# Cultural Resource Management Information System (CRMIS)

**BID SOLICITATION** 

Response Table 4
Additional Functionality and Features

Solicitation No N° de l'invitation	Amd. No N° de la modif.	Buyer ID - Id de l'acheteur

## **Summary**

The Bidder should use this table to respond to Section 4 of the Statement of work. Bidders should also refer to Attachment 3.1 – Technical Bid Requirements and Bidder Instructions for more information. Bidders should also read the detailed requirements contained within the Statement of Work.

The Additional Functionality as per *Table T4.5.5 – Additional Functionality* and *Table T4.5.6 – Additional Features* will be evaluated out of a maximum of 1060 points, these are additional points for extra functionality and features.

Note: If the Vendor is awarded points for any of the Additional Functionality during the Bid Evaluation, upon Contract award the Contracting Authority will amend the Contractual Obligations of Contractor's Bid Response section to reflect that these features will now form part of the Contract and the Contractor will be required to provide these features in accordance with and at the prices contained in Annex B – Basis of Payment.

Additional Functionality	Max. Points	Pass Mark
Table T4.1 – Additional Functionality	560	none
Table T4.2 – Additional Features	500	none

### **Definitions and Notes**

## a) Standard Scale

All requirements in this section will be evaluated using a standard scale of:

## STANDARD SCALE

Readiness Category Code	Category Description	Definition	Associated Points (Bidder's Readiness Level)
[a]	Feature or Functionality already exists within the Solution.  Or Exists within the Solution only requires End-User configuration by PC Admin.	The Vendor already has the described feature or functionality within the live production version of their existing Solution.  Or  The Vendor already has the described feature or functionality within the product and only requires End-User configuration of a value or attribute by a PC Admin User.	5
[b]	Exists within the Solution only requires configuration by Vendor.	The Vendor already has the described feature or functionality within the live production version of their existing Solution but requires configuration of a value or attribute by the Vendor. Initial set-up and any changes will require the Vendor's staff to perform.	4
[c]	Needs to be customized.	The Vendor does not have the described feature or functionality within the Solution and would require Software Developer effort to custom build into the existing Solution. The Vendor is agreeable to build the described feature or functionality as outlined within the fixed price quoted.	2
[d]	Vendor cannot or will not build.	The Vendor does not have the described feature or functionality within the Solution and is not willing or able to custom build into their Solution.	0

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- b) Points assigned within this section can be reduced if during the Product Demonstration the Bidder cannot demonstrate functionality they have stated is within their current Solution.
- c) When Parks Canada has classified a Requirement as a "Core" within the "Functionality Category Core or Additional" column within T4.1 through T4.2 then the value entered by the Bidder in Column "B" Bidder's Readiness Category Code must be either [a], [b], [c] or [d]. The Bid will be deemed non-responsive if a Readiness Category Code of [d] is applied for the requirements identified above.
- d) Some sections require the bidder to enter a Yes/No response, these responses have been given a point equivalent which the bidder is to enter in n Column "B" Bidder's Readiness Category Code.
- e) If the Bidder does not provide a readiness assessment for any or all Feature List Requirements, Parks Canada will assume a Readiness Category Code of [d] and evaluate the requirements accordingly.
- f) In addition to any other obligations contained in the resulting contract, the successful Bidder will be contractually obliged to provide each of the Additional Functionalities and Additional Features for which it will be awarded technical points in Tables T4.1and T4.2 in accordance with and at the prices contained in Annex A Basis of Payment. The Government of Canada will incorporate these Additional Functionalities and Features in the Contractual Obligations of Contractor's Bid Response.
- g) How to Read the following Feature List Requirements Response Tables:

