracted;
  - (ii) associated contractor, in which for example, the purchasing agency contracts directly with each of the major component suppliers and performs the integration tasks or awards a separate contract for this purpose;
  - (iii) The relationship between shareholders of a corporation; or
  - (iv) The relationship between partners in a partnership (including a partnership that is a limited partnership or a limited liability partnership).
- (c) **Liability of Joint Venturers under any Resulting Contract:** If a contract is awarded to a joint venture, all members of the joint venture shall be jointly and severally or solidarily liable for the performance of the Contract.

## 5.8 Code of Conduct Certifications - Consent to a Criminal Record Verification - Form 5

- (a) Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.
- (b) The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>), for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirement

- (a) At the date of bid closing, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must each meet the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
  - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (b) For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to Bidders" document (<http://tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents Website.
- (c) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

### 6.2 Financial Capability

- (a) SACC Manual clause A9033T (2011-05-16) Financial Capability; except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses apply to and form part of any contract resulting from the bid solicitation. Except where specifically set out in the bid solicitation, acceptance by the Bidder of all the clauses is a mandatory requirement of the bid solicitation. No modification or other terms and conditions included in a bid will apply to any resulting contract even if the bid is incorporated into that contract. Any bid that contains statements implying that the bid is conditional on modification of these clauses, or containing terms and conditions that purport to supersede these clauses, will be considered non-responsive.

Bidders with concerns about these clauses should raise their concerns in accordance with the Enquiries provision of this bid solicitation.

### 7.1 Requirement

- (a) \_\_\_\_\_ (the "**Contractor**") agrees to supply to the Client the goods and services described in the Contract, including the Statement of Requirement (SOR), in accordance with, and at the prices set out in, the Contract. This includes:
- (i) Providing a Software Solution for an accounts payable invoice imaging and processing Software Solution;
  - (ii) granting a perpetual license to use the Licensed Software described in the Contract;
  - (iii) providing the Licensed Software Documentation;
  - (iv) Providing professional services for implementation such as installation, integration, deployment, configuration, and any required customizations of the Licensed Software, as and when requested by Canada;
  - (v) providing maintenance and support for the Licensed Software during the Software Maintenance Period and Software Support Period, plus any period during which Canada has exercised its option under the Contract to extend the Software Maintenance Period and Software Support Period;
  - (vi) providing professional services to address operational issues after implementation, as and when requested by Canada, and;
  - (vii) providing training, as and when requested by Canada.
- (b) **Client:** Under the Contract, the "**Client**" is the Department of Fisheries and Oceans (DFO).
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meanings:

- (i) any reference to a “**deliverable**” or “**deliverables**” includes the license to use the Licensed Software (the Licensed Software itself is not a deliverable, because the Licensed Software is only being licensed under the Contract, not sold or transferred).

## 7.2 Optional Goods and/or Services

- (a) The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex B of the Contract under the same terms and conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.
- (b) The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

## 7.3 Task Authorization

- (a) **Purpose of TA:** Services to be provided under the Contract on an as-and-when-requested basis will be ordered by Canada using a Task Authorization (“TA”).
- (b) **Process of Issuing a TA:** If a requirement for a specific task is identified, a draft “statement of task” will be prepared by the Technical Authority and sent to the Contractor. Once it receives the statement of task, the Contractor must submit a quotation to the authority identified in the TA detailing the cost and time to complete the task. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for providing the quotation or for providing other information required to prepare and issue the TA. The Contractor must provide any information requested by Canada in relation to the preparation of a TA within 10 working days of the request.
- (c) **Approval Process:** If Canada approves the Contractor's task quotation, Canada (by its authorized representative, as described in this Article) will issue the TA by forwarding a signed copy of the final TA form to the Contractor. Whether or not to approve or issue a TA is entirely within Canada's discretion.
- (d) **Authority to Issue a TA:** Any TA with a value less than or equal to \$100,000.00 (including GST/HST) may be issued by the Technical Authority. A copy of the signed TA will then be forwarded to the Contracting Authority by the Technical Authority. Any TA with a value greater than this amount must be issued directly by the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Technical Authority's authority to issue TAs at any time.
- (e) **Contents of a TA:** A Task Authorization must contain the following information, if applicable:
- (i) a task number;
  - (ii) the details of any financial coding to be used;
  - (iii) the number of resources in each category required;
  - (iv) a brief statement of work for the task outlining the activities to be performed and identifying any deliverables;
  - (v) the interval during which the task is to be carried out (beginning and end dates);
  - (vi) milestone dates for deliverables and payments (if applicable);
  - (vii) the number of person-days of effort required;
  - (viii) the specific work location;

- (ix) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
  - (x) any other constraints that might affect the completion of the task.
- (f) **Charges for Work under a TA:** The Contractor must not charge Canada anything more than the price set out in the Task Authorization unless Canada has issued a TA amendment authorizing the increased expenditure. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before being incorporated into the Work.
- (g) **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all Task Authorizations issued and approved by the Contracting Authority to date, to document the Work performed under those TAs for administrative purposes.

#### 7.4 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

(a) **General Conditions:**

- (i) 2030 (2012-07-16), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.
- (ii) The text under Subsection 43 of Section 4 - Code of Conduct and Certifications of 2030 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4003 (2010-08-16), Supplemental General Conditions - Licensed Software;
- (ii) 4004 (2010-08-16), Supplemental General Conditions - Maintenance and Support Services for Licensed Software.; and

apply to and form part of the Contract.

#### 7.5 Security requirements for Canadian Supplier:

- (a) The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- (b) The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

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- (c) The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identi-fied work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
  - (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
  - (e) The Contractor must comply with the provisions of the:
    - (i) Security Requirements Check List and security guide (if applicable), attached at Annex C; and
    - (ii) Industrial Security Manual (Latest Edition)

## 7.6 Security Requirement for US Supplier:

- 1) The Foreign recipient Sub-Contractor shall, at all times during the performance of the Contract, hold a valid Facility Security Clearance, issued by the NSA/DSA of the UNITED STATES OF AMERICA, at the equivalent level of CONFIDENTIAL, in accordance with the National Policies of the UNITED STATES OF AMERICA . All CANADA PROTECTED information / assets accessed by the Foreign recipient Contractor shall NOT be safeguarded at the Foreign recipients' facilities.
  - a. The Foreign recipient Contractor shall not disclose the CANADA PROTECTED information to a third party government, person, firm, or representative thereof, without the prior written consent of the Government of Canada. Such consent shall be sought through the recipient's National Security Authority/Designated Security Authority (NSA/DSA). The Canadian DSA is the Director International Industrial Security Directorate (IISD), Public Works and Government Services Canada (PWGSC).
  - i. Such CANADA PROTECTED information/assets shall be released only to Foreign recipient Contractor personnel, who have a need-to-know for the performance of the Contract and who have a security clearance at CONFIDENTIAL, granted by their respective NSA/DSA, in accordance with the National Policies of the UNITED STATES OF AMERICA.
  - ii. CANADA PROTECTED information/assets provided or generated pursuant to this Contract shall not be further provided to a third party Foreign recipient Contractor/Offeror or Sub-Contractor unless:
    - a) Written assurance is obtained from the third-party Foreign recipient's NSA/DSA to the effect that the third-party Foreign recipient Contractor/Offeror or Sub-Contractor has been approved for access to CANADA PROTECTED information by the third-party Foreign recipient's NSA/DSA; and
    - b) Written consent is obtained from the NSA/DSA of the UNITED STATES of AMERICA if the third-party Foreign recipient Contractor/Offeror/Sub-Contractor, is located in a third country.
  - b. The Foreign recipient Contractor shall not use the CANADA PROTECTED information/assets for any purpose other than for the performance of the Contract without the prior written approval of the Government of Canada. This approval must be obtained by contacting the Canadian DSA.
- 2) The Foreign recipient Contractor visiting Canadian Government or industrial facilities will submit a Request for Visit form to Canada DSA, through their respective NSA/DSA.
- 3) The Foreign recipient Contractor shall immediately report to its respective NSA/DSA all cases in which it is known or there is reason to suspect that CANADA PROTECTED information/assets furnished to or generated for the Foreign recipient Contractor, pursuant to this Contract, have been lost or disclosed to unauthorized persons.

- 4) The Foreign recipient Contractor shall contact their respective NSA/DSA in order to comply with the provisions of the Bilateral Industrial Security Memorandum of Understanding between the UNITED STATES of AMERICA and Canada, in relation to equivalencies.

The FOREIGN recipient Contractor must use the below table of equivalency in conjunction with the above paragraphs, in accordance with the National Policies of the UNITED STATES of AMERICA, and in accordance with the provisions of the Bilateral Industrial Security Memorandum of Understanding between the UNITED STATES of AMERICA and Canada, in relation to the equivalencies of PROTECTED/CLASSIFIED information/assets.

U.S. TABLE OF EQUIVALENCY	
CANADA	U.S.
CANADA PROTECTED	No Official equivalent in the US. To be treated as a minimum of US CONFIDENTIAL while in the US.

## 7.7 Contract Period

- (a) **Contract Period:** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- (i) The "Initial Contract Period", which begins on the date the Contract is awarded and ends one year(s) following acceptance of the Licensed Software; and
- (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

- (b) **Option to Extend the Contract:**

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **five** additional **one**-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

## 7.8 Delivery Date

**Deliverables** must be received as per the following after the Contract is issued:

- (i) For the Licensed Software including technical documentation, within 10 working days.
- (ii) For the Training and Professional Services it will be on an "as-and-when-requested" basis as specified in the Task Authorizations.

## 7.9 Authorities

- (a) **Contracting Authority**

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The Contracting Authority for the Contract is:

Name: Hong Xu

Title: Supply Specialist

Public Works and Government Services Canada  
Acquisitions Branch (STAMS) - (SSSPD),  
Place Du Portage, Phase III, 4C1  
11 Laurier Street  
Gatineau, Quebec  
K1A0S5

Telephone: (613) 956-1440

Facsimile: (819) 953-3703

E-mail address: Hong.Xu@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**(b) Technical Authority**

<b>Note to Bidders: Information will be completed at contract award.</b>
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The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**(c) Contractor's Representative**

<b>Note to Bidders: Information will be completed at contract award.</b>
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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_



## 7.10 Payment

### (a) Basis of Payment

- (i) **Licensed Software:** For the perpetual license(s) to use the Licensed Software (including delivery and the Software Documentation), in accordance with the Contract, Canada will pay the Contractor, following acceptance, the firm price(s) set out in Annex B - Table 1, FOB destination, including all customs duties, GST/HST extra. The firm prices include the warranty during the Software Warranty Period.
- Estimated Cost: \$ (to be completed at contract award)
- (ii) **Maintenance and Support Services for Licensed Software:** For maintenance and support services throughout the initial Software Support Period, in accordance with the Contract, Canada will pay the Contractor, payable quarterly, in arrears, the firm price(s) set out in Annex B - Table 1, FOB destination, including all customs duties, GST/HST extra.
- Estimated Cost: \$ (to be completed at contract award)
- (iii) **Optional Software Maintenance and Support Services:** If Canada exercises its option to extend the Software Maintenance and Support Period, Canada will pay the Contractor, payable quarterly, in arrears, the firm annual price set out in Annex B - Table 2, FOB destination, including all customs duties, GST/HST extra.
- Estimated Cost: \$ (to be completed at contract award)
- (iv) **Professional Services "as-and-when-requested" by Canada provided under a Task Authorization with a Firm Price:** For professional services "as-and-when-requested" by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B - Table 3), GST/HST extra.
- Estimated Cost: \$ (to be completed at contract award)
- (v) **Training "as-and-when-requested" by Canada:** For training courses, "as-and-when-requested" by Canada during the Contract Period, Canada will pay the Contractor the firm price per course set out in Annex B - Table 4, upon completion of the course, GST/HST extra.
- Estimated Cost: \$ (to be completed at contract award)
- (vi) **Travel and Living Expenses:** Canada will not pay any travel or living expenses associated with performing the Work.
- (vii) **GST/HST:** Estimated Cost: \$ (to be completed at contract award)
- (viii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (ix) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor refuses, or is unable, to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance

with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include prohibiting the Contractor from bidding on future requirements that include any professional services, or rejecting the Contractor's other bids for professional services requirements on the basis that the Contractor's performance on this or other contracts is sufficiently poor to jeopardize the successful completion of other requirements.

- (x) **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

**(b) Limitation of Expenditure**

- (i) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:
- (A) it is 75 percent committed, or
  - (B) 4 months before the Contract expiry date, or
  - (C) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- (ii) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- (iii) Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

**(c) Method of Payment - Multiple Payments**

- (i) H1001C (2008-05-12), Multiple Payments

**(d) Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on**

**Completion:** Canada will pay the Contractor upon completion and delivery of all the Work associated with the Task Authorization in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada;
- (iii) the Work delivered has been accepted by Canada.

**(e) Payment Credits**

- (i) **Late Delivery:** If the Contractor does not deliver the deliverables or perform the services within the time specified in the Contract, the Contractor must provide a credit to Canada of 2% for each calendar day of delay up to a maximum of 10 days, subject to the limitation

that the total amount of liquidated damages will not exceed 20% of the price of the Work delivered late.

