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## **ADVANCE CONTRACT AWARD NOTICE: (ACAN) # 01B68-15-0019**

The Information Systems Branch has a requirement for IBM product specialists to install, configure and test IBM Information Server.

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to the pre-selected supplier:

**IBM Global Business Services  
3755 Riverside Drive  
Ottawa, ON  
K1G 4K9**

Before awarding a contract, however, the government would like to provide other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this Notice, by submitting a statement of capabilities during the 15 calendar day posting period.

If other potential suppliers submit a statement of capabilities during the 15 calendar day posting period that meet the requirements set out in the ACAN, the government will proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

If no other supplier submits, on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the pre-selected supplier, as referenced above.

## **BACKGROUND**

Agriculture and Agri-food Canada (AAFC) currently owns licenses to use IBM Information Server. There is now a requirement for professional services to assist AAFC staff with the installation and configuration of the software in a production environment.

## **OBJECTIVE**

The objective is to obtain consulting services of IBM Information Server product experts to install and configure the software on Linux infrastructure recently provisioned by Shared Services Canada.

## **CURRENT REQUIREMENTS**

### **IBM Information Server Installation and Configuration Planning**

This part of the engagement will focus on the preparation and planning activities related to establishing the Information Server environment.

Activities include:

- a. Review installation requirements
- b. High level review of planned server, sources and target technical environments for the environment
- c. An assessment and discussion of technical architecture and component placement options with best practices recommendation as applicable to current and future plans for the needs of AAFC.
- d. Review corporate standards that may constrain or apply to the installation and use of Information Server.
- e. Review of the installation preparation checklist and tasks.
- f. Define the installation Build Book documentation requirements.

### **IBM Information Server Installation and Test**

This part of the engagement will focus on the installation and testing of Information Server on one environment at AAFC and also include 15 hours to discuss/troubleshoot 2 additional installations using remote technologies such as Webex sessions or by teleconference by the installation specialist. The main installation aspect of this activity is to be done on AAFC premises.

Activities include:

- a. Install and configure IBM Information Server (IIS) software. The following Information Server components will be installed and configured as follows:
  - IBM DataStage
  - IBM QualityStage
  - IBM Information Analyzer
  - IBM Business Glossary
  - IBM Metadata Workbench
  - IBM Information Services Directory
- b. Review the Information Server and DataStage environment settings and produce a Build Book documenting the installation configuration for future environment installs with sufficient screen captures and comments for AAFC to perform the next 2 installations.
- c. Establish end-to-end configuration and validate connectivity of the above IBM products with Excel, CSV files, SQL Server, and Oracle databases.
- d. Verify the Information Server platform functionality in the newly installed and configured Client environments.

Deliverable Materials: Completed Build Book

## **CONTRACT PERIOD**

The resulting contract will be valid from the date of contract signing to December 31, 2015.

## **QUALIFICATIONS**

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements to the satisfaction of the Project Authority:

### **IIS 11.3.1 Installation and Configuration**

This activity consists of IIS 11.3.1 2-Tier installation and configuration of one environment with no high availability (HA) solution, within a supported OS environment. The activity will consist of the following key steps:

- a. Pre-Planning
- b. Perform actual IIS 11.3.1 2-Tier installation
- c. Apply any mandatory IBM FixPack(s) and Patches that may exist at actual installation time
- d. Perform one IIS 11.3.1 supported Windows Client installation within a accessible AAFC desktop or laptop which also includes the IIS 11.3.1 products of IMAM (Bridges) and BPD
- e. Perform initial Post Configuration (e.g., security, C++ compiler, database connectivity and so on)
- f. Validate Connectivity and Operation
- g. Certify Installation as ready for use
- h. Transfer knowledge on key IIS 11.3.1 administration tasks
- i. Capture informal installation screen shots and detailed steps for the Final Build Book
- j. Answer product-specific technical questions on-demand with regards to the available estimated hours stated for this Activity

### **Finalize IIS 11.3.1 Build Book and Knowledge Transfer**

This activity consists of completing the IIS 11.3.1 Build Book:

- a. Taking all the information gathered in Activity 6 (e.g. screen shots, steps to configure, how issues were resolved) then formalize and create the Build Book.
- b. Incorporate any customer suggestions or comments to eventually finalize the Build Book into one consolidated document showing any specific IIS environment differences where applicable in the overall processing steps
- c. Collaborate with AAFC staff in all areas defined in the installation activity to transfer the knowledge obtained throughout the project dealing with the installation of InfoSphere Information Server and provide recommendations/best practices to the following groups:
  - (1) Installation, management and troubleshooting InfoSphere Information Server – infrastructure support team
  - (2) DataStage – ETL support team
  - (3) Glossary – Data Architecture team
- d. Answer product-specific technical questions on an ad-hoc basis for a total of up to 15 hours for a 4 week period post Project Closeout and be able to respond to ad-hoc questions as quickly as possible.

#### **Deliverables:**

The following deliverable will be completed during this installation:

- IIS 11.3.1 Final Build Book

### **GOVERNMENT OF CANADA REGULATIONS EXCEPTION**

The Treasury Board's Government Contract Regulations, Part 10.2.1 Section 6 states there are four exceptions that permit the contracting authority to set aside the requirement to solicit bids. This includes:

- d. "only one supplier person or firm is capable of performing the contract."

Installation and Configuration activities related to IBM Information Server (ISS) requires product-specific technical expertise possessed by the software publisher. IBM will supply the latest InfoSphere software (v11.3.1) with patches and fixes and the contract resource must collaborate with IBM's Lab team to assess the technical architecture and identify component placement options with best practices recommendations. As this is proprietary software, only IBM has the detailed technical specifications to complete the install and transfer knowledge to AAFC employees.

### **ESTIMATE OF COSTS**

\$67,800.00 CAD applicable taxes included.

### **SUPPLIER NAME AND ADDRESS**

**IBM Global Business Services  
3755 Riverside Drive  
Ottawa, ON  
K1G 4K9**

### **CONTRACTING AUTHORITY**

David Hickman, Senior Contracting Advisor  
Agriculture and Agri-Food Canada (AAFC)  
Central Material Management Centre (CMMC)  
Professional Services Contracting Unit  
1285 Baseline Road, T5-2-339  
Ottawa, Ontario  
K1A 0C5  
Tel: 613-773-0932  
Fax: 613-773-0966  
Email: [david.hickman@agr.gc.ca](mailto:david.hickman@agr.gc.ca)

## **SUPPLIERS RIGHT TO SUBMIT A 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 to the address identified below.

Statements of Capabilities must be delivered to and received by the Contracting Authority on or before the closing date of September 18, 2015 at 12:00 (noon Ottawa time) to the following address

Agriculture and Agri-Food Canada (AAFC)  
Central Material Management Centre (CMMC)  
Professional Services Contracting Unit  
1285 Baseline Road, T3-5-343  
Ottawa, Ontario K1A 0C5  
**Attention: David Hickman, Senior Contracting Advisor**  
**Solicitation Number: ACAN: 01B68-15-0019**

The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

Statements of capabilities must be mailed or faxed on or before the closing date/time. Statement of capabilities received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a more extensive tendering process. Information provided will be used by the Crown for technical evaluation purposes only with respect to a decision to proceed to a further competitive process.

Suppliers that have submitted a statement of capabilities will be notified in writing of AAFC's decision to proceed to award the contract without a further additional tendering process.

Should you have any questions concerning this requirement, contact the contracting officer identified above. The AAFC file number, the contracting officer's name and the closing date of the ACAN must appear on the outside of the envelope in block letters or, in the case of facsimile transmission, on the covering page.

The Crown retains the right to negotiate with suppliers on any procurement. Documents may be submitted in either official language of Canada.