			"A"			Bidder Input I	Required ("B" and "E")
<u>-</u> f#	SoW Requirement #	Rated Requirement	Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weigh	"D" Max t Points	"E" Substantiation Response
4.7	General Prod	uct Information Requirements					_
		Product Information The Bidder must submit information regarding the Core Product which they intend to use in the proposed system. See Statement of Work for details of information to be provided.					
	R3.1	a) All requested information provided	Core	Α	10	50 points	
		b) 75% of requested information provided	]	В	10	40 points	
		c) 50% of requested information provided	]	С	10	20 points	
		d) Less than 50% of requested information provided		D	10	0 points	
	R3.3	Reporting Services Offering The Bidder must describe their current Reporting Services offering. The description should include canned reports and ad- hoc reporting functionality.	Core		10	50 points	
re	quirement F # E F I	Stated Requirements can have multiple components labeled as indicated in this field. The Bidder is required to provide their Solution's Readiness Column E).  Stated Requirements can have multiple components labeled as indicated in this field. The Bidder is required to provide their Solution's Readiness Category Code (Column B) and Substantiation Response (Column E) for each component within the	Bidder to Readi outlined eac Require Require certain must con perce standard the feat	DER TO COMPLE provide their So ness Category Co in the Standard S the component of the ments as written ments. Note: The areas where the aplete a table and entage. This has be ized to the perce ures in the table ill-in, configurab omizable or canno delivered.	olution's ade as Scale for the in the ere are Bidder denter a been ntage of that are le,	Maximum poi particular pi functionalit determined by n the "Associate outlined in the Scale for the E supplied Readine Code (Column B	iece of ity. It is multiplying ed Points" e Standard Bidder's ess Category B) x Weight

# h) Parks Canada Weight definitions

All requirements in this section have been given a weight that will work as a multiplier:

Weight	Definition					
16	Critical requirement					
8	Important requirement					
4	Baseline for core requirements					
2	Nice to have requirement					
<b>Note:</b> In Table T4.5.6 – Additional Features, the user enters the number of features that applies and uses the Weight as a multiplier for the total points.						
10	Used a multiplier for each feature presented					

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

## **Table T4.1 – Additional Functionality**

The rated requirements associated with "T4.1 – Additional Functionality" will be evaluated out of a maximum of 560 points and have no minimum pass score.

The requirements are as follows:

T4.1 – Ad	Iditional Function	ality					
					Bio	der Input Req	uired ("B" and "E")
Ref #	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	ss y "C" "D" Max	"E" Substantiation Response	
8	Additional Fun	ctionality					
General						1	
	A1.1	Repeatable field Will the proposed system allow a field entry to be flagged as being repeatable for subsequent entries until the flag is removed?.	Additional		2	10	
	A1.2	Repeatable multiple entries Will the proposed system allow multiple entries to be flagged as being repeatable for subsequent entries until the flag is removed?	Additional		2	10	
	A1.3	Data formatting Will the proposed system support text	Additional		2	10	

T4.1 – Add	itional Functiona	ality							
					Bidder Input Required ("B" and "E")				
Ref #	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response		
		formatting standards?							
	A1.4	Add terms to spell checker Will users be able to add terms to the spell checker?	Additional		2	10			
	A1.5	Date entry Will the proposed system have date pickers and pop-up calendars available to users where applicable and ensure the ISO date standard is followed?	Additional		2	10			
	A1.6	Date searching Will the proposed system allow a user to specify the date format for searching?	Additional		2	10			
	A1.7	Date display Will the proposed system allow the user to specify the date format for display?	Additional		2	10			
	A1.8	Date output Will the proposed system allow the user to specify the date format for output?	Additional		2	10			

				Bidder Input Required ("B" and "E")				
Ref#	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response	
	A1.9	Date conversion Will the proposed system have the ability to convert dates to a standard format?	Additional		2	10		
	A1.10	On-site training Will the Vendor provide on-site training?	Additional		2	10		
	A1.11	Overwrite pre-populated fields Will the proposed system provide the author or administrator the ability to overwrite designated pre-populated metadata only where permissible?	Additional		2	10		
	A1.12	Multi-tasking Will the proposed system let the user interrupt what they are doing to perform other tasks without losing information?	Additional		2	10		
			Section maxi	mum points:		120		
Searchin	g and Reporting							
	A2.1	Similar term search	Additional		2	10		

T4.1 – Add	litional Functiona	ality					
					uired ("B" and "E")		
Ref #	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response
		Will the proposed system allow users to search for similar terms while executing a search?					
			Section maxi	mum points:		10	
Tochnical	Requirements						
Technical					_		
	A3.1	Data model Will the proposed system have an Open data model?	Additional		2	10	
	A3.2	Active Directories Will the proposed system be compatible with MS Active Directories?	Additional		2	10	
	A3.3	Web Publishing Will the proposed system provide a method or well defined process for publishing content to the Intranet/Internet?	Additional		2	10	
	A3.4	Filtered external source publishing Will the proposed system provide a	Additional		2	10	

T4.1 – Ad	ditional Functiona	ality					
					Bid	lder Input Req	uired ("B" and "E")
Ref#	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response
		method of filtering the information that is published to external sources such as the Intranet/Internet as well as to other systems?					
	A3.5	Ability to use Single Sign On Parks Canada employs active directories. Will the proposed system leverage these directories so users do not have to sign in separately to access the proposed system?	Additional		2	10	
			Section maxi	imum points:		50	
Help							
	A4.1	Self-explanatory Help Will the on-line Help be self-explanatory and not just consist of codes that require the operator to consult a manual?	Additional		2	10	
	A4.2	User-built Help file Will the proposed system allow users to	Additional		2	10	

T4.1 – Add	ditional Functiona	ality							
					Bidder Input Required ("B" and "E")				
Ref #	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response		
		build their own Help files?							
	A4.3	Error messages Will the proposed system allow authorized users to customize error messages?	Additional		2	10			
	A4.4	System documentation Will the Vendor fully describe the components of the proposed system, including base software?	Additional		2	10			
	A4.5	Product Development Roadmap  Will the Vendor provide a Product Development Roadmap which will include a list of planned features with anticipated deliverable dates?	Additional		2	10			
	A4.6	Summary report Will the proposed system generate a summary report for the import function including data such as number of records read, rejected, accepted, etc?	Additional		2	10			

Γ4.1 – Ad	Iditional Function	ality					
					Bio	lder Input Req	uired ("B" and "E")
Ref#	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response
			Section maxi	mum points:		60	
Import/Ex	knort						
	A5.1	Duplicate checking defined by Database Administrator When importing records, will the proposed system check for duplicate records based on a key defined by the database administrator?	Additional		2	10	
	A5.2	Hold for verification For records that have failed data validation during import, will the proposed system produce an error report or hold these records for user verification?	Additional		2	10	
	A5.3	Data Export Scheduling Will the data export tool allow for the scheduling of automatic exports on periodic bases?	Additional		2	10	

			"A" Functionality Category – Core or Additional	Bidder Input Required ("B" and "E")				
Ref#	SOW Requirement #	Rated Requirement		"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response	
	A5.4	Fixed length records Will the proposed system be able to export files having fixed length records?	Additional		2	10		
	A5.5	Variable length records Will the proposed system be able to export files having variable length records?	Additional		2	10		
	A5.6	Summary report Will the proposed system be able to generate a summary report for the export function including data such as number of records read, number of records exported, etc?	Additional		2	10		
	A5.7	Flag data records Will the proposed system be able to flag the record(s) that have been exported?	Additional		2	10		
	A5.8	Flag data fields Will the proposed system be able to flag the fields that have been exported?	Additional		2	10		

T4.1 – Add	ditional Function	ality					
					Bid	lder Input Req	uired ("B" and "E")
Ref #	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response
	A5.9	Word processor Will the proposed system allow data to be imported from and exported to word processing software?	Additional		2	10	
	A5.10	ODBC Compliant Will the proposed system be ODBC compliant?	Additional		2	10	
			Section maxi	mum points:		100	
Features							
	A6.1	Saving sort table Will the proposed system allow a modified sort table to be saved for further use?	Additional		2	10	
	A6.2	Reminder function Will the proposed system notify a user of other necessary tasks?	Additional		2	10	
	A6.3	Measurement conversion Will the proposed system automatically	Additional		2	10	

T4.1 – Add	litional Functiona	ality					
					Bid	der Input Req	uired ("B" and "E")
Ref#	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response
		convert and display imperial and metric measurements?					
	A6.4	Converts measurements on reports Will the proposed system automatically convert imperial and metric measurements for reports?	Additional		2	10	
	A6.5	Selection of measurements Will the proposed system allow users to select preferred measurement units for data entry, display, reports, etc?	Additional		2	10	
	A6.6	Overrides converted measurements Will the proposed system change the values of the converted measurements (e.g. change converted measurements while in data entry mode)?	Additional		2	10	
	A6.7	Barcode labels Will the proposed system produce barcode labels?	Additional		2	10	
	A6.8	Supports OCR	Additional		2	10	

