

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC/Réception des  
soumissions – TPSGC  
11 Laurier St/11, rue Laurier  
Place du Portage, Phase III  
Core OA1/Noyau OA1  
Gatineau  
Quebec  
K1A 0S5  
Bid Fax: (819) 997-9776

**LETTER OF INTEREST  
LETTRE D'INTÉRÊT**

Comments - Commentaires

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

Issuing Office - Bureau de distribution  
Business Operations Support Systems Division/Systèmes  
de soutien des activités opérationnelles  
Portage III 12C1 - 42  
11 Laurier Street/11, rue Laurier  
Gatineau  
Quebec  
K1A 0S5

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|---|--|
| <b>Title - Sujet</b><br>Publishing and Depository Services  |  |
| <b>Solicitation No. - N° de l'invitation</b><br>EP369-140001/A  | <b>Date</b><br>2013-07-18  |
| <b>Client Reference No. - N° de référence du client</b><br>EP369-140001   | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$\$XS-002-26263 |
| <b>File No. - N° de dossier</b><br>002xs.EP369-140001   | <b>CCC No./N° CCC - FMS No./N° VME</b>                           |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2013-08-12</b>  |  |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Daylight Saving<br>Time EDT  |  |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>              |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Hradecky, Michael  | <b>Buyer Id - Id de l'acheteur</b><br>002xs                      |
| <b>Telephone No. - N° de téléphone</b><br>(819) 956-1348 ( )  | <b>FAX No. - N° de FAX</b><br>(819) 997-8303                     |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br><br>Specified Herein<br>Précisé dans les présentes |  |

Instructions: See Herein

Instructions: Voir aux présentes

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

## Introduction

Public Works and Government Services Canada (PWGSC) - Publishing and Depository Services (PDS) directorate, is looking at options to procure back-end system and website hosting. As part of this procurement strategy, PWGSC/PDS intends to engage industry early in the procurement process in order to solicit industry feedback on the PWGSC-PDS business requirements, possible service delivery models and the related procurement strategy. The overall objective of collaborating with the industry is to seek interest and the feasibility of hosting the back end systems and website in order to reduce its costs.

## Information on PDS

### Background

The Publishing and Depository Services (PDS) directorate of Public Works and Government Services Canada (PSGSC) is comprised of two major components: Publishing Program and the Depository Services Program.

The Publishing and Depository Services: a) is the Government of Canada's (GC) official publisher which provides publishing services related to mandatory and optional publications on behalf of federal organizations; b) is responsible for the administration of Crown copyright for GC publications; c) manages the distribution of GC electronic, priced and free print publications to a network of depository libraries; d) produces the "Weekly Checklist" in print and electronic formats, which lists all publications in all formats submitted to PDS by federal organizations during every week of issue; e) assigns GC catalogue numbers and ISBNs to GC publications; and f) warehouses and commercializes GC publications.

Between 1999 and 2002, PDS developed an in-house system (e-Bookstore) that acts as a back-end system for internal users for cataloguing and distribution activities related to GC publications. The system is interfaced with an Enterprise Resource Planning (ERP) system called Axapta, which is used to maintain the physical inventory and conduct sales of GC publications. The Receiver General for Canada at PWGSC also developed the "Receiver General Buy Button" (RBB) to allow customers to use credit cards to pay for publications via a secure access. PDS also developed a bibliographic database of publications acquired and catalogued since 1992 as well as a permanent, online collection of electronic publications, freely accessible. This was an initiative designed to leverage the publishing, marketing, and cataloguing expertise of PDS to create a "one-stop shopping" for GC publications.

Since 2002, PDS maintains and manages this centralized GC publications database and web presence [www.publications.gc.ca](http://www.publications.gc.ca). The public can access information about virtually all GC print publications, as well as download thousands of e-documents in PDF.

Over the years, the receipt and maintenance of our electronic publication repository has increased to approximately 300,000 records for print and electronic formats.

### Current

In the Budget 2012 (Deficit Reduction Action Plan) a decision was made that as of April 2014, PDS will cease the publishing, the administration of Crown copyright, the sales and distribution of priced publications, including the warehousing and distribution of free and priced publications to the network of depository libraries. The Axapta system and its related components will be decommissioned early in May 2014.

PDS will maintain the development and management of the centralized GC publications Web site; continue cataloguing and ISBN assignment activities; and concentrate on increasing its electronic publications database.

Two initiatives are currently underway. The first one is the conversion of PDS catalogue records currently housed in our (e-Bookstore) to MARC 21 format; and the second one is the replacement of the in-house back-end system (e-Bookstore) with an Integrated Library System (ILS). The chosen system is a V-Smart software solution that will permit to increase efficiencies related to productivity, allow more flexibility to exchange data with stakeholders and to enable our organization to catalogue in the MARC 21 format.

The current publications.gc.ca is therefore expecting to change significantly after April 2014 with the removal of sales components and bookseller, distributor and library components.