- (ii) **Professional Services:** If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
- (iii) **Corrective Measures:** If credits are payable under this Article for 2 consecutive months or for 3 months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have 5 working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- (iv) **Termination for Failure to Meet Minimum Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor 3 months' written notice of its intent, if any of the following apply:
  - (A) the total amount of credits for a given monthly billing cycle reach a level of 10%; or
  - (B) the corrective measures required of the Contractor described above are not met.
 This termination will be effective when the 3-month notice period expires, unless the Contractor has sustained the Minimum Availability Level during those 3 months.
- (v) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period, including during implementation.
- (vi) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- (vii) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- (viii) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- (ix) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

- (f) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

### 7.11 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

### 7.12 Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

### 7.13 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### 7.14 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) supplemental general conditions, in the following order:
  - (i) 4003 (2010-08-16) Supplemental General Conditions - Licensed Software;
  - (ii) 4004 (2010-08-16) Supplemental General Conditions - Maintenance and Support Services for Licensed Software;
- (c) general conditions 2030 (2012-07-16), General Conditions - Higher Complexity- Goods;

- (d) Annex A, Statement of Requirement;
- (e) Annex B, Price Tables;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations (*including all of their annexes, if any*);
- (h) Form of performance guarantee, a separate agreement to be signed by \_\_\_\_\_ in accordance with the Article entitled "Performance Guarantee";

**Note to Bidders:** A performance guarantee might be required, for example, as a result of the financial capability review of the Bidder. If a performance guarantee is not required, this sub-article will be deleted at the time of contract award.

- (i) the Contractor's bid dated \_\_\_\_\_ (*to insert date of bid*), as amended \_\_\_\_\_ (*to insert date(s) of amendment(s) if applicable*).

#### 7.15 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

#### 7.16 Foreign Nationals (Foreign Contractor)

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

#### 7.17 Insurance Requirements

SACC Manual clause G1005C (2008-05-12) Insurance Requirements

#### 7.18 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

#### (b) First Party Liability:

- (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
  - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
  - (B) physical injury, including death.
- (ii) The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.

- (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:
  - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
  - (B) any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of 0.25 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$ 1,000,000.00, whichever is more.

- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

**(c) Third Party Claims:**

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or

tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

## 7.19 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is (to insert name) and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid, if applicable]*.
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

**Note to Bidders:** *This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

## 7.20 Licensed Software

- (a) With respect to the provisions of Supplemental General Conditions 4003:

Licensed Software	The Licensed Software, which is defined in 4003, includes all the products offered by the Contractor in its bid, and any other software code required for those products to function in accordance with the Software Documentation and the Specifications, including without limitation all of the following products:  _____ <i>[this information will be completed at contract award using information in the Contractor's bid]</i>
Type of License being Granted	A perpetual license which entitles the Client to use the Licensed Software described in the Contract on any

	number of Devices, at any Client site or sites and by any number of Users.
Language of Licensed Software	The Licensed Software must be delivered in both French and English.
Delivery Location	200 Kent St. Ottawa ON
Installation Site	200 Kent St. Ottawa ON
Software Warranty Period	12 months

- (b) **On-going Maintenance of Software Code:** The Contractor must continue to maintain the version of the Licensed Software (i.e., the version or "build" originally licensed under the Contract) as a commercial product (i.e., the Contractor or the software publisher must be continuing to develop new code in respect of the Licensed Software to maintain its functionality, enhance it, and deal with Software Errors) for at least 2 years from the date the Contract is awarded. After that time, if the Contractor or the software publisher decides to discontinue or no longer maintain the then-current version or "build" of the Licensed Software and, instead, decides to provide upgrades to the Licensed Software as part of the Software Support, the Contractor must provide written notice to Canada at least 12 months in advance of the discontinuation.

## 7.21 Licensed Software Maintenance and Support

With respect to the provisions of Supplemental General Conditions 4004:

Software Support Period	The initial Software Support Period is one year.
Option to Extend Software Support Period	The Contractor grants to Canada the irrevocable option(s) to extend the Software Support Period by five additional 12-month periods, exercisable at any time during the Contract Period. The Contractor agrees that, during the entire Software Support Period, the prices will be those set out in Annex B. The option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment.
Contractor must provide On-site Support Services	Yes, if required
Contractor must keep track of software releases for the purpose of configuration control	Yes
Contact Information for Accessing the Contractor's Support Services	<p>In accordance with Section 5 of 4004, the Contractor will make its Support Services available through the following:</p> <p>Toll-free Telephone Access: _____</p> <p>Toll-free Fax Access: _____</p> <p>Email Access: _____</p> <p>The Contractor must respond to all telephone, fax or email communications (with a live service agent) within 15 minutes of the initial time of the Client or User's initial communication during the hours of 8:00 a.m. to 5:00 p.m., local time, at the site where the Licensed Software is installed, Monday through Friday, exclusive of statutory holidays observed by Canada at such site.</p> <p>The Contractor must respond to all telephone, fax or email communications (with a live service agent) within 60 minutes of the initial time of the Client or User's initial communication after the hours of 8:00 a.m. to 5:00 p.m., local time, at</p>



	<p>the site where the Licensed Software is installed, Monday through Friday, inclusive of statutory holidays observed by Canada at such site..</p> <p><i>[Note to Bidders: This information will be completed at the time of contract award with information supplied by the Contractor. Bidders are requested to provide this information in their bids.]</i></p>
Website	<p>In accordance with Section 5 of 4004, the Contractor must make Support Services available over the Internet. To do so, the Contractor must include, as a minimum, frequently asked questions and on-line software diagnostic routines and support tools. Despite the Hours for Providing Support Services, the Contractor's website must be available to Canada's users 24 hours a day, 365 days a year, and must be available 99% of the time. The Contractor's website address for web support is _____.</p> <p><i>[Note to Bidders: The website address will be completed at the time of contract award with information supplied by the Contractor. Bidders are requested to provide this information in their bids.]</i></p>
Language of Support Services	<p>The Support Services must be provided in both French and English, based on the choice of the User requesting support.</p>

## 7.22 Training

- (a) The Contractor must provide the following classroom training on the software products that form part of the Software Solution on an "as-and-when-requested" basis during the Contract Period when a Task Authorization for training is issued in accordance with the Contract.
- (i) System administrator training, provided in French or English, including, but not limited to:
    - (A) allocating system roles and responsibilities
    - (B) creating accounts granting access
    - (C) responding to system enquiries (issues resolution)
  - (ii) System support staff training, provided in French or English, including, but not limited to:
    - (A) operating and installing the software solution
    - (B) administering and management the software solution
    - (C) complete software maintenance installation and database and content repository support
  - (iii) Accounts Payable End User training, provided in French or English, including, but not limited to:
    - (A) product features and functionality relating to scanning
    - (B) OCR, digital data storage and retrieval
    - (C) integration with Oracle Financials, reporting and tracking of workflow and approvals
    - (D) maintaining of workflow approval delegations and hierarchies, etc.

- 
- (iv) Super End Users training, provided in French or English, including, but not limited to:
    - (A) product features and functionality relating to digital data retrieval
    - (B) integration with Oracle Financials
    - (C) workflow review and transaction coding and approval processes
    - (D) monitoring and processing of invoices, etc.
  - (b) The training must be available within 15 working days of the Task Authorization being issued.
  - (c) **Location, Class size and Documentation**
    - (i) **Location:** DFO will provide the facilities for the training courses. The training of Accounts Payable End Users will be held in Fredericton N.B. The remaining training sessions will occur in Ottawa Ontario. The Contractor is responsible for all applicable travel and lodging expenses.
    - (ii) **Class size:** Each classroom training session must be a minimum of 5 students and up to a maximum of 15 Students for all training requirements. Each student must have the ability to interact with student material simultaneously with all other students.
    - (iii) **Documentation:** Training documentation along with materials to aid learning is to be provided to each student. These materials must be provided in French or English based on the course language selected by the client and include as necessary, reading assignments, study questions, problems, practical application job steps, self test items and other supplementary information to assist the student in achieving the objectives of the training course. One hard copy of the training documentation must be provided to each classroom student. If the Contractor doesn't have French training materials, The contractor grants DFO the rights to translate all documentation.
  - (d) Before providing any training, at least 10 working days in advance of the first training session, the Contractor must submit the course syllabus and schedule, the training materials, and the names and qualifications of the instructors to the Technical Authority for approval.
  - (e) **Finalization of Draft Training Plan:** Within 15 working days of the Contract being awarded, Canada will provide any comments it has regarding the draft training plan submitted by the Contractor as part of its bid. The Contractor must update the training plan to reflect Canada's comments within 15 working days and resubmit it to Canada for approval.

## 7.23 Professional Services

- (a) The Contractor must provide, as and when requested by Canada using a Task Authorization, professional services to support all aspects of the Software Solution. This includes professional services relating to the delivery, installation, design, integration, configuration, customization, implementation, and deployment of the Licensed Software. The "as-and-when-requested basis" professional services, will be at the per diem rate(s) specified in Annex B, Table 3. In order to be able to provide these professional services on request, the Contractor must have available a team of experts, including individuals in all of the following categories as described in the Annex A - Statement of Requirement (SOR):
  - (i) Project Manager: the individual responsible for liaison with department's Project Manager and who will be responsible for the overall planning, managing and coordination of the project.
  - (ii) Senior Business Analyst: an experienced individual responsible for reviewing, understanding and analyzing the current and proposed business processes and requirements, record keeping and information management requirements and designing an

integrated AP business solution including automated workflow and approval processes which achieves the department's requirements identified in section 1 and incorporates best practice experiences which can assist in achieving those requirements. The Business Analyst would work with the department through every phase of the project - design, implementation, documentation, training, rollout and maintenance, where required.

- (iii) Senior Technical Architect: an experienced individual responsible for the technical configuration, design, installation logistics for the deployment and integration of the APMI Solution within the department's business and technical environments (including integration with Oracle Financials) by assessing the department's technical environment in which the APMI Solution is intended to operate, installing, integrating, configuring the solution software in the development/test and production environments; and providing documentation and knowledge transfer to departmental resources, as required.
- (b) Once a requirement for a resource is identified by Canada (including any resources required under the Contract to be available immediately following award or once a task authorization is issued), the Contractor must make the resource available to Canada within 10 working days. If an individual resource is named in this Contract with respect to any portion of the Work, the Contractor must provide that resource, except to the extent that a replacement is permitted under the General Conditions (in which case the replacement must be provided within the time period described above). This obligation applies despite any changes that Canada may have made to any hardware, software or any other aspect of the Client's operating environment. If the Contractor does not make the resource available to perform the Work during that period, Canada may immediately terminate the Contract for default.
- (c) If there must be a change in a resource performing work under the Contract (which must in any case comply with the requirements in the section of the General Conditions entitled "Replacement of Personnel"), the Contractor must make the replacement available for work within 10 working days of the departure of the existing resource (or, if Canada has requested the replacement, within 15 working days of Canada's notice of the requirement for a replacement).
- (d) All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency) and must be competent to provide the required services by any delivery dates described in the Contract.
- (e) If the Contractor fails to meet any of its obligations under this Article, or fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within 10 working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

## **7.24 Safeguarding Electronic Media**

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

## 7.25 Representations and Warranties

The Contractor made statements regarding its and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

## 7.26 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

## 7.27 Implementation

- (a) **Finalization of Draft Implementation Plan:** Within 15 working days of the Contract being awarded, Canada will provide any comments it has regarding the draft implementation plan submitted by the Contractor as part of its bid. The Contractor must update the implementation plan to reflect Canada's comments within 15 working days and resubmit it to Canada for approval.
- (b) **Implementation of Professional Services:** If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority, that it is ready and able to carry out the Work. The transition must be complete by no later than 10 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

## 7.28 Transition Services at end of Contract Period

The Contractor agrees that, in the period leading up to the end of the Contract Period and for up to 6 months afterwards, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier. The Contractor agrees that there will be no charge for these services.

## 7.29 Performance Guarantee

It is a condition of the Contract that the Contractor provide to Canada an unconditional and irrevocable guarantee of the performance and fulfillment of each and every obligation of the Contractor under the Contract. This guarantee must be in the form set out in Annex \_\_\_\_ (to be provided at contract award) and be executed under seal (if required by Canada) by \_\_\_\_\_. If the Contractor does not deliver the fully executed guarantee within 10 working days of the Contract being awarded, Canada may

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immediately terminate the Contract for default and will have no liability to the Contractor for any of the Work performed before that termination. Obtaining and delivering the signed guarantee within the time required is the sole responsibility of the Contractor.

**Note to Bidders:** *This article will only be included if Canada determines that a performance guarantee (for example, from a parent company) is required in connection with an evaluation of the Bidder's financial capability. The name of the guarantor will be completed at the time of contract award.*

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## **ANNEX A**

### **STATEMENT OF REQUIREMENT**

***(ATTACHED AS A .PDF DOCUMENT)***

## ANNEX B

### Price Tables

#### **NOTE TO BIDDERS:**

- 1- In accordance with Part 3, Article 3.4, the Bidder must provide all of the Pricing and Rates requested in Tables 1 to 4 inclusively.
- 2- In accordance with Part 4, Article 4.5, Table 5 -Total Bid Price will be used for the Financial Evaluation and shall be completed by the Contracting Authority.
- 3- All prices must be in Canadian dollars.
- 4- Failure to provide all of the required Pricing and Rates will result in the Bidder's Proposal being declared non-responsive.
- 5- The Bidder must not make any assumptions which have not been validated by the Contracting Authority prior to the Bid Closing Date.
- 6- Pricing is being requested for the initial Contract period of one year and the five option years.
- 7- Terms and Conditions and Pricing applicable to Supplier Agreements and Standing Offers DO NOT APPLY to a competitive bidding process, and references to them in response to any mandatory requirement will be considered to render the Bid non-compliant.

