



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions  
- TPSGC**

**Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
11 Laurier St./11, rue Laurier  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**

Miscellaneous Special Projects Division (XN)/Division  
des projets spéciaux divers (XN)  
Canadian Building  
219 Laurier Ave. West, 13th Floor  
Room 13077  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> e-Procurement Solution (EPS)	
<b>Solicitation No. - N° de l'invitation</b> EN578-131350/H	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> 20131350	<b>Date</b> 2016-04-28
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$XN-111-30112	
<b>File No. - N° de dossier</b> 111xn.EN578-131350	<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 2016-06-03</b>	
<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> Thauvette, Maxime	<b>Buyer Id - Id de l'acheteur</b> 111xn
<b>Telephone No. - N° de téléphone</b> (819) 420-2201 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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>

**Request For Proposal (RFP)****Solicitation Amendment: 003****Purpose:**

The purpose of this amendment is to extend the closing date of this Request for Proposals (RFP) and provide answers to questions received with regards to this RFP.

**(A) CHANGES****CHANGE: 3**

At Annex 2 – Security and Privacy, for security requirement E2.107, delete the description in its entirety and replace with:

The Contractor must physically and logically control and securely store IT media containing PWGSC EPS Data in accordance with:

- a) Industry best practices; and
- b) PWGSC approved equipment, techniques, and procedures for data destruction (either on or off-site), such as but not limited to:

## Storage

- DASCO Secure PC, Fileserver, FAX Cabinets
- Mobile Shelving, Security, TAB (to G1-028)
- DASCO Information Storage Cabinets
- Secur-File (2 and 4 drawer) - ACOPS 101
- Mobile Operations Security Safe - Type A & Type B

## Destruction service providers

- Mobile Destruction Services - Iron Mountain (MDS-35-GTI);
- Destruction Facility - RECALL (Toronto facility)
- Destruction Facilities - Iron Mountain (Calgary)
- Mobile Destruction Services - GigaBiter LLC
- Destruction Facility - Absolute Data Destruction (Toronto)

## Paper Shredders

- Dahle 20831 EC
- Kobra 400 HS ES (400 HS AO ES)
- HSM 411.2 HS
- Roto 600HS
- Fellowes HS-1010

**(B) QUESTIONS****QUESTION: 3**

Security requirement “E2.107 Media Protection” makes reference to RCMP G1-001 Security Equipment Guide. Since this document is not available to the general public from the RCMP web site as the access is restricted to Government of Canada departments and agencies, would PWGSC please provide a copy of this Guide in order for potential bidders to assess this requirement properly.

**ANSWER: 3**

Annex 2, Security and Privacy, E2.107, referred to RCMP G1-001 guideline which is restricted to GC employees. Canada will be removing the reference to this guideline. Industry best practices will be accepted for this requirement and replace RCMP

G1-001. The following lists, which are not exhaustive, provide examples of equipment that could be used for storage and destruction and destruction services purposes at the Protected B level of security being sought.

Examples of equipment and services:

#### Storage

- DASCO Secure PC, Fileserver, FAX Cabinets
- Mobile Shelving, Security, TAB (to G1-028)
- DASCO Information Storage Cabinets
- Secur-File (2 and 4 drawer) - ACOPS 101
- Mobile Operations Security Safe - Type A & Type B

#### Destruction service providers

- Mobile Destruction Services - Iron Mountain (MDS-35-GTI);
- Destruction Facility - RECALL (Toronto facility)
- Destruction Facilities - Iron Mountain (Calgary)
- Mobile Destruction Services - GigaBiter LLC
- Destruction Facility - Absolute Data Destruction (Toronto)

#### Paper Shredders

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- Kobra 400 HS ES (400 HS AO ES)
- HSM 411.2 HS
- Roto 600HS
- Fellowes HS-1010

#### **QUESTION: 4**

The final RFP includes the following Notice to Bidders at the end of section 5.2.2 page 324:

Notice to Bidders: Due to the Software-as-a-Service (SaaS) nature of this solution, the Bidder is required to provide only the Network Diagrams and List of Subcontractors details, rather than each IT product used by each subcontractor. However, if specific supporting IT products are to be used by the Bidder itself, those details must be provided in the IT Product List tab in Form 3 to Part 4 – SCSI - IT Product List and Subcontractor List Form.”

The definition of IT products used by the bidder is not in the glossary and could be very loosely interpreted. We request that PWGSC provides further clarification on what is to be included in the IT Product List and Subcontractor List Form. For example, is the form to include items such as ITSM systems, monitoring tools, reporting tools, management tools, HR systems, Financial/billing systems?

This clarification will assist the bidders in providing the correct information in their response.

#### **ANSWER: 4**

The definition for "Products" in the context of the SCSI Assessment can be found under section 5.1 of Attachment 1 to Part 4 - Evaluation and Selection Methodology.