T4.1 – Ac	dditional Function	ality					
					Bio	Ider Input Req	uired ("B" and "E")
Ref #	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response
		Will the proposed system support Optical Character Recognition (OCR)?					
			Section maxi	mum points:		80	
Security							
	A7.1	Password security Will the proposed system require all users to enter a password for access to the proposed system?	Additional		2	10	
	-		Section maxi	mum points:		10	
Digital A	ssets						
	A8.1	Other files Other digital asset formats should be supported, including any file format currently in use by the Parks Canada. Will the Vendor list other supported digital asset formats?	Additional		2	10	
	A8.2	Automatic production of multiple	Additional		2	10	

T4.1 – Add	ditional Functiona	ality					
					Bid	der Input Req	uired ("B" and "E")
Ref #	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response
		image resolutions Will the proposed system automatically produce images into multiple resolutions for display within the proposed system, for reports generated by the proposed system or for export?E.g. Thumbnail views, hi-res images.					
	A8.3	Options for display of images In the proposed system, will users have access to non-destructive editing features, such as dynamic rotate or resizing, that only change the way the image is displayed?	Additional		2	10	
	A8.4	Maximum images Will the Vendor provide Parks Canada with information about the maximum number of images that can be associated with an object, an object group, a site, an archaeological feature, operation, sub- operation, lot or sub-lot?	Additional		2	10	
	A8.5	Tiling of images	Additional		2	10	

T4.1 – Add	ditional Function	ality					
					Bio	lder Input Req	uired ("B" and "E")
Ref #	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response
		Will the proposed system tile multiple images on the screen?					
	A8.6	Images stored in solution Will the proposed system be capable of containing image files?	Additional		2	10	
	A8.7	Convert images Will the proposed system allow images to be converted to multiple image file formats and resolutions?	Additional		2	10	
	A8.8	Image editing Will the proposed system provide functionality for editing digital images (e.g. colour correct, rotate, resize, resample)?	Additional		2	10	
			Section maxi	mum points:		80	
9 Controll	ed Vocabularies						
	A9.1	List pre-built thesauri files Will the Vendor list the pre-built thesauri	Additional		2	10	

	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional		Bidder Input Required ("B" and "E")					
Ref#				"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response			
		files that are included in the proposed system?								
	A9.2	Thesauri for term expansion during retrieval Will the proposed system allow Thesauri to be used during the retrieval process to expand a user's search to include synonyms and narrower terms (e.g. if a user searches for "Painting", the proposed system invokes the thesaurus to include narrower terms like "Watercolour")?	Additional		2	10				
	A9.3	Homonyms within thesaurus Will the proposed system handle homonyms within the thesaurus and prompt users towards options (e.g. "drum" as a percussion instrument or as a container)?	Additional		2	10				
	1	<u>'</u>	Section maxi	mum points:		30				

T4.1 – Add	ditional Function	ality					
					Bio	lder Input Rec	uired ("B" and "E")
Ref #	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Bidder's Readiness Category Code	"C" Weight	"D" Max Points	"E" Substantiation Response
	A10.1	Change of index Will the proposed system allow database administrators to change the index of any field?	Additional		2	10	
			Section maxi	mum points:		10	
			Maxi	mum points:		560	
				Bidder total:			

### Table T4.2 – Additional Features

The rated requirements associated with "T4.2 – Additional Features" will be evaluated out of a maximum of **500** points and have no minimum pass score. 10 point will be allotted for each *Additional Feature* up to the maximum of 50 points per section for a possibility of 500 points total. Features must be named and described in a clear and precise manner.

**Description:** An *Additional Feature* is a system feature that based on the *Statement of Work* would have perceived value for Parks Canada and is <u>NOT</u> included in the Mandatory Requirements, the Rated Requirements or the Additional Requirements. Parks Canada reserves the right to deduct points from the bidder if the feature does not add any value from the Parks Canada perspective.