### LIST OF DELIVERABLES

Annex B contains the following Tables:

- |           |  |
|-----------|--|
| Table 1 - | Firm Price for the Initial Requirement   |
| Table 2 - | Firm Price for the Optional Annual Maintenance and Support Services on the Licensed Software |
| Table 3 - | Firm Per Diem Rates for Professional Services on "an as and when requested basis"            |
| Table 4 - | Firm Prices for Training Courses on "an as and when requested basis"                         |
| Table 5 - | Total Bid Price (TBP) for evaluation purposes  |

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Table 1 FIRM PRICE FOR THE INITIAL REQUIREMENT		
Item #	Description	Firm Price for the Licensed Software (A)  Firm Price for Annual Maintenance & Support Services for Initial Contract Period (1 year) (B)
1	Software Solution for an accounts payable invoice imaging and processing Software Solution which entitles the Client to use the Licensed Software described in the Contract on any number of Devices, at any Client site or sites and by any number of Users. Including delivery, documentation and warranty all as detailed in this Contract.	\$

Table 2 FIRM PRICE FOR THE OPTIONAL ANNUAL MAINTENANCE & SUPPORT SERVICES ON THE LICENSED SOFTWARE						
Item #	Description	Firm Price for Option Year 1 (A)	Firm Price for Option Year 2 (B)	Firm Price for Option Year 3 (C)	Firm Price for Option Year 4 (D)	Firm Price for Option Year 5 (E)
1	Annual Maintenance & Support Services for the accounts payable invoice imaging and processing Software Solution for any number of Devices, at any Client site or sites and by any number of Users as detailed in this Contract.	\$	\$	\$	\$	\$



**Table 3**  
**FIRM PER DIEM RATES FOR PROFESSIONAL SERVICES ON "AS-AND-WHEN-REQUESTED" BASIS**

Item #	Description	Unit of Issue	Firm Per Diem Rate for Initial Contract Period (A)	Firm Per Diem Rate for Option Year 1 (B)	Firm Per Diem Rate for Option Year 2 (C)	Firm Per Diem Rate for Option Year 3 (D)	Firm Per Diem Rate for Option Year 4 (E)	Firm Per Diem Rate for Option Year 5 (F)
(1)	Project Manager	Per Diem	\$	\$	\$	\$	\$	\$
(2)	Senior Business Analyst	Per Diem	\$	\$	\$	\$	\$	\$
(3)	Senior Technical Architect	Per Diem	\$	\$	\$	\$	\$	\$

**Table 4**  
**TRAINING COURSES ON "AS-AND-WHEN-REQUESTED" BASIS**

Item #	Description	Unit of Issue	Firm Unit Price for Initial Contract Period (A)	Firm Unit Price for Option Year 1 (B)	Firm Unit Price for Option Year 2 (C)	Firm Unit Price for Option Year 3 (D)	Firm Unit Price for Option Year 4 (E)	Firm Unit Price for Option Year 5 (F)
(1)	<b>Training Services:</b> For the provision of training courses all as detailed in this Contract, as and when requested by Canada. <b>For up to 15 students per Course including the cost of the Trainer.</b> System administrator training	Per Course	\$	\$	\$	\$	\$	\$
(2)	System support staff training	Per Course	\$	\$	\$	\$	\$	\$
(3)	Accounts Payable End User training	Per Course	\$	\$	\$	\$	\$	\$
(4)	Super End Users training	Per Course	\$	\$	\$	\$	\$	\$

TABLE 5 TOTAL BID PRICE FOR EVALUATION PURPOSES				
TABLE NO.	DESCRIPTION	PRICE CALCULATION	EXTENDED PRICE FOR EVALUATION PURPOSES	
1	Initial Requirement - Licensed Software, including delivery documentation and warranty. Plus the Firm Unit Price for the Maintenance Services and Support Services.	Sum of \$ Total from Annex B Table 1 = (A) + (B)	Sub-total (Table 1) \$ = (A) + (B)	
2	Firm Price for the optional Annual Maintenance & Support Services on the Licensed Software.	Sum of \$ Total from Annex B Table 2 = (A) + (B) + (C) + (D) + (E)	Sub-total (Table 2) \$ = (A) + (B) + (C) + (D) + (E)	
3	Professional Services Price	From Annex B Table 3 sum of:  (1) Project Manager average Firm per Diem Rate during initial and optional Contract periods times estimated level of effort of 100 days (1) = (( (A) + (B) + (C) + (D) + (E) + (F) ) / 6 ) X 100  (2) Senior Business Analyst average Firm per Diem Rate during initial and optional Contract periods times estimated level of effort of 200 days (2) = ( ((A) + (B) + (C) + (D) + (E) + (F) ) / 6 ) X 200  (3) Senior Technical Architect average Firm per Diem Rate during initial and optional Contract periods times estimated level of effort of 200 days (3) = ( ((A) + (B) + (C) + (D) + (E) + (F) ) / 6 ) X 200	Sub-total (Table 3) \$ = (1) + (2) + (3)	
4	Training Price	From Annex B Table 4 sum of:	Sub-total (Table 4) \$ = (1) + (2) + (3) + (4)	

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		<p>(1) System administrator training average cost per course during initial and optional Contract periods times 1. (1) = ( ((A) + (B) + (C) + (D) + (E) + (F)) / 6 ) X 1</p> <p>(2) System support staff training average cost per course during initial and optional Contract periods times 1. (2) = ( ((A) + (B) + (C) + (D) + (E) + (F)) / 6 ) X 1</p> <p>(3) Accounts Payable End User training average cost per course during initial and optional Contract periods times 2. (3) = ( ((A) + (B) + (C) + (D) + (E) + (F)) / 6 ) X 2</p> <p>(4) Super End Users training average cost per course during initial and optional Contract periods times 1. (4) = ( ((A) + (B) + (C) + (D) + (E) + (F)) / 6 ) X 1</p>	
TBP = Sub-total (Table 1) \$+ Sub-total (Table 2) \$ + Sub-total (Table 3) \$ + Sub-total (Table 4) \$		<b>TOTAL BID PRICE (TBP) FOR EVALUATION PURPOSES:</b>	\$

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST (SRCL)**

***(SRCL ATTACHED AS A .PDF DOCUMENT)***

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## ANNEX D TASK AUTHORIZATIONS (TA)

<b>Contractor:</b>		<b>Contract No.:</b>	
<b>Financial Code:</b>		<b>GST Financial Code:</b>	
<b>Task Authorization No.:</b>		<b>Date:</b>	
<b>1.0 DESCRIPTION OF THE TASK / WORK TO BE PERFORMED</b>			
<b>2.0 PERIOD OF SERVICES</b>			
From:		To:	
<b>3.0 SERVICES TO BE PERFORMED FOR: (LOCATION / ADDRESS)</b>			
<b>4.0 AUTHORITIES</b>			
<b>Technical (Project) Authority:</b>		<b>Responsibility Centre:</b>	
<b>5.0 COST</b>			
<b>Category of Personnel / Category of Course</b>	<b>Per Diem Rate / Rate per Course</b>	<b>No. of Days to Perform the Tasks/Work</b>	<b>Total</b>
	\$		\$
	\$		\$
	\$		\$
<b>SUB-TOTAL</b>			\$
<b>GST/HST</b>			\$
<b>GRAND TOTAL</b>			\$
<p>You are requested to sell to Her Majesty The Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein and on any attached sheets at the price set out therefore.</p>			
<b>6.0 SIGNATURES</b>			
<b>Technical Authority:</b>	<b>Signature:</b>		<b>Date:</b>
<b>Contracting Authority:</b>	<b>Signature:</b>		<b>Date:</b>
<b>Name of Contractor authorized to sign (type or print):</b>	<b>Signature:</b>		<b>Date:</b>

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## ANNEX E

### SOFTWARE LIST

#### LIST OF ALL SOFTWARE COMPONENT(S), INCLUDING VERSION NUMBER(S) INCORPORATED IN THE SOLUTION

Software Name	Version Number

**\*Software Component(s) - means a part of the solution that can be identified by name and version number(s) that provides a particular function or group of related functions.**

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## FORMS

### FORM 1 - BID SUBMISSION FORM

BID SUBMISSION FORM		
<b>Bidder's full legal name</b>		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]		
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
<b>Former Public Servants</b>  See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?  Yes ____ No ____  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program?  Yes ____ No ____  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
<b>Canadian Content Certification</b>  As described in the solicitation, bids with at least 80% Canadian content are being given a preference.  [For the definition of Canadian goods and services, consult the PWGSC SACC clause A3050T]	On behalf of the bidder, by signing below, I confirm that [ <i>check the box that applies</i> ]:	
	At least 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)	
	Less than 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)	

<p><b>Federal Contractors Program for Employment Equity (FCP EE) Certification:</b></p> <p>If the bidder is exempt, please indicate the basis for the exemption to the right. If the bidder does not fall within the exceptions enumerated to the right, the Program requirements do apply and the bidder is required either to:</p> <p>(a) submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED; or</p> <p>(b) submit a valid Certificate number confirming its adherence to the FCP-EE.</p> <p>Bidders are requested to include their FCP EE Certification or signed LAB 1168 with their bid; if this information is not provided in the bid, it must be provided upon request by the Contracting Authority during evaluation.</p> <p>For joint ventures, be sure to provide this information for each of the members of the joint venture.</p>	<p>On behalf of the bidder, by signing below, I also confirm that the bidder <i>[check the box that applies]</i>:</p> <table border="1"> <tr> <td data-bbox="808 346 1299 451">(a) is not subject to Federal Contractors Program for Employment Equity (FCP-EE), because it has a workforce of less than 100 permanent full or part-time employees in Canada;</td> <td data-bbox="1299 346 1430 451"></td> </tr> <tr> <td data-bbox="808 451 1299 535">(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i>;</td> <td data-bbox="1299 451 1430 535"></td> </tr> <tr> <td data-bbox="808 535 1299 745">(c) is subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of Human Resources and Skills Development (HRSD) (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached; OR</td> <td data-bbox="1299 535 1430 745"></td> </tr> <tr> <td data-bbox="808 745 1299 945">(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).</td> <td data-bbox="1299 745 1430 945"></td> </tr> </table>	(a) is not subject to Federal Contractors Program for Employment Equity (FCP-EE), because it has a workforce of less than 100 permanent full or part-time employees in Canada;		(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i> ;		(c) is subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of Human Resources and Skills Development (HRSD) (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached; OR		(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).	
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(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).									
<p><b>Number of FTEs</b> [Bidders are requested to indicate (for all applicable Streams), the total number of full-time-equivalent positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]</p>									
<p><b>Security Clearance Level of Bidder</b> <i>[include both the level and the date it was granted]</i></p>									
<p>On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> <li>1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> <li>4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li> </ol>									
<p><b>Signature of Authorized Representative of Bidder</b></p>									



Solicitation No. - N° de l'invitation

EN929-111664/B

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

20111664

Amd. No. - N° de la modif.

File No. - N° du dossier

031eeEN929-111664

Buyer ID - Id de l'acheteur

031ee

CCC No./N° CCC - FMS No./N° VME

## FORM 2 - SOFTWARE PUBLISHER CERTIFICATION

If the Bidder is the Software Publisher for any of the proprietary software component(s) proposed, then the Bidder should fill out Form 3, provided below:

### FORM 2 - SOFTWARE PUBLISHER CERTIFICATION

The Bidder certifies that it is the software publisher of all the following software products and components and that it has all the rights necessary to license them (and any non-proprietary sub-components incorporated into the software) on a royalty-free basis to Canada:

#### List of all Software Products

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*[bidders should add or remove lines as needed]*

\_\_\_\_\_

Print Name and Title of the authorized signatory of Software Publisher

\_\_\_\_\_

Signature

Date

### FORM 3 - SOFTWARE PUBLISHER AUTHORIZATION

If the Bidder is not the Software Publisher for any of the proprietary software component(s) proposed, then the Bidder should have Certification Form 4 filled out by the Software Publisher, provided below.

### FORM 3 - SOFTWARE PUBLISHER AUTHORIZATION

This confirms that the software publisher identified below has authorized the Bidder named below to license its proprietary software products under any contract resulting from the bid solicitation identified below.

This authorization applies to the following software products:

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*[bidders should add or remove lines as needed]*

Name of Software Publisher (SP) \_\_\_\_\_

Signature of authorized signatory of SP \_\_\_\_\_

Print Name of authorized signatory of SP \_\_\_\_\_

Print Title of authorized signatory of SP \_\_\_\_\_

Address for authorized signatory of SP \_\_\_\_\_

Telephone no. for authorized signatory of SP \_\_\_\_\_

Fax no. for authorized signatory of SP \_\_\_\_\_

Date signed \_\_\_\_\_

Solicitation Number \_\_\_\_\_

Name of Bidder \_\_\_\_\_

## FORM 4 - JOINT VENTURE CERTIFICATION

**NOTE TO BIDDERS: PLEASE ONLY FILL OUT THIS SECTION IF IT IS APPLICABLE TO YOUR PROPOSAL, IF NOT PLEASE DISREGARD.**

1. The Bidder represents that the bidding entity is a joint venture in accordance with the definition in paragraph 3.

2. A Bidder that is a joint venture represents the following additional information:

(a) Type of joint venture (mark applicable choice):

\_\_\_\_\_ incorporated joint venture

\_\_\_\_\_ limited partnership joint venture

\_\_\_\_\_ partnership joint venture

\_\_\_\_\_ contractual joint venture

\_\_\_\_\_ other

b) Composition: (names and addresses of all members of the joint venture.)

### 3. Definition of joint venture

A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise. Joint ventures may be carried on in a variety of legal forms divided into three categories:

(i) the incorporated joint venture;

(ii) the partnership venture;

iii) the contractual joint venture where the parties combine their resources in the furtherance of a single business enterprise without actual partnership or corporate designation.

4. The joint venture team arrangement is to be distinguished from other types of contractor arrangements, such as:

(i) The relationship between a prime contractor who submits a bid and the subcontractors it proposes to use to perform some of the work, in which, for example, the purchasing agency contracts directly with a contractor (prime) who acts as the system assembler and integrator, with major components, assemblies and subsystems normally subcontracted;

(ii) associated contractor, in which for example, the purchasing agency contracts directly with each of the major component suppliers and performs the integration tasks or awards a separate contract for this purpose;

(iii) The relationship between shareholders of a corporation; or

(iv) The relationship between partners in a partnership (including a partnership that is a limited partnership or a limited liability partnership)..

## JOINT VENTURE DECLARATION

### **THIS DECLARATION FORMS PART OF THE CONTRACT ISSUED TO (CONTRACTOR'S NAME), a Contractual Joint Venture composed of (Company A) and (Company B) and (Company C) and (Company D) UNDER this Bid Solicitation**

The undersigned confirm that they have formed a joint venture for purposes of submitting a proposal and understand that they will be issued a Contract in accordance with it. The undersigned further confirm that the said joint venture constitutes the Contractor (Insert Contractor's name), a Contractual Joint Venture composed of (Insert Company A) and (Company B) and (Company C) and (Company D) etc. pursuant to this Contract. The undersigned agree to the following:

That they shall each act as the Contractor and shall be jointly and severally liable for the Contractor's obligations under the Contract.

If applicable, that they appoint \_\_\_\_\_ ("the lead member"), a member of the joint venture, as the lead member of the Contractor, for purposes of entering into this Contract.

Any notice given to the lead member shall constitute notice to all of the undersigned.

That the Minister may, at his discretion in the event of disputes among the undersigned or changes in the composition of the Contractor, direct that the Contract be terminated, without in any way altering the liability of any of the undersigned for performance of the terms of the Contract.

Where Canada has determined that the joint venture lacks sufficient assets to guarantee its contract performance, Canada may require financial security for the performance of the Contractor's obligations or, alternatively, financial and performance guarantees from each of the undersigned members of the Contractor.

For:

\_\_\_\_\_  
(Name of Member) Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Officer of Member) Date \_\_\_\_\_

\_\_\_\_\_  
(Title of Authorized Officer or Member) Date \_\_\_\_\_

Solicitation No. - N° de l'invitation

EN929-111664/B

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

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031eeEN929-111664

Buyer ID - Id de l'acheteur

031ee

CCC No./N° CCC - FMS No./N° VME

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**FORM 5 - CONSENT TO A CRIMINAL RECORD VERIFICATION**

***(ATTACHED AS A .PDF DOCUMENT)***

***or***

**PWGSC-TPSGC 229 can be downloaded at  
*<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>***



# **Accounts Payable Modernization Initiative**

## **Statement of Requirement (SOR)**

**Fisheries and Oceans Canada**



## **1. Requirement**

Fisheries and Oceans Canada has a requirement for a cost effective, commercially available off-the-shelf Accounts Payable Modernization Initiative (APMI) Solution that will transform the current manual, labour-intensive processing of paper-based invoices to a highly automated process that is capable of being fully integrated within the existing technical information technology infrastructure environment.

## **2. Background**

Accounts payable processing at the Department of Fisheries and Oceans (DFO) is currently decentralized activity done within 7 different regional locations across the country.

Accounts payable processing is largely paper based. Receipt and processing of paper-based invoices is very labour intensive, has the potential for errors, requires significant time and resources to move the invoices through the organization for approvals and payment, are difficult to retrieve when responding to vendor or client queries, and requires long-term (7 year) off-site retention in records management (filing, storage, retrieval and destruction). DFO processes approximately 250,000 invoices annually that are received at numerous sites within 7 different regional offices across the country. Approximately 50% of these invoices are directly related to procurement done through purchase orders.

The intent is the consolidation, centralization and standardization of accounts payable processing at a single location within the department.

## **3. Objectives and vision for an APMI solution**

This Accounts Payable Modernization Initiative (APMI) has 8 key objectives:

1. Establishment of new standard centralized business process for the handling and processing of accounts payable transactions;
2. Introduction of scanning technology to eliminate the processing and storage of hard copy documents;
3. Introduction of a digital image repository content server for the storage and retrieval of data and digitized images;
4. Introduction of automated workflow and electronic approval for the processing of accounts payable transactions;
5. Integration with the Departmental Financial Management System (DFMS) to minimize/avoid manual entry of invoice information, minimize errors and improve data integrity;
6. Potential for integration with the federal government standard "Open Text" content repository (Government of Canada's GCDOCS program) for the storage and retrieval of data and digitized images;
7. Increased overall efficiencies and reduced operational costs associated with the processing of accounts payable transactions including document storage, retrieval and reporting; and
8. Improved financial management controls including fully documented audit trails for accounts payable processing.



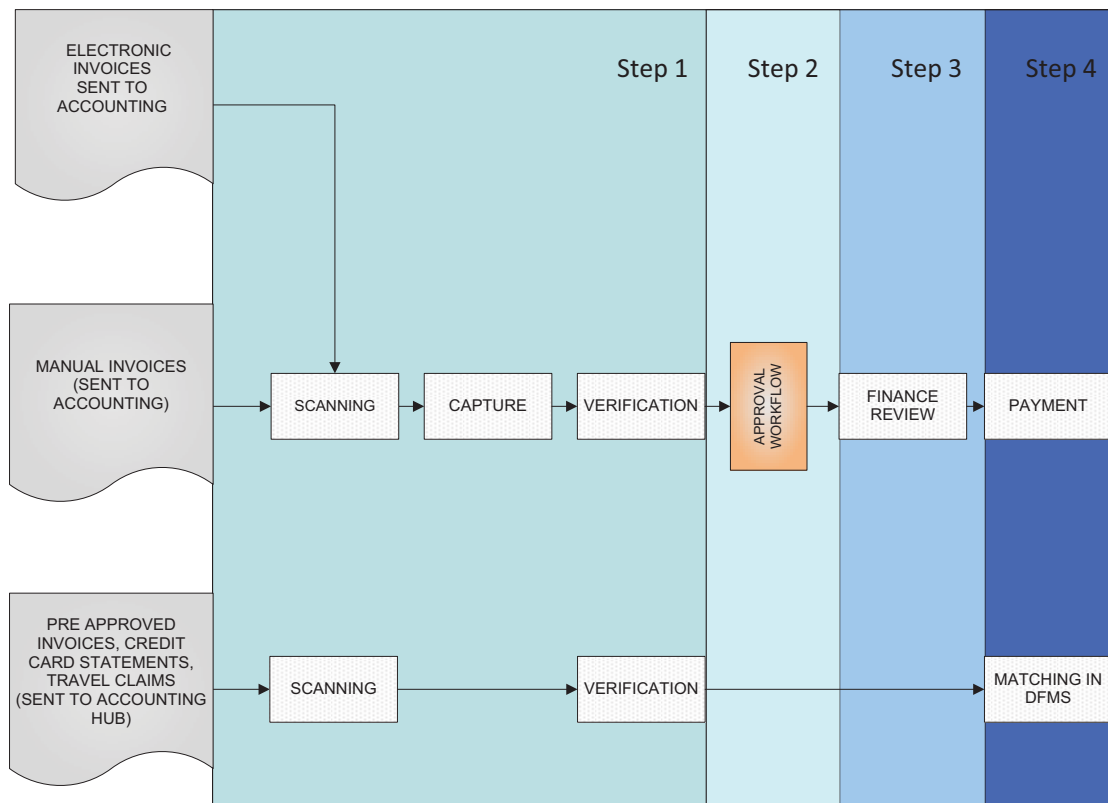
The Department of Fisheries and Oceans' vision for an APMI solution is illustrated below and includes the following key functions:

1. Centralized receipt of all paper-based and electronic invoices (EDI, faxes, email PDF files);
2. High-speed scanning of paper-based invoices to create electronic images;
3. Storage and retrieval of electronic images in a bidder supported content repository and compatible with the government standard Open Text content repository (Government of Canada's GCDOCS program);
4. Integration with Oracle Financials and accessible to approximately 4000 users (spending managers, their administrative support staff and finance staff);
5. Use of an Optical Character Recognition (OCR) software for the cleansing of scanned images, the validation of invoice data for extraction and electronic entry to Oracle Financials;
6. A process for the verification and/or correction of data in the content repository including the electronic matching and updating of stored data contained in Oracle Financials;
7. Routing of invoice transactions and images via automated workflow (email) to spending managers and administrative support staff for review, coding of transactions and electronic approval;
8. Workflow is integrated with a hierarchical delegated approval structure for invoice transactions;
9. Automated approval is integrated with Oracle Financials to allow for the subsequent final payment approval and release activities;
10. Workflow includes electronic notification (via email) to spending managers and financial staff that specific actions are required, reminder notices and automated escalation processes including reporting on processing status;
11. Hierarchy of delegates with payment approval authorities is able to accommodate alternates and temporary acting assignments;
12. Final posting of payments by finance staff in Oracle Financials has minimal manual intervention;
13. Full reporting and analysis of processing performance for finance staff including comprehensive audit trail of accounts payable transactions; and
14. Bilingual (English and French) training documentation including on-line system help for the full APMI solution. Training will be for departmental system support staff, system administrators and system end users.



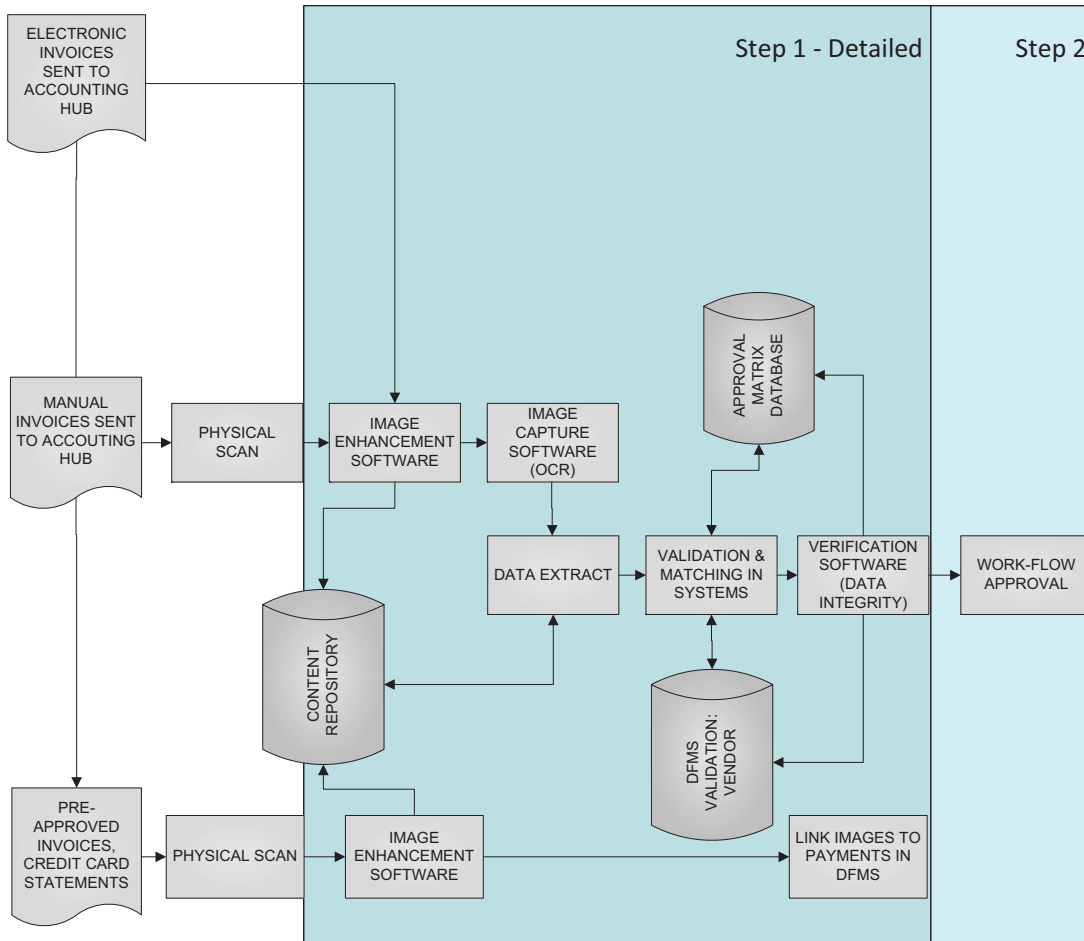


**DFO's Vision for Accounts Payable Modernization Initiative - Diagram 1 -**



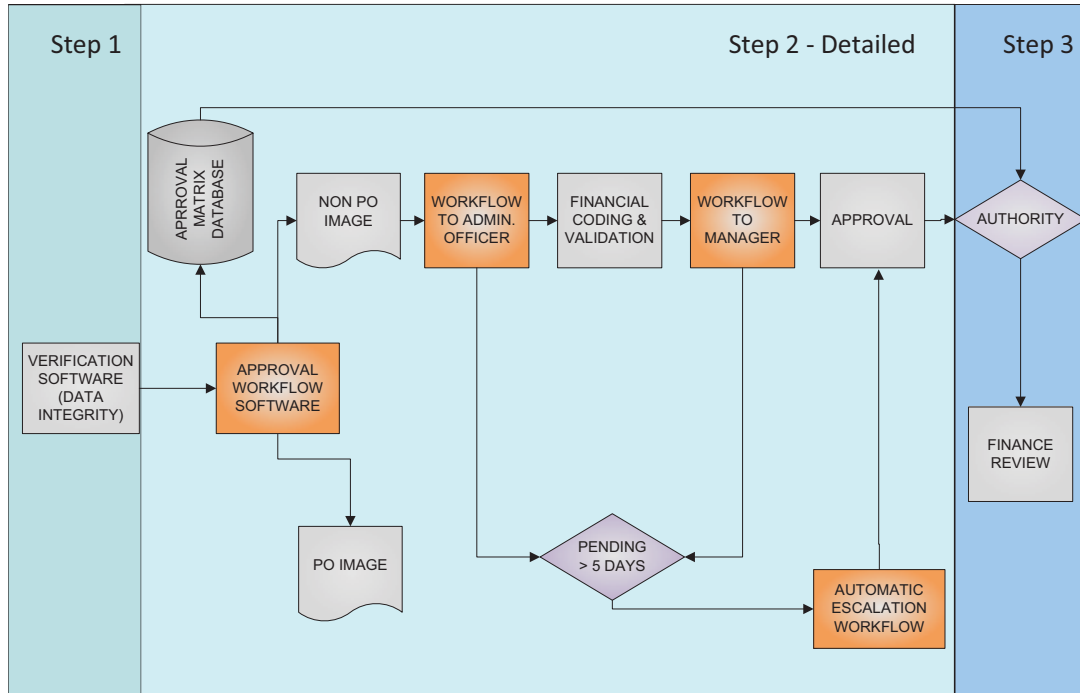


**DFO's Vision for Accounts Payable Modernization Initiative - Diagram 2**



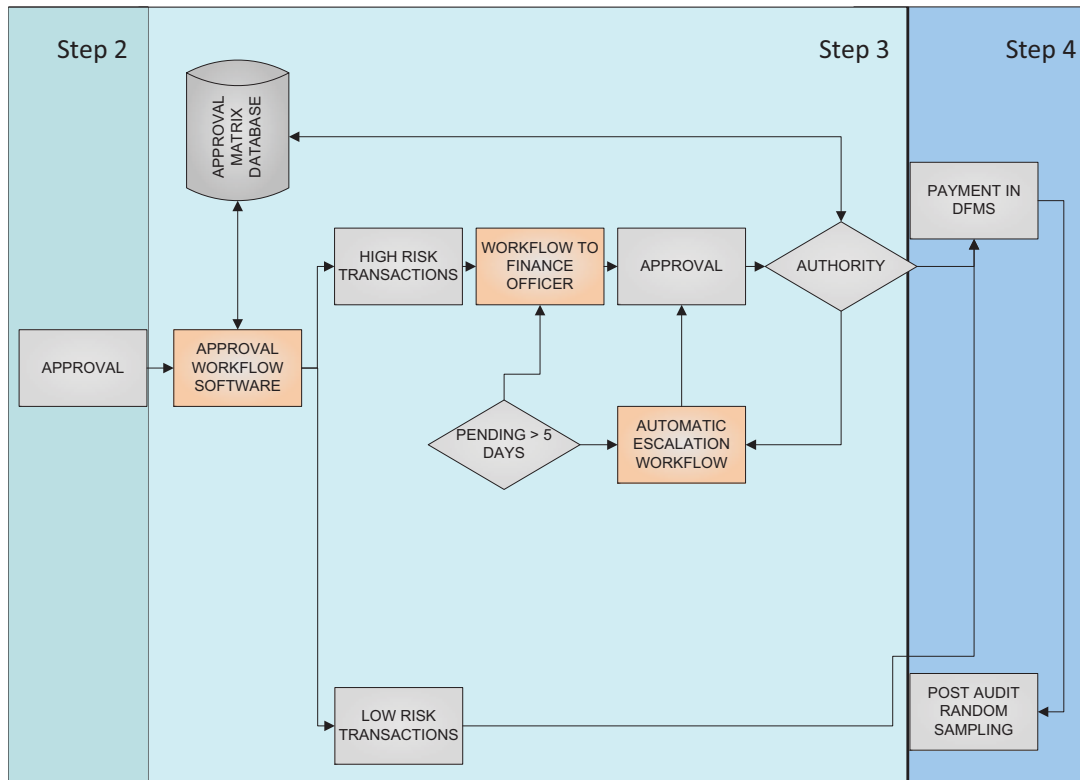


DFO's Vision for Accounts Payable Modernization Initiative - Diagram 3





**DFO's Vision for Accounts Payable Modernization Initiative - Diagram 4**





## 4. DFO's Environment

DFO is currently using Oracle Financials version 11.5.10 as its DFMS. A project is currently underway to upgrade the Oracle Financials system to Version 12 with a target implementation date of December 2013. The APMI will run concurrent with our Oracle Financials upgrade project and the technology solution must be integrated with Oracle Financials Version 12 to avoid or minimize duplicate data capture.

The solution's requirement is an appropriate technology solution that can be installed on the existing technical infrastructure and accessed through existing DFO area networks.

## 5. Technical Infrastructure Standards:

The Tables below identify technologies and applications deployed for which the Software Solution must be interoperable with:

**Table 5.1 Current Desk Top/ Laptop configurations**

Components	Specifications
Processor	Intel® Pentium® 4 CPU Single Core 3.00 GHz to AMD Phenom™ II X4 B93 Processor Quad Core 2.8 GHz
Motherboard	ASUS P5E-VM equivalent Intel Pentium CPU LGA 775 support 1333 MHz FSB Serial ATA PCI express Video slot PCI version 2.2 On Board Network Interface card 100/1000 On Board PCI Express video card On Board 16bit sound card
RAM	1 GB to 4 GB DDR 400 MHz (PC-3200) to DDR3 1333 MHz (PC3-10600)
Hard Disk	80 GB to 130 GB Hard Disk 5400 – 7400RPM w/SATA 2 support
CD/DVD – ROM	Internal CD reader to Internal Dual Layer DVD Writer
Operating System	Windows XP, SP2 and SP3 with forward compatibility with Windows 7
Applications	Microsoft Office Suite version 2003 with forward compatibility to 2010 PDF compatible to Adobe Reader 8 (with forward compatibility to versions 9 and 10) Internet Explorer 7.0 with forward compatibility to versions 8 and 9.



**Table 5.2 Current standard server components, applications, tools and databases**

Components	Specifications
Server Infrastructure	Virtual and Physical Servers (IBM P6 and P7 servers)  VM Ware ESX Server 3.5 (with forward compatibility to VMWare ESX v 4.X)
Server Operating Systems	Windows 2003 (with forward compatibility to Windows 2008)  AIX v7 (with forward compatibility)
Applications	Oracle Financials Release 12 and subsequent releases.
Database applications	Oracle 11G  SQL Server 2005 / 2008
Network security	SSL v3.0 128-bit encryption



**TECHNICAL PROPOSAL**  
**SECTION 6 – MANDATORY REQUIREMENTS**

1 – Company and Product Information				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M1.1 Mandatory	<p>The Bidder <b>must</b> confirm that the APMI solution has been in operation and integrated with Oracle Financials version 12 during the past 3 years in at least three distinct organizations/installations in North America each with a similar volume of payments (approximately 250,000 invoices per year), a similar number of vendors (approximately 14,000 active in current year) as the Department of Fisheries and Oceans (DFO).</p> <p>The Bidder must list the organizations/installations including contact references as described in section 3.2 b) vii of the RFP.</p>			

2 – Project Planning Requirements				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M2.1 Mandatory	The Bidder <b>must</b> provide an Implementation Plan to describe the proposed approach to the implementation that supports Canada's various APMI business and technical requirements set forth in this RFP.			
M2.2 Mandatory	The Bidder <b>must</b> provide a design workshop with select departmental staff and deliver a design document that will serve as a guide for the implementation of its proposed APMI solution.			



## Annex A

3 – Scanning, Validation and Data Extraction				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M3.1 Mandatory	<p>The APMI solution <b>must</b> be fully functional in both English and French languages and allow Users to work with the system in either English or French. The solution <b>must</b> also deliver, enable and support the following in both French and English:</p> <ul style="list-style-type: none"><li>a) All online help, user interfaces and messages within the administration functions (e.g. queue management, user profile management, etc.);</li><li>b) All online help, user interfaces and messages within the operational functions (e.g. manual classification, manual indexing, etc.); and</li><li>c) Data extractions.</li></ul>			
M3.2 Mandatory	<p>The APMI solution <b>must</b> allow for data capture through both free-form recognition and template-based capture in both English and French.</p>			
M3.3 Mandatory	<p>The APMI solution <b>must</b> have application program interfaces that can enable integration with the federal government standard Open Text content repository (GCDOCS) for the storage and extraction of all digital images and metadata tags and support information lifecycle management requirements as per Treasury Board's <i>Directive on Record keeping</i>. <a href="http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16552&amp;section=text">http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16552&amp;section=text</a></p>			
M3.4 Mandatory	<p>The APMI solution <b>must</b> detect and correct the anomalies for image content (e.g. TIFF, JPEG) acquired, while ensuring that the enhanced/corrected output image rendition is legible and the information is accurate, in order to allow for the extraction of data to a content repository and to Oracle Financials.</p> <p>Corrections required include:</p> <ul style="list-style-type: none"><li>i. Binarize colors;</li><li>ii. Blank Page Detection;</li></ul>			





3 – Scanning, Validation and Data Extraction				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
	iii. Blob Removal; iv. Comb Removal; v. De-skew; vi. De-speckle; vii. Dot Shading Removal; viii. Fax Normalization; ix. Flip; x. Inverse Text; xi. Line Removal; xii. Border Removal; xiii. OCR Rotation; xiv. Rescale; and xv. Smooth Objects.			
M3.5 Mandatory	The APMI solution <b>must</b> allow administrators to define and configure user profiles, roles and access rights to the Software Solution utilities, including:  a) Document classification utility - manually classifying documents for record keeping or security reasons; b) Document indexing utility – manually updating document index data or metadata; c) Queue management utility – assigning users to work queues; and d) Document Quality Assurance (QA) – manually viewing of documents for QA purposes.			



## Annex A

### 3 – Scanning, Validation and Data Extraction

Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M3.6 Mandatory	The APMI solution <b>must</b> not limit the number of roles or user groups that can be configured.			
M3.7 Mandatory	The APMI solution <b>must</b> deliver, enable and support authorized users by allowing them to: a) View images to zoom in, zoom out, first page, last page, single page, scroll up and down, page rotation (90 degree and 180 degrees); and b) Navigate and view 150 dpi to 600 dpi images (bi-tonal, greyscale and colour).			
M3.8 Mandatory	The APMI solution <b>must</b> be compliant with CAN/CGSB-72.34-2005, Electronic Records as Documentary Evidence to ensure that the recorded information (electronic records and transactions) in the proposed Solution are trustworthy, reliable and recognized as authentic and support record keeping requirements as per Treasury Board's Directive on Record Keeping. <a href="http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16552&amp;section=text">http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16552&amp;section=text</a>			

### 4 – Invoice Management/Matching

Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M4.1 Mandatory	The APMI solution <b>must</b> have the ability to identify duplicate invoices by validating against invoice information resident within both Oracle Financials Release 12 and the APMI solution.			
M4.2 Mandatory	The APMI solution <b>must</b> be able to permit scanned data from an invoice to be automatically transcribed into the create invoice function within Oracle Financials version 12 using OCR technology and the solution must be able to link the scanned data to the appropriate purchase order line entry record that exists in Oracle Financials.			



## Annex A

4 – Invoice Management/Matching				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M4.3 Mandatory	The APMI solution <b>must</b> be able to identify potential errors/uncertainties of data being transcribed from scanned invoices to Oracle Financials and permits the manual correction or adjustment of transcribed data to allow for the proper matching of invoice information with purchase order records in Oracle Financials.			

5 – Workflow				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M5.1 Mandatory	The APMI solution <b>must</b> have an embedded workflow solution that integrates with Oracle Financials Release 12 for processing and approval of invoice images.			
M5.2 Mandatory	The APMI solution <b>must</b> include application program interfaces that would enable integration with the government standard (GCDOCS) “Open Text” Content Server Repository for digital data storage, retrieval for workflow processing, approval of invoice images and activities related to retention and disposition processing.			



## Annex A

6 – Auditing and Reporting				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M6.1 Mandatory	The APMI solution <b>must</b> provide reporting facilities to allow Administrators to monitor and report on: <ol style="list-style-type: none"><li>1. Volumes;</li><li>2. Performance;</li><li>3. Exceptions; and</li><li>4. Workflow routing and approval hierarchies.</li></ol>			
M6.2 Mandatory	The APMI solution <b>must</b> provide an audit trail facility that: <ol style="list-style-type: none"><li>1. Is configurable by the Administrator such that the Administrator can select the functions for which audit information is automatically tracked and stored;</li><li>2. Is able to automatically log all changes made to user and administrative profile parameters in the audit trail; and</li><li>3. Is able to allow authorized users to search and export audit trails for specified events, records, users, groups, roles and times.</li></ol>			
M6.3 Mandatory	For the purposes of tracking a document and recording all actions performed on the document by a system user or by system process through the various workflow/processing steps (e.g. OCR, barcode detection, image enhancement, indexing, classification) the APMI solution <b>must</b> record a chronological, unchangeable audit trail of system and user activities, including: <ol style="list-style-type: none"><li>1. Date and time a user performed an activity (e.g. page removal, retrieved document, viewed document) on the document, its associated index data and metadata;</li></ol>			



## Annex A

6 – Auditing and Reporting			
Requirement Number	Requirement	Comply Yes/No	Substantiation Reference
	<ul style="list-style-type: none"><li>2. Date and time the system performed an activity (e.g. image enhancement, OCR) on the document and/or its associated index data and metadata;</li><li>3. Attempted access to data or content for which a user is denied access;</li><li>4. Changes made to access permissions;</li><li>5. Creation, amendment or deletion of a user or group;</li><li>6. All deletion actions of data and system objects; and</li><li>7. Attempted access to audit data.</li></ul>		

7 – General Technical Requirement			
Requirement Number	Requirement	Comply Yes/No	Substantiation Reference
M7.1 Mandatory	<p>The Bidder <b>must</b> provide a Technology Blueprint incorporating a configuration diagram for the proposed APMI solution and dependent hardware configuration based on the proposed Implementation Plan. For the purposes of this RFP, the Technology Blueprint is a high level description of the various components of the proposed APMI solution environment and must indicate how these “building blocks” will be put together and inter-relate to address the business and technical requirements of this RFP. These building blocks must include:</p> <ul style="list-style-type: none"><li>1. The APMI solution products;</li><li>2. The APMI solution component layers (e.g. presentation layer, business layer, services layer, data layer etc.)</li><li>3. Any other software Canada must have installed in their technical infrastructure to fully deliver the required functionality as described in this RFP;</li></ul>		



## Annex A

7 – General Technical Requirement				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
	4. All required hardware (e.g. server platforms, etc.); 5. Desktop environments; 6. Security requirements; 7. Network requirements (e.g. bandwidth requirements etc.); and 8 All relevant elements of the provided technical environment (e.g. end user and administrative desktops, networking capabilities, server hardware and other components that are expected by the Bidder to be provided by Canada). See Section 5 of the SOR for a description of the environment. The Bidder's proposed Technology Blueprint must be complete and operate in the existing technical infrastructure and IT security standards as identified in Section 5 of the SOR.			
M7.2 Mandatory	The APMI solution <b>must</b> interoperate with Oracle Financials Release 12.			
M7.3 Mandatory	The Bidder <b>must</b> provide with its proposal a technical architecture diagram showing servers, key purposes and interaction with required infrastructure (e.g. network, Oracle Financials, content management).			
M7.4 Mandatory	All client-based components of the solution software <b>must</b> work, integrate and interoperate with Microsoft Windows XP SP3, Microsoft Windows 7 operating systems and Microsoft Outlook email services 2003 SP3 and more current versions.			
M7.5 Mandatory	The server-based components of the APMI solution software <b>must</b> be able to install, function and run on at least one of the operating systems described in section 5 of the SOR.			



## Annex A

7 – General Technical Requirement				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M7.6 Mandatory	If any components of the APMI solution software use a database management system (DBMS), then those components <b>must</b> be able to operate on one of DFOs data base applications as described in section 5.			
M7.7 Mandatory	The APMI solution software <b>must</b> support the Web browser Internet Explorer versions 7.0 and later for the browser-based UI components of the solution.			
M7.8 Mandatory	The Bidder's solution <b>must</b> be compatible with IMB P6 or P7 servers using a virtual server configuration.			

8 – Security				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M8.1 Mandatory	The APMI solution software <b>must</b> provide role-based authorization whereby roles can be defined that have associated with them a specific set of privileges and access controls and, in turn, users can be assigned one or more of these roles.			
M8.2 Mandatory	The APMI solution <b>must</b> allow for the use of SSL v3.0 128-bit encryption.			



## Annex A

9 – Implementation Services				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M9.1 Mandatory	The Bidder <b>must</b> complete a Resources Profile Form (see Appendix 1) in the SOR for each core team member (Project Manager, Senior Business Analyst and Senior Technical Architect) that highlights experience relevant to Canada's proposed APMI Solution project and the role to which each individual has been proposed.			
M9.2 Mandatory	The proposed Project Manager <b>must</b> have performed a project management role in at least 2 accounts payable automation projects of similar size, scope and complexity as the environment described by Canada in mandatory requirement M1.1 and section 3 of the SOR.			
M9.3 Mandatory	The proposed Senior Business Analyst <b>must</b> have performed a business analyst role in at least 2 accounts payable automation projects of a similar size, scope and complexity as the environment described by Canada in mandatory requirement M1.1 and section 3 of the SOR.			
M9.4 Mandatory	The proposed Senior Technical Architect <b>must</b> have performed a technical architect/specialist role utilizing the proposed accounts payable automation solution in at least 2 projects of similar size, scope and complexity as the environment described by Canada in mandatory requirement M1.1 and section 3 of the SOR.			
M9.5 Mandatory	The Bidder's proposed core implementation team <b>must</b> provide implementation services at DFO's Corporate office located at 200 Kent Street, Ottawa Ontario.			





## Annex A

10 – Training Services				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M10.1 Mandatory	<p>As part of the implementation process, the Bidder <b>must</b> provide classroom style training to system administrators (approximately 10 staff), system support staff (approx. 10 staff), accounts payable end users (approximately 30 staff) and super end users (approximately 30 staff). Super end users will act as trainers for the remaining end users). Note that training of accounts payable end users will be held in Fredericton N.B. The remaining training sessions will occur in Ottawa Ontario. Training must be available in both English and French. Classroom sizes must be a minimum of 5 students to a maximum of 15 students.</p> <p>System administrator training <b>must</b> include but not limited to allocating system roles and responsibilities, creating accounts granting access, responding to system enquiries (issues resolution)</p> <p>System support staff training must include but not limited to operating and installing the software solution, administering and management the software solution, complete software maintenance installation and database and content repository support.</p> <p>Accounts payable end user training <b>must</b> include but not limited to product features and functionality relating to scanning, OCR, digital data storage and retrieval, integration with Oracle Financials, reporting and tracking of workflow and approvals, maintaining of workflow approval delegations and hierarchies, etc.</p> <p>Super end users training <b>must</b> include but not limited to product features and functionality relating to digital data retrieval, integration with Oracle Financials, workflow review and transaction coding and approval processes, monitoring and processing of invoices, etc.</p>			



## Annex A

10 – Training Services				
Requirement Number	Requirement	Comply Yes/No	Substantiation	Reference
M10.2 Mandatory	In support of training deliverables identified in the RFP, the bidder <b>must</b> demonstrate that the proposed resources have a minimum two years of experience in the developing and delivery of training on similar automated solutions (including similar size and complexity as described in mandatory requirement M1.1 and section 3 of the SOR and covering system administrator training, accounts payable end user training, system support staff training and super end user training.			

## TECHNICAL PROPOSAL

### SECTION 7 – RATED REQUIREMENTS

1 – Project Planning Requirements – 126 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
RI.1 Rated	<p>The Bidder's proposed Implementation Plan <b>should</b> include:</p> <p>1. The major phases in the proposed implementation plan and include:</p> <p>a) The procurement of all required licensed software (developer and user licenses), and hardware (for development, QA, training and production environments) in accordance with departmental IT standards highlighted in this RFP;</p> <p>b) Installation, analysis and design, configuration, testing and deployment of imaging technology and centralized accounts payable processing;</p> <p>c) Integration of imaging data and documentation with Oracle Financials Version 12 (the departments Financial</p>	126 pts			
		6 pts			
		6 pts			
		6 pts			



## Annex A

1 – Project Planning Requirements – 126 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder’s substantiation	Bidder’s Reference
	Management Information System) using OCR technology;				
	d) Identification of any required customizations and configuration changes to Oracle Financials version 12 for implementation of integration and use of OCR technology;	6 pts			
	e) Design, documentation and implementation of new business processes supportive of a centralized approach to the administration of Accounts Payable operations; and	6 pts			
	f) Design, testing, documentation and implementation of automated workflow and approval processes including integration with the Departments Financial Management Information System (Oracle Financials);	6 pts			



## Annex A

1 – Project Planning Requirements – 126 PTS				
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation
	2. The major phases and milestones associated with each major phase consistent with the overall intent to “Go-Live” by December 2013.	15 pts		
	3. The major work elements associated with each major phase.	15 pts		
	4. The resource allocation and skill requirements associated with each major phase	10 pts		
	5. The standard and preferably specific roles and responsibilities of each member of the Contractor’s implementation team as well as what assumptions it makes with respect to the roles and responsibilities of Canada to ensure the plan’s successful completion.	15 pts		
	6. Any necessary data conversion exercises (including resources and level of effort)that would be required to implement the new processes, associated with	15 pts		



## Annex A

1 – Project Planning Requirements – 126 PTS				
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation Bidder's Reference
	integration with oracle financials, workflow automation, approval and escalation processes and hierarchies etc.			
	7. The major dependencies, risks and associated mitigation strategies.	10 pts		
	8. The approach to provide the user and system level with documentation and training required to use, deploy and maintain the proposed APMI solution.	10 pts		

2 – Scanning, Validation and Data Extraction 180 PTS				
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation Bidder's Reference
R2.1 Rated	The APMI solution <b>should</b> be capable of supporting a centralized accounts payable business process with 50 end users using the system concurrently. Identify 3 organizations using a similar solution with at least 50 end users using the system concurrently.	10 pts		



## Annex A

2 – Scanning, Validation and Data Extraction 180 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R2.2 Rated	<p>The APMI solution <b>should</b> be able to interoperate with invoices received in all the various formats listed below:</p> <ol style="list-style-type: none"><li>1. Fax;</li><li>2. PDF (without having to print and scan the attachments);</li><li>3. TIFF and JPEG;</li><li>4. Plain text (.txt);</li><li>5. Rich text format (.rtf);</li><li>6. MS Office (.doc, .docx, .ppt, .pptx, .xls, .xlsx); and</li><li>7. E-invoicing via EDI, FTP. (Electronic flat files).</li></ol>	20 pts	<p>2 pts</p> <p>2 pts</p> <p>2 pts</p> <p>2 pts</p> <p>2 pts</p> <p>5 pts</p> <p>5 pts</p>		
R2.3 Rated	<p>The APMI solution <b>should</b> have the functionality to scan:</p> <ol style="list-style-type: none"><li>1. Different size invoice documents;</li><li>2. Different orientation of invoices;</li><li>3. Different paper types;</li></ol>	24 pts	<p>Point rated (3 pts each if no manual intervention is required or 2 pts each if manual intervention is required)</p>		



## Annex A

2 – Scanning, Validation and Data Extraction 180 PTS				
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation Bidder's Reference
	<ul style="list-style-type: none"><li>4. Different colours and various levels of grey scale;</li><li>5. Single-sided; double-sided; multiple pages;</li><li>6. Different fonts and handwriting;</li><li>7. Condition of document (i.e. folded/creased, damaged, faded etc); and</li><li>8. Batch scanning.</li></ul> <p>The Bidder's response <b>should</b> describe any manual steps that would be required to accommodate the above items (i.e. change scanner settings; manual batching processes, sorting, insertion of blank pages or bar coded pages to differentiate invoices prior to scanning, etc.).</p>			
R2.4 Rated	<p>The APMI solution <b>should</b> allow for the review and validation of images during the following scanning process:</p> <ul style="list-style-type: none"><li>1. Visual validation of scanned image;</li></ul>	12 pts		
		3 pts		





## Annex A

2 – Scanning, Validation and Data Extraction 180 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	2. The slitting of scanned documents that includes invoices with varying numbers of pages;  3. Automatic deletion of blank pages; and  4. Image enhancement (i.e. de-skews and de-speckle).  Substantiate by describing the process for each.		3 pts  3 pts  3 pts		
R2.5 Rated	The APMI solution <b>should</b> be able to maintain the original integrity of the document after image enhancement or redaction.	10 pts			
R2.6 Rated	The APMI solution <b>should</b> be able to assign the following classifications to incoming invoices:  1. Invoice priority (due date, discount date, etc.);  2. Document type (statement, invoice, Purchase Order vs. non-Purchase Order invoice, currency, etc.);  3. Invoicing formats (Hard Copy,	10 pts  2 pts  2pts  2 pts			



2 – Scanning, Validation and Data Extraction 180 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	PDF, FAX and electronic files etc.);  4. Data designations/classifications (e.g. protected A, B or C information); and  5. Record keeping classifications (e.g. retention specifications, file numbers).		2 pts   2 pts		
R2.7 Rated	The APMI solution <b>should</b> support the creation and management of metadata templates to help automate the entry of metadata and ensure that correct syntax is used. Identify and describe these features in the proposed solution software that provide support for the creation and management of metadata templates.	10 pts			
R2.8	The APMI solution <b>should</b> support the following metadata-related functions through integration with both the Bidder's own content repository and with the Open Text content repository:  1. The ability to create and access new metadata tags;	24 pts   4 pts	Point rated ( 4 pts max per function) 2 pts for each content repository i.e. Bidder's repository and Open Text repository )   4 pts		



## Annex A

2 – Scanning, Validation and Data Extraction 180 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	2. The ability to define metadata tags as optional or mandatory;	4pts			
	3. The ability to define metadata tags as searchable;	4pts			
	4. The ability to create a user defined thesaurus of metadata terms;	4pts			
	5. The ability to specify which metadata elements are to be entered and maintained by keyboard entry or from a pull-down list; and	4pts			
	6. The ability to provide the auto generation of Meta data (i.e. template description, author, dates, status, category).	4pts			
R2.9 Rated	The APMI solution <b>should</b> identify questionable OCR results and flag them for follow-up by a system user.	14 pts			
R2.10 Rated	Substantiate by describing the process. The APMI solution <b>should</b> include functionality that would allow an operator to correct/complete	14 pts			



## Annex A

2 – Scanning, Validation and Data Extraction 180 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	questionable OCR results (i.e. manual data entry; drop/drag value from image, etc.).				
R2.11 Rated	Substantiate by describing the process. The APMI solution should be able to accommodate data extraction requirements for the following various types of invoices; 1. Single page; 2. Multiple pages; 3. Multiple lines items; and 4. Pages with subtotals.	12 pts			
R2.12 Rated	The APMI solution <b>should</b> allow for an unlimited number of line items on an invoice to be processed during the data extraction process.	10 pts			
R2.13 Rated	The APMI solution <b>should</b> be able to designate values in both Canadian and US dollars.	10 pts			

3 – Invoice Management/Matching 200 PTS				
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's Reference
R3.1 Rated	The APMI solution <b>should</b> include flexible and easy-to-use	80 pts		



## Annex A

3 – Invoice Management/Matching 200 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	creation/management of matching criteria for incoming invoices (i.e. match against Purchase Order line items). In particular, the solution should include:  1. Ability to modify the account distribution lines associated with an invoice document in the APMI solution that are imported from an Oracle Financials Purchase order record and also allow for the automatic updates/adjustments to the Oracle Financials Purchase Order record account distribution lines from changes made to account distribution lines in the APMI solution;	20 pts			
	2. Ability to add additional account distribution lines to invoice documents in the APMI solution that are linked to purchase order records imported from Oracle Financials and have these additional account distribution lines added in the APMI solution automatically added and reflected in the Oracle Financials Purchase Order records;	20 pts			



## Annex A

3 – Invoice Management/Matching 200 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	3. Ability to delete account distribution lines imported to the APMI solution invoice document from the Oracle Financials Purchase order record in situations where those account distribution lines are not required for the processing of the invoice and have the functionality to automatically delete the corresponding account distribution line that exists in the Oracle Financials Purchase Order record directly from the APMI solution; and		20 pts		
	4. In instances where the final invoice amount payable to a vendor in the APMI solution is less than the estimated amount that is remaining in the Oracle Financials Purchase Order record, the APMI solution should automatically update and close the Purchase Order record (as fully paid) in Oracle Financials.  Substantiate by describing the processes for items 1 to 4.		20 pts		



## Annex A

3 – Invoice Management/Matching 200 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R3.2 Rated	<p>The APMI solution <b>should</b> have the functionality to match extracted invoice information against required master data within Oracle Financials.</p> <p>The Bidder's response <b>should</b> substantiate for the following:</p> <ol style="list-style-type: none"><li>1. Finance and accounting master data (i.e. vendor master data, tax code information, financial coding, etc.);</li><li>2. Materials management master data (i.e. purchase order records, goods receipts, asset codes, etc.);</li><li>3. Controlling master data (i.e. cost collectors, etc.); and</li><li>4. Other relevant matches</li></ol>	20 pts	5 pts    5 pts    5 pts    5 pts		
R3.3 Rated	The APMI solution <b>should</b> be able to identify duplicate invoices by validating against invoice information resident in both Oracle Financials and the APMI solution.	20 pts			
R3.4 Rated	The APMI solution <b>should</b> include a process that allows for the	10 pts			



## Annex A

3 – Invoice Management/Matching 200 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	modification of invoice classification after it has been assigned without having to recreate the invoice record in the Bidder's solution. (i.e. changing the invoice classification from "Invoice processed without reference to a purchase order" to "Invoice processed with reference to a purchase order" and vice versa).  Substantiate by describing the process.				
R3.5 Rated	The APMI solution <b>should</b> be able to associate a scanned invoice to a pre-existing document (e.g. a credit card register) residing in Oracle Financials.  Substantiate by describing the process.	10 pts			
R3.6 Rated	The APMI solution <b>should</b> allow for the linkage of scanned documents in the bidder's solution directly to corresponding transactions within the purchasing module of Oracle Financials for subsequent viewing directly from Oracle Financials.  Substantiate by describing the process.	15 pts			





## Annex A

3 – Invoice Management/Matching 200 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R3.7 Rated	The APMI solution <b>should</b> allow for the establishment of customizable tolerance levels to be utilized during the invoice matching process. The bidder solution should include tolerances based on:  1. Total invoice dollar value; 2. Line item dollar value; and 3. Line item quantity.	10 pts	4 pts 3 pts 3 pts		
R3.8 Rated	The APMI solution <b>should</b> be able to permit authorized users to maintain or override payment tolerance levels.	10 pts			
R3.9 Rated	The APMI solution <b>should</b> allow system users to develop alias tables for named approvers, vendor names and vendor address variations.	10 pts			
R3.10 Rated	The APMI solution <b>should</b> allow for descriptive texts to be added to invoice records and be capable of automatically transferring these descriptive texts into one of various text fields within Oracle Financials accounts payable records.	15 pts			



## Annex A

### 4 – Workflow - 200 PTS

Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R4.1 Rated	The APMI solution <b>should</b> be able to leverage existing Oracle Financials workflow structures (e.g. approval authority hierarchies) for the routing, approval, escalation and error management of scanned images.  Substantiate by describing the process.	20 pts			
R4.2 Rated	The APMI solution <b>should</b> have embedded workflow functionality for the processing and approval of invoice images.	10 pts			
R4.3 Rated	The APMI solution should provide additional benefits and opportunities to be achieved by using its embedded workflow solution. Substantiate by describing the APMI solution functionality for each of the following:  1. Pre-defined workflow structures available out of the box (rule based and/or role based);  2. Flexibility to modify/create	30 pts  3 pts  3 pts			



## Annex A

4 – Workflow - 200 PTS				
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation
	workflow processes;			
	3. Ability to create multiple workflow roles (approver, processor, etc.);	3 pts		
	4. Automatic escalation based upon defined rules (approval deadlines, etc.);	3 pts		
	5. Ability to re-direct workflow based upon the ability to track acting assignments maintained within the delegation hierarchy structure;	3 pts		
	6. Ability to assign collective approvals for multiple documents;	3 pts		
	7. Ability to assign multiple approvers to single invoice;	3 pts		
	8. Exception handling;	3 pts		
	9. Email integration (for notification, escalation notices, etc.); and	3 pts		



## Annex A

4 – Workflow - 200 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	10. Workflow reporting (by approver, by outstanding approvals, audit trails, etc.).		3 pts		
R4.4 Rated	The APMI solution <b>should</b> employ secured electronic authentication of users for the workflow approval processes.	20 pts			
R4.5 Rated	The APMI solution <b>should</b> include functionality for sending reminders/notifications to users if no action is taken on invoices within a specific time periods and these time periods should be customizable by the system administrator.	25 pts			
R4.6 Rated	The APMI solution <b>should</b> include online queries and reports that assist with the tracking of the status of any transaction/document within the workflow process cycle (i.e. full audit trail e.g. transactions with John Smith pending approval, time lapse 4 days, or approval by John Smith and sent to John Doe for secondary level approval)  Describe available online queries and reports that substantiate this requirement.	25 pts			



## Annex A

4 – Workflow - 200 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R4.7 Rated	The APMI solution <b>should</b> allow for the consolidation of notifications into one message to be sent to a manager once per day instead of sending multiple single notifications.	15 pts			
R4.8 Rated	The APMI solution <b>should</b> include workflow process notifications that are integrated with Microsoft Outlook email system.	15 pts			
R4.9 Rated	The APMI solution <b>should</b> include workflow functionality for the entry of account distribution lines and documents approval processes that integrates with Oracle Financials for the update, approval and release of the corresponding transactions in Oracle Financials (i.e. the APMI solution workflow triggers the addition of account distribution lines, the approval and processing of the associated accounts payable transaction within Oracle Financials). Describe the functionality and processes to substantiate meeting this requirement.	25 pts			
R4.10 Rated	The APMI solution workflow <b>should</b> allow for a segregation of duties relating to the automated approval process (e.g. An approving	15 pts			



## Annex A

4 – Workflow - 200 PTS				
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation
	Manager's administrative assistant should be able to review the invoice transaction and apply appropriate account distribution lines for the subsequent review and approval by the responsible Manager).			

5 – Auditing and Reporting - 90 PTS				
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation
R5.1 Rated	The APMI solution <b>should</b> include the following standard reports:  1. Outstanding invoices by date of receipt, priority and status;  2. Listing of all invoices paid by vendor;  3. Invoices processed by date received and posted;  4. Invoice discrepancies by vendor;  5. Discounts earned for payment within terms (where discounts are available);	20 pts  2 pts 2 pts 2 pts 2 pts 2 pts		



## Annex A

5 – Auditing and Reporting - 90 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	6. Outstanding invoices where vendor discounts may be lost;		2 pts		
	7. Late payment interest charges on invoices not processed within terms.		2 pts		
	8. Workflow status (i.e. approvals completed, approvals pending, days pending changes made, etc.)		2 pts		
	9. Audit and audit log; and		2 pts		
	10. Performance metrics for AP staff (average time to process, number processed per day/week, etc.).		2 pts		
R5.2 Rated	The APMI solution <b>should</b> have the capability to export the statistics identified in R5.1 above, into a MS Office Excel format	5 pts			







## Annex A

5 – Auditing and Reporting - 90 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	code), and client name (e.g. GC Department Name).				
	2. Number of documents processed and by document type within the various workflows within specified dates and timestamps, broken down by:				
	a) Documents classified automatically;	1pt			
	b) Documents classified manually (i.e. required user intervention);	1pt			
	c) Documents for which classification was not possible;	1pt			
	d) Documents indexed automatically;	1pt			
	e) Documents indexed manually (i.e. required user intervention);	1pt			



## Annex A

5 – Auditing and Reporting - 90 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	f) Documents where indexing was not possible;		1pt		
	g) Documents that required a rescan;		1pt		
	h) Documents that required OCR processing;		1pt		
	i) Number of scanned images corrected by anomaly type;		1pt		
	j) Average time a user spends working a specific task (e.g. manual classifying or manual indexing documents) by document type;		1pt		
	k) Time spent by individual users logged into the various functions/roles (e.g. index, classification, administrator) within the system;		1pt		
	l) Keystrokes by user ID (e.g. manual indexing)		1pt		



## 5 – Auditing and Reporting - 90 PTS

Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R5.6 Rated	The APMI solution <b>should</b> include statistical reports that identify the success rate for OCR processing.	10 pts			
R5.7 Rated	The APMI solution <b>should</b> be able to schedule reports to run and be delivered to specific individuals at pre-determined times (configurable by system administrators).	10 pts			

## 6 – Online Queries – 60 PTS

Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R6.1 Rated	<p>The APMI solution <b>should</b> have online queries capabilities for the following information:</p> <ol style="list-style-type: none"> <li>current status of each scanned invoice (i.e. in progress; awaiting approval; payment pending; awaiting vendor action, etc.);</li> <li>Vendor history (i.e. invoices paid in the current month; year-to-date; discounts taken, etc.);</li> </ol>	60 pts	<p>15 pts</p> <p>15 pts</p>		



## Annex A

### 6 – Online Queries – 60 PTS

Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	3. Online viewing of all Invoice Image documents pertaining to a selected Vendor including the ability to search specific invoices associated with the selected Vendor; and	15 pts			
	4. Error/exception management (to view submitted invoices and re-submit adjusted invoices and/or provide additional support documentation).	15 pts			

### 7 – General Technical Requirement - 60PTS

Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R7.1 Rated	The APMI solution <b>should</b> include aids and models (e.g. formulas, tools, spreadsheets) that help to correctly size and configure the solution on hosting servers.  To substantiate the Bidder <b>should</b> describe available aids and models	20 pts			



## Annex A

### 7 – General Technical Requirement - 60PTS

Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	for sizing and configuring the solution software and corresponding servers.				
R7.2 Rated	The APMI solution <b>should</b> be able to provide test and training environments with the same features available as in a production environment for testing and user training purposes.	10 pts			
R7.3 Rated	The APMI solution <b>should</b> be able to link to Oracle Financials test and training environments.	10 pts			
R7.4 Rated	The APMI solution <b>should</b> have appropriate back up processes for the software and data (e.g. Disaster Recovery plans and processes).  Describe these processes	20 pts			

### 8 – Security – 60 PTS

Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R8.1 Rated	The APMI solution <b>should</b> allow for login access to be synchronized with Network Login accounts, in order to provide single log-on access.	10 pts			

## 8 – Security – 60 PTS

Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R8.2 Rated	The APMI solution <b>should</b> allow for electronic authentication of system users. To substantiate, describe how it is administered with the APMI solution.	10 pts			
R8.3 Rated	The APMI solution <b>should</b> incorporate document/image security measures. To substantiate, describe these measures.	40 pts			

## 9 – Technical Support – 60PTS

Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R9.1 Rated	<p>The APMI solution <b>should</b> provide meaningful error messages, so that the users who are likely to see them can act appropriately. Error messages should:</p> <ol style="list-style-type: none"> <li>1. Be accompanied by explanatory text and an indication of the action(s) that the user can take in response to the error;</li> <li>2. Be customizable to the extent</li> </ol>	30 pts	10 pts		



## Annex A

9 – Technical Support – 60PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
	that the Administrator will be able to dictate the explanatory text that accompanies an error message; and  3. Include internal standards that apply to the error messages generated by the solution software including support for customizing error messages.	10 pts			
R9.2 Rated	The APMI solution <b>should</b> provide the following features and functionality for on-line help:  1. Online help for administrators and developers;  2. Context sensitive on-line help; and  3. The ability to add to the on-line documentation set.  To substantiate, describe on-line help features and functionality in the solution software for the items listed above.	18 pts			
		6 pts			
		6 pts			
		6 pts			





## Annex A

9 – Technical Support – 60PTS				
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation
R9.3 Rated	The APMI solution <b>should</b> include knowledge base resources that are available to system developers and users of the APMI solution such as:	12 pts		
	1. User group forums;	3 pts		
	2. Frequently Asked Questions;	3 pts		
	3. White papers; and	3 pts		
	4. Developer communities.	3 pts		
	To substantiate describe available knowledge base resources for the above.			

10 – Implementation resources – 126 PTS					
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R10.1 Rated	<p>On the resource profile form for a Project Manager, (Appendix 1 form #1) the Bidder <b>should</b> substantiate and provide evidence that:</p> <p>a) The proposed candidate has performed the role for which they are being proposed, in a project of similar size, scope and complexity as Canada's proposed APMI solution project;</p> <p>b) The proposed candidate has 3 or more years of experience performing a project management role for Accounts Payable Automation projects of similar scope and complexity as described in this RFP. (Indicate number of years of experience);</p> <p>c) The proposed candidate has 2 years of experience in the past 5 years performing a project management role for Accounts Payable Automation projects of similar scope and complexity as described in this RFP in a Canadian Federal, Provincial or</p>	42 pts			
			6 pts		
			10 pts		
			10 pts		



## Annex A

10 – Implementation resources – 126 PTS				
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation  Bidder's Reference
	<p>Municipal government environment. (provide full detail of such projects involving Canadian Federal, Provincial or Municipal governments); and</p> <p>d) The Bidder <b>should</b> provide two recent relevant client references for the proposed candidate which includes</p> <p>The name and title of the client contact;</p> <p>A current client contact telephone number;</p> <p>Scope, complexity and duration of the referenced project; and</p> <p>Name and description of the Role performed by the proposed individual on the client project.</p>		<p>16 pts</p> <p>(Full points for (d) will be awarded for candidates that have positive/favourable references from both clients. No points will be awarded if unfavourable references is provided by either of the clients)</p>	

## 10 – Implementation resources – 126 PTS

Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R10.2 Rated	<p>On the resource profile form for a Senior Business Analyst (see Appendix 1 form # 2), the Bidder <b>should</b> substantiate and provide evidence that:</p> <p>a) The candidate has performed the role for which they are being proposed, in a project of similar size, scope and complexity as Canada's proposed APMI solution project;</p> <p>b) The proposed candidate has 3 or more years of experience performing Senior Business Analyst role for Accounts Payable Automation projects of similar scope and complexity as described in this RFP. (Indicate number of years of experience);</p> <p>c) The proposed candidate has 2 years of experience in the past 5 years performing a Senior Business Analyst role for Accounts Payable Automation projects of similar scope and complexity as described in this RFP in a Canadian Federal.</p>	42 pts			
			6 pts		
			10 pts		
			10 pts		



## Annex A

10 – Implementation resources – 126 PTS				
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation  Bidder's Reference
	<p>Provincial or Municipal government environment. (provide full detail of such projects involving Canadian Federal, Provincial or Municipal governments); and</p> <p>d) Include two recent relevant client references for the proposed candidate which includes:</p> <p>The name and title of the client contact;</p> <p>A current client contact telephone number;</p> <p>Scope, complexity and duration of the referenced project; and</p> <p>Name and description of the Role performed by the proposed individual on the client project.</p>		<p>16 pts</p> <p>(Full points for (d) will be awarded for candidates that have positive/favourable references from both clients. No points will be awarded if unfavourable references is provided by either of the clients)</p>	

## 10 – Implementation resources – 126 PTS

Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation	Bidder's Reference
R10.3 Rated	<p>On the resource profile form for a Senior Technical Architect (see Appendix 1 form #3) the Bidder <b>should</b> substantiate and provide evidence that:</p> <p>a) The candidate has performed the role for which they are being proposed, in a project of similar size, scope and complexity as Canada's proposed APMI solution project;</p> <p>b) The proposed candidate has 3 or more years of experience performing Senior Technical Architect role for Accounts Payable Automation projects of similar scope and complexity as described in this RFP. (Indicate number of years of experience);</p> <p>c) The proposed candidate has 2 years of experience in the past 5 years performing a Senior Technical Architect role for Accounts Payable Automation projects of similar scope and complexity as described in this RFP in a Canadian Federal.</p>	42 pts			
			6 pts		
			10 pts		
			10 pts		



## Annex A

10 – Implementation resources – 126 PTS				
Requirement Number	Requirement	Max Pts	Evaluation Grid	Bidder's substantiation  Bidder's Reference
	<p>Provincial or Municipal government environment. (provide full detail of such projects involving Canadian Federal, Provincial or Municipal governments); and</p> <p>d) Include two recent relevant client references for the proposed candidate which includes</p> <p>The name and title of the client contact;</p> <p>A current client contact telephone number;</p> <p>Scope, complexity and duration of the referenced project; and</p> <p>Name and description of the Role performed by the proposed individual on the client project.</p>		<p>16 pts</p> <p>(Full points for (d) will be awarded for candidates that have positive/favourable references from both clients. No points will be awarded if unfavourable references is provided by either of the clients)</p>	



## RESOURCE PROFILE

### Resource Profile Forms

#### INSTRUCTIONS

1. The Bidder must submit at least one individual for each identified role on the proposed core team by completing a Resource Profile Forms for each proposed individual - Project Manager, Senior Business Analyst and Senior Technical Architect
2. The experience claimed must be substantiated through the description included on the form in the space provided.

#### RESOURCE PROFILE FORM #1 (PROJECT MANAGER)

#### RESOURCE INFORMATION

**Proposed role:** PROJECT MANAGER

**Resource name:**

**Relationship to the Bidder:** (e.g. employee, sub-contractor)

#### REQUIREMENTS-SPECIFIC INFORMATION

1. The Bidder should identify (as substantiated by a provided resume) where the proposed candidate has performed the role for which they are being proposed, in a project of similar size, scope and complexity as Canada's proposed APMI solution project.

(Provide details here)

2. The proposed Project Manager should have 3 or more years experience performing a project management role for Accounts Payable Automation projects of similar scope and complexity as described in this RFP. (Indicate number of year's experience).

(Provide details here)

3. The proposed Project Manager should have 2 years experience over the past 5 years performing a project management role for Accounts Payable Automation projects of similar scope and complexity as described in this RFP in a Canadian Federal, Provincial or Municipal government environment. (provide full detail of such projects involving Canadian Federal, Provincial or Municipal governments)

(Provide details here)

4. The Bidder should provide two recent relevant client references for the proposed candidate which includes:

- a) The name and title of the client contact;
- b) A current client contact telephone number;
- c) Scope, complexity and duration of the referenced project; and
- d) Name and description of the Role performed by the proposed individual on the client project.

(Provide details here)





**RESOURCE PROFILE FORM #2 (SENIOR BUSINESS ANALYST)**

**RESOURCE INFORMATION**

**Proposed role:** **SENIOR BUSINESS ANALYST**

**Resource name:**

**Relationship to the Bidder** (e.g. employee, sub-contractor)

**REQUIREMENTS-SPECIFIC INFORMATION**

1. The Bidder should identify (as substantiated by a provided resume) where the proposed candidate has performed the role for which they are being proposed, in a project of similar size, scope and complexity as Canada's proposed APMI solution project.

(Provide details here)

2. The proposed Senior Business Analyst should have 3 or more years experience performing a Senior Business Analyst role for Accounts Payable Automation projects of similar scope and complexity as described in this RFP. (Indicate number of year's experience).

(Provide details here)

3. The proposed Senior Business Analyst should have 2 years experience over the past 5 years performing a Senior Business Analyst role for Accounts Payable Automation projects of similar scope and complexity as described in this RFP in a Canadian Federal, Provincial or Municipal government environment. (provide full detail of such projects involving Canadian Federal, Provincial or Municipal governments)

(Provide details here)

4. The Bidder should provide two recent relevant client references for the proposed candidate which includes:

- a) The name and title of the client contact;
- b) A current client contact telephone number;
- c) Scope, complexity and duration of the referenced project; and
- d) Name and description of the Role performed by the proposed individual on the client project.

(Provide details here)



**RESOURCE PROFILE FORM #3 (SENIOR TECHNICAL ARCHITECT)**

**RESOURCE INFORMATION**

**Proposed role:** **SENIOR TECHNICAL ARCHITECT**

**Resource name:**

**Relationship to the Bidder** (e.g. employee, sub-contractor)

**REQUIREMENTS-SPECIFIC INFORMATION**

1. The Bidder should identify (as substantiated by a provided resume) where the proposed candidate has performed the role for which they are being proposed, in a project of similar size, scope and complexity as Canada's proposed APMI solution project.

(Provide details here)

2. The proposed Senior Technical Architect should have 3 or more years experience performing a Senior Technical Architect role for Accounts Payable Automation projects of similar scope and complexity as described in this RFP. (Indicate number of year's experience).

(Provide details here)

3. The proposed Senior Technical Architect should have 2 years experience over the past 5 years performing a Senior Technical Architect role for Accounts Payable Automation projects of similar scope and complexity as described in this RFP in a Canadian Federal, Provincial or Municipal government environment. (provide full detail of such projects involving Canadian Federal, Provincial or Municipal governments)

(Provide details here)

4. The Bidder should provide two recent relevant client references for the proposed candidate which includes:

- a) The name and title of the client contact;
- b) A current client contact telephone number;
- c) Scope, complexity and duration of the referenced project; and
- d) Name and description of the Role performed by the proposed individual on the client project.

(Provide details here)



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat <b>FP 815-120011</b>
Security Classification / Classification de sécurité

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of Fisheries and Oceans	2. Branch or Directorate / Direction générale ou Direction Chief Finance Office	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <i>Implement an invoice scanning solution that includes workflow processing and approval including integration with Oracle Financials Release 12.</i>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non 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. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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"/>
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"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada  
Gouvernement du Canada

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**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 ☐ Yes  
Non 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 ☐ Yes  
Non 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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRÉT           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRÉT               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRÉT - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRÉT | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRÉT |
| <input type="checkbox"/> SITE ACCESS<br>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 ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui

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Canada





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**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 / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE				NATO				CONSEO			
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	CONFIDENTIAL / CONFIDENTIEL	NATO SECRET	CONFIDENTIAL / CONFIDENTIEL	TOP SECRET / TRÈS SECRET	PROTECTED / PROTÉGÉE	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Assets / Renseignements / Éléments / 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 LVCRS 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 LVCRS 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).

Contract Number / Numéro du contrat
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**Security Clause:**

The Company working under this contract must hold a valid Designated Organization Screening (DOS) level issued by the Industrial Security Program (ISP) of Public Work and Government Services Canada (PWGSC).

The Resources working on this contract must hold a valid Reliability Status granted by the Canadian and International Industrial Security Directorate (CIISD) of Public Work and Government Services Canada (PWGSC).

No sensitive information can be accessed, processed or stored at the contractor's premises.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Public Works and Government  
Services  
Canada

Travaux publics et Services  
gouvernementaux  
Canada

Protected (when completed and received by government)  
Protégé (lorsque rempli et reçu par le gouvernement)

If completed manually, please print  
Si rempli manuellement, veuillez écrire en lettres moulées

**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/Offerrer/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**

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**

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

☐

Male  
Masculin

☐

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



<b>C</b>	<b>CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu</b>
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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)

<b>D</b>	<b>ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>	
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
Requesting Contact Person - Personne-ressource requérante		Contact Person Tel. No. - N° de tél. de la personne-ressource