



THE GOVERNOR GENERAL · LE GOUVERNEUR GÉNÉRAL

May 6, 2016

Office of the Secretary to the Governor General – Solicitation No.:OSGG-BSGG-16-1632

Request for Proposal (RFP)

Web Design and Development

Questions and Answers #2

The following shall be read in conjunction with and shall form an integral part of the Request for Proposal (RFP).

Question 1

Drupal 8 was released over 6 months ago. We recommend developing the site in Drupal 8 rather than Drupal 7. Drupal 7 end-of-life support is planned for Q3 2017. Are you open to a solution based on Drupal 8?

Answer 1

Following an analysis of our requirement, it was determined that Drupal 7 given its maturity, best meets our needs. Furthermore, we currently have existing Drupal 7 content that will have to be migrated on the new website. That said, an upgrade to Drupal 8 may be considered on a subsequent future project.

Proposal must be in Drupal 7 however, the OSGG is open to receiving additional information in the proposals containing a proposed solution based on Drupal 8. Should Bidders include a Drupal 8 option, we would appreciate the following information to be included:

- Incremental time and cost between Drupal 7 and Drupal 8;
- Incremental cost for the migration of existing Drupal 7 content; and
- Benefits of Drupal 8.

Should Bidders provide a Drupal 8 proposal, in addition to the Drupal 7 solution, the Bidder will not be given additional points in the evaluation nor will the proposal be considered more favorable than others. Additional information regarding a Drupal 8 solution will not form part of the evaluation.

Question 2

Is using a waterfall project management methodology a requirement? Or are you open to iterative methodologies such as the Scrum agile methodology?

Answer 2

In accordance with Annex A, Statement of Work, Section 5.0 constraints, item 5.3 methodology (page 39 of 54):

“5.3.1 The project must be developed using an iterative approach with weekly meetings and updates on the development of the project. OSGG staff must have access to the technical lead when needed for discussions and consultations at any time during the project.”

Question 3

In section 4.1.1.1 Point Rated Technical Criteria, Item RT3, it is mentioned that “Drupal content edit forms cannot be included in these examples”. As you probably know, Drupal forms API is used to build both administrator and user-facing forms. Therefore, can other administrator facing forms be included? Can customized content edit forms be included?

Answer 3

Drupal out-of-the-box content edit forms will not be considered acceptable as an example. Customized content edit or administration forms will be accepted.

Question 4

In section 4.1.1.1, Point Rated Technical Criteria, do all examples of work provided for the different items in the section have to be from sites in production use? Or are functional prototypes and archived/unreleased sites acceptable too?

Answer 4

Under section 4.1.1.1 Mandatory Technical criteria, specifically MT2 – Web development experience, the Bidder must provide operational links.

To clarify:

- Archived links are acceptable provided it is functional;
- Unreleased is not acceptable. The example must have been implemented in production.

Under section 4.1.1.2 Point Rated Technical criteria, specifically RT1, RT2 and RT3, the Bidder