### **Consultative Process**

PDS wishes to engage industry in a multi-phased consultative process as follows:

1. Initial contact with Industry through this Letter of Interest (LOI)
2. Industry Day - August 15, 2013 in Ottawa
3. One-On-One meetings with individual suppliers (if required)
4. Request for Information (RFI) including a Draft Request for Proposal (RFP) - October 2013 to December 2013
5. Working Group Meetings (as required)
6. Request for Proposal (RFP) - Subject to PWGSC-PDS Senior Management's approval

Interested companies are encouraged to participate in the engagement process for this procurement. However, it is not mandatory to do so. Not attending the Industry Day will not preclude any interested parties from submitting a proposal.

### Phase 1 - Initial contact with Industry

This LOI is posted on MERX to seek interest from companies in participating in the Industry Day. It will be the chance for Industry to share with PDS, information on the current marketplace, available technology and supplier capabilities.

### Phase 2 - Industry Day Session

The purpose of the Industry Day session will be to present Industry representatives with information about the Publishing and Depository Services Program, an overview of the current business process model, and its future objectives for the business model/consultative process. The Industry Day is intended to be an open forum allowing Canada to communicate its requirements at a high level, and for Industry to ask questions and seek information in order to gain a sound understanding of the business needs of PWGSC-PDS.

The Industry Day will be presented on August 15, 2013.

The agenda for the Industry Day session will be:

1. Opening Remarks
2. Procurement process
3. Current Business Model Overview
4. Future Business Model
5. Next Steps.
6. Questions/Answers Period

Material provided to attendees on Industry Day:

1. Agenda
2. Overview of Current Business Model
3. Overview of Future Business Model
4. PDS Acronyms and Glossary

### Phase 3 - One- On-One Industry Meetings

If required, one-on-one meetings will take place early in September 2013. Industry participants will be required to provide written comments and recommendations on the proposed topics for discussion as well as any additional topics Industry wishes to discuss. More information will be made available if needed.

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#### Phase 4 - Request for Information

An RFI in the form of a Draft Request for Proposal (RFP) will be issued to industry to enhance understanding of the requirement and to provide Canada with an opportunity to obtain recommendations for improvements to the requirements in the RFI.

#### Phase 5 - Working Group meetings (as required)

If one-on-one meetings are taking place, Industry will be invited to Working groups Meetings comprises of representatives from Industry, PDS and PWGSC to discuss specific issues, solutions and to revise solicitation documents as required. PDS will finalize the solicitation documents following these meetings. More information will be made available if needed.

As stated in this notice, companies may contact the PWGSC Contract Authority at any point to initiate participation in the engagement process. All industry participants will be required to sign the Rules of Engagement and Dispute Resolution Process. All Industry consultation will be documented and this information is subject to Access to Information Act. PWGSC shall not reveal any designated proprietary information to third parties.

#### 6. Request for Proposal (RFP)

The final RFP will be posted on Buyandsell.ca. Bids will be obtained from bidders and evaluated and ranked in accordance with the published criteria (both technical and financial). It is anticipated that one contract will be awarded as a result of this process.

#### **Information Prior to Industry Day**

Suppliers may provide comments or questions on the proposed procurement and possible delivery options prior to Industry Day and any one-on-one meetings. This information is to be submitted to the Contracting Authority no later than close of business on August 12, 2013.

#### **Notes to Interested Suppliers**

This is not a bid solicitation and a contract will not result from this request.

Potential respondents are advised that any information submitted to Canada in response to this Industry Engagement Notice may be used by Canada in the development of a subsequent competitive RFP. However, the Government is not bound to accept any Expression of Interest or to consider it further in any associated documents such as a RFP.

The issuance of this Industry Engagement Notice does not create an obligation for Canada to issue a subsequent RFP, and does not bind Canada legally or otherwise, to enter into any

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agreement or to accept any suggestions from organizations. Canada reserves the right to accept or reject any or all comments received.

There will be no short listing of suppliers for purposes of undertaking any future work as a result of this Industry Engagement. Similarly, participation in this Industry Engagement is not a condition or prerequisite for participation in any RFP(s).

Suppliers participating in this Industry Engagement should identify any submitted information that is to be considered as either company confidential or proprietary.

Media cannot participate in the one-on-one meetings or any working group sessions.

All enquiries and other communications related to this Industry Engagement shall be directed exclusively to the PWGSC Contracting Authority. Suppliers that intend on participating in this Industry Engagement are asked to advise the Contracting Authority of their intention to participate, in order that they may be notified of any changes to the notice on GETS, which may occur during the posting period. The use of e-mail to communicate is acceptable.

#### Communication with Industry

Canada will document all Industry issues positions and actions. During the consultation process, the PWGSC contracting authority will communicate with registered Industry participant through direct email rather than posting additional notices on Government Electronic Tendering System.

#### PWGSC Contracting Authority

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

Michael Hradecky  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Special Procurement Initiatives Directorate  
12C1, Place du Portage, Gatineau, Quebec K1A 0S5  
Telephone: 819-956-1348  
Facsimile: 819-956-8303  
michael.hradecky@pwgsc-tpsgc.gc.ca

PWGSC will undertake best efforts to provide answers to all questions that are received.