Ex.: If the bidder gives themselves 10 points for a **Search** feature that Parks Canada does not believe adds value, those 10 points will be removed and no other penalty will be incurred by the vendor.

The requirements are as follows:

T4.2 – Add	litional Features						
					Bio	lder Input Req	uired ("B" and "E")
Ref #	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Number of Additional Features	"C" Weight	"D" Max Points	"E" Substantiation Response
11	Additional Feat	tures					
General Fu	unctional			1			
	A11.1	Additional General Functional Features:	Additional		10	50	
		Feature1:					
		Feature2:					
		Feature3:					

T4.2 – Ad	ditional Features								
				Bidder Input Required ("B" and "E")					
Ref#	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Number of Additional Features	"C" Weight	"D" Max Points	"E" Substantiation Response		
		Feature4:							
		Feature5:							
			Section maxi	mum points:		50			
12 Search	ning and Reportin	g							
	A12.1	Additional Search Features:	Additional		10	50			
		Feature1:							
		Feature2:							
		Feature3:							
		Feature4:							
		Feature5:							
	A12.2	Additional Reporting Features:	Additional		10	50			
		Feature1:							
		Feature2:							
		Feature3:							
		Feature4:							

Γ4.2 – Addi	itional Features						
					Bid	der Input Req	uired ("B" and "E")
Ref#	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Number of Additional Features	"C" Weight	"D" Max Points	"E" Substantiation Response
		Feature5:					
			Section maxi	mum points:		100	
13 Collection	ons Managemen ∣						
	A13.1	Additional Collections Management Features:	Additional		10	50	
		Feature1:					
		Feature2:					
		Feature3:					
		Feature4:					
		Feature5:					
	<u> </u>		Section maxi	mum points:		50	
4 Conserv	vation/Conserva	tion Science	T				
	A14.1	Additional Conservation/Conservation Science Features:	Additional		10	50	
		Feature1:					

T4.2 – Ad	ditional Features								
				Bidder Input Required ("B" and "E")					
Ref #	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Number of Additional Features	"C" Weight	"D" Max Points	"E" Substantiation Response		
		Feature2:							
		Feature3:							
		Feature4:							
		Feature5:							
	•		Section maxi	mum points:		50			
5 Archae	eology								
	A15.1	Additional Archaeology Features	Additional		10	50			
		Feature1:							
		Feature2:							
		Feature3:							
		Feature4:							
		Feature5:							
	•		Section maxi	mum points:		50			
6 Curato	rial								
	A16.1	Additional Curatorial Features	Additional		10	50			

14.2 – Add	ditional Features						
Ref#	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Number of Additional Features	"C" Weight	"D" Max Points	"E" Substantiation Response
		Feature1:					
		Feature2:					
		Feature3:					
		Feature4:					
		Feature5:					
Section maxin				mum points:		50	
7 Site Inf	ormation/Manage	ement					
	A17.1	Additional Site Information/Management Features	Additional		10	50	
		Feature1:					
		Feature2:					
		Feature 4:					
		Feature4:					
		Feature5:					
Section maxis			mum points:		50		

T4.2 – Additional Features								
				Bidder Input Required ("B" and "E")				
Ref#	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Number of Additional Features	"C" Weight	"D" Max Points	"E" Substantiation Response	
18 Digital Assets								
	A18.1	Additional Digital Asset Management Features	Additional		10	50		
		Feature1:						
		Feature2:						
		Feature3:						
		Feature4:						
		Feature5:						
			Section maxi	mum points:		50		
10 Contro	lled Vocabularies							
19 Contro			A ddition of		10	50		
	A19.1	Additional Controlled Vocabulary Features	Additional		10	50		
		Feature1:						
		Feature2:						
		Feature3:						
		Feature4:						

T4.2 – Additional Features									
				Bidder Input Required ("B" and "E")					
Ref #	SOW Requirement #	Rated Requirement	"A" Functionality Category – Core or Additional	"B" Number of Additional Features	"C" Weight	"D" Max Points	"E" Substantiation Response		
		Feature5:							
Section maxi				imum points:		50			
Maximum points:						500			
Bidder total									