



ADVANCE CONTRACT AWARD NOTICE (ACAN)

1. Title

Upgrade, Maintenance and Support of Artsyl docAlpha

2. Definition

An Advance Contract Award Notice (ACAN) allows departments and agencies to post a notice, for no less than fifteen (15) calendar days, indicating to the supplier community that it intends to award a good, service or construction contract to a pre-identified contractor. If no other supplier submits, on or before the closing date, a Statement of Capabilities that meets the requirements set out in the ACAN, the competitive requirements of the government's contracting policy have been met. Following notification to suppliers not successful in demonstrating that their Statement of Capabilities meets the requirements set out in the ACAN, the contract may then be awarded using the Treasury Board's electronic bidding authorities.

If other potential suppliers submit Statement of Capabilities during the fifteen calendar day posting period, and meet the requirements set out in the ACAN, the department or agency must proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

3. Background

E-Payment is "an accounts payable solution" that was implemented at Natural Resources Canada (NRCan) on a pilot basis within the National Capital Region in 2009. After the pilot, it was fully implemented across the Department in May of 2010. Since the inception of e-Payment, two major initiatives were implemented: the implementation of a secure electronic signature service known as "myKey", and the implementation of a new SAP financial system. The three initiatives were significant changes at NRCan, and together represent an improvement to the way accounts payable are processed across the Department.

This payment solution streamlines NRCan's accounts payable process and involves the scanning of supplier invoices as well as the automated processing of these invoices through a workflow-based payment software application system. E-Payment is based on two major components: (1) that all supplier invoices are received through a consolidated Invoice Reception Center (IRC) (i.e. a receiving centre) at one location for the entire Department; and, (2) that these invoices are processed at one location through a consolidated Invoice Payment Center (IPC).

The e-Payment system has evolved over its life and has been upgraded regularly with better functionalities to improve controls and ease of use. Recent examples include more accurate software for Optical Character Recognition to improve the accuracy of invoice scanning and the mandatory use of the "myKey" electronic signature.

The goal of e-Payment is to increase the efficiency and speed of invoice processing, reduce data entry errors, eliminate lost invoices, reduce interest charges, automate most of the verification activities (i.e. providing a faster, more accurate information used for approval), create efficiencies in payment audits, reduce labour costs, and facilitate tracking and management through the Accounts Payable Process.

Finance and Procurement Branch (formerly known as the Shared Services Office (SSO)), is responsible for the receipt and payment of over 90,000 supplier invoices per year¹ resulting from various NRCan procurement activities. In 2011-2012, approximately 29,540 with a total value of \$161 million were processed via e-Payment. This represents approximately 30% of all supplier invoices received by NRCan per year. Artsyl's docAlpha is a major part of this process, ePayment internally built to function with the DocAlpha software and as such, E-Payment needs to access to Artsyl's docAlpha software to process invoices electronically into ePayment. In summary, Artsyl's docAlpha software application and continued maintenance support is critical to NRCan's accounts payable solution.

Invoice digitization offers the following benefits:

- Increase the invoice processing efficiency
- Simplify the Section 34 verification for managers (electronic signature and routing)



- Reduce the rate of errors caused by manual input
- Significantly minimize the loss of invoices
- Reduce interest costs
- Improve data recording and tracking
- Reduce direct and indirect labour costs
- Allow the department to reallocate its resources to value-added or service innovation activities
- It provides a quick and easy access to digital copies, when needed

4. Objective

The objective of this requirement is to continue with the annual upgrade, support and maintenance for a period of four (4) additional years.

In addition, the Contractor shall provide the following:

Response Time:

- The response time varies with the urgency of the problem reported - Critical issues (system failure) are responded within one hour and non-critical responses are resolved within 24 hours.

Support Center:

- PHONE Monday - Friday (First line support)
- PHONE Monday - Friday (Escalation Management)
- Hours for service are 9:00 AM - 5:00 PM EST (Excluding weekends and holidays)
- ELECTRONIC ACCESS Anytime
 - Email support response is available 24 hours, excepting holidays and weekends. In your email include the product name & serial number

5. Trade Agreements

Applicable Limited Tendering Provision under WTO-AGP (Article XV.1)

XV.1 (a) - protection of exclusive rights, such as patents or copyrights, or in the absence of competition for technical reasons, the products or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists

Applicable Limited Tendering Provision under NAFTA (Article 1016.2)

1016.2(b) - where, for works of art, or for reasons connected with the protection of patents, copyrights or other exclusive rights, or proprietary information or where there is an absence of competition for technical reasons, the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists;

Applicable Limited Tendering Provision under AIT (Article 506.12)

506.12(a) - to ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.

Applicable Limited Tendering Provision under Canada-Chile (Article Kbis-09)

Kbis-09 (b) - protection of exclusive rights, such as patents or copyrights, or in the absence of competition for technical reasons, the products or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists



Applicable Limited Tendering Provision under Canada-Peru / Canada-Colombia (Article 1409)

1409 (b) where the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute goods or services exist for any of the following reasons:

- (i) the requirement is for a work of art,
- (ii) the protection of patents, copyrights or other exclusive rights, or
- (iii) due to an absence of competition for technical reasons;

6. Title to Intellectual property

This procurement action will not result in the development of any intellectual property.

7. Contract Period

The contract will be for a one year period from November 14, 2014 to November 15, 2015 with the option to extend the contract for three (3) additional one (1) year periods.

8. Estimated Cost

The estimated maximum value of the contract is \$67,135.56 including the 3 optional periods and all applicable taxes.

9. Exception to the Government Contracts Regulations and applicable trade agreements

Sole Source Justification - Exception of the Government Contract Regulations (GCR):

(d) Only one person or firm is capable of performing the contract

Artsyl Technologies Inc. is the sole owner and vendor of the Artsyl docAlpha product and it has the exclusive ownership of the product and license on the use of the product. However, Artsyl Technologies Inc. only allows its products to be sold via Certified Partners for the support, maintenance and upgrade advantage services on their behalf. This technical support can be only delivered by the company that has been deemed a Certified partner.

Connectis is the only organization within Canada that can provide these services on behalf of Artsyl Technologies Inc.

NRCan owns the software and requires annual upgrade, maintenance and support that only the Contractor can provide.

10. Name and Address of the Proposed Contractor

Connectis.ca Document Solutions
#32 - 600 Bowes Road
Vaughan, Ontario
L4K 4A3

11. Inquiries on Submission of Statement of Capabilities

Suppliers who consider themselves fully qualified and available to provide the services/goods described herein, may submit a Statement of Capabilities in writing, preferably by e-mail, to the contact person identified in this Notice on or before the closing date and time of this Notice. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements.



12. Closing Date

The closing date for submitting statements of capabilities is **13 November 2014 at 2:00 PM EST.**

13. Contract Authority

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