To further clarify, the scope for the Bidder's IT products for the SCSI Assessment are those products directly involved in the Work pursuant to the Contract. This includes, but is not limited to, service management, monitoring and reporting tools. However HR or billing systems could be considered out of scope, provided the Bidder can demonstrate that these systems are not connected to the service delivery components of the EPS. The Bidder should produce a sufficiently detailed network diagram clearly showing the demarcation lines, as outlined in Attachment 4 to Part 4 - Supply Chain Network Diagram.

**QUESTION: 5**

Section 7.10.1(ii) e-Procurement Solution Operational states: "The EPS Operational Firm Lot Monthly Price is payable monthly and begins in the month subsequent to the successful completion (and Canada's acceptance) of milestones #1, #2 & #3 of the EPS Transition-In phase." However, later in this paragraph states "Each applicable increase will take effect in the month subsequent to the Contractor's successful completion (and Canada's acceptance) of the applicable milestone." Please confirm when the first EPS Operational Firm Lot Monthly price will be paid.

**ANSWER: 5**

The Operational Firm Lot Monthly Price is payable monthly in arrears. Therefore, as per Annex 3, the Contractor can invoice for 10% of the first EPS Operational Firm Lot Monthly Price in the month subsequent to the completion and Canada's acceptance of milestones #1, 2 and 3, and it will be paid in accordance with Canada's payment terms identified in sections 16 and 17 of 2035 (2016-04-04) General Conditions – Higher Complexity – Services, referred to in the RFP, as well as subsection 7.10.4 of Part 7 of the RFP.

**QUESTION: 6**

Please confirm that Canada's payment terms are in arrears, net-30 based on the milestones detailed in Annex 3 - Price Schedule.

**ANSWER: 6**

Yes, Canada's payment terms are in arrears and in accordance with sections 16 and 17 of 2035 (2016-04-04) General Conditions – Higher Complexity – Services, referred to in Part 7 of the RFP.

**QUESTION: 7**

For 7.10 (viii) Review of Service Levels, the text in the requirement identifies that the contractor will be given appropriate time to perform a service level change but doesn't appear to allow costs recovery for those activities both as One Time Cost and possible ongoing costs for additional reporting and monitoring. Is PWGSC expecting these changes to be covered by TAs and what would be the mechanism for additional on-going costs if any?

**ANSWER: 7**

Any one time cost and any on-going cost increases to maintain service level changes requested by Canada may be considered "additional Work" and be subject to the Task Authorization process, as per section 7.10.1 (iii) a. *Professional Services provided under a Task Authorization*.

**QUESTION: 8**

Does the government intend to begin charging suppliers to access EPS?

**ANSWER: 8**

It is not Canada's intention to charge nor to allow the Contractor to charge suppliers for the use of its proposed e-Procurement Solution. Canada's policy continues to be no costs for suppliers to access and respond to federal procurement opportunities.

In accordance with section 7.10.7 *No Additional Fees for Third Party Use of the EPS* of the RFP, no fees can be charged to third parties for any functionalities and services made available by the Work described in the Contract.

**QUESTION: 9**

Since there have been significant and fundamental changes to the Final version of the RFP (compared to the draft version previously released) such as changes in the overall expected solution architecture (SaaS), changes to the security requirements (especially around cloud/SaaS solution), dramatic changes to the pricing section (and the excel version of the table not yet supplied) and changes to data sovereignty, we respectfully request a 4 week extension to the closing date of the RFP.

**ANSWER: 9**

Canada extends the closing date of the RFP to 2:00 PM (EDT) on June 3rd, 2016.

**QUESTION: 10**

Based on the scope and complexity of the requirements, would it be possible to get an extension to June 10th, 2016?

**ANSWER: 10**

Canada extends the closing date of the RFP to 2:00 PM (EDT) on June 3rd, 2016.

**QUESTION: 11**

We would be interested in attending the bidders conference for the e-Procurement RFP project. Is there a teleconference we could dial into?

**ANSWER: 11**

Here is the teleconference information:

Topic: E-Procurement Solution Bidders Conference  
Date: Tuesday, May 3, 2016  
Time: 10:00 am, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 554 561 519  
Meeting Password: project

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To join the online meeting  
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1. Go to <https://pwgsc-nh.webex.com/pwgsc-nh/j.php?MTID=me5558411b894d6309a313c25c346fc37>
2. Enter your name and email address.
3. Enter the meeting password: project
4. Click "Join Now".

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To join the teleconference only  
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Provide your phone number when you join the meeting to receive a call back. Alternatively, you can call:  
Call-in toll-free number: 1-877-413-4791 (US)  
Call-in number: 1-613-960-7515 (US)  
Conference ID: 417 934 9

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For assistance  
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1. Go to <https://pwgsc-nh.webex.com>
2. On the left navigation bar, click "Support".
3. Call 1-800-226-6338 or 613-941-9554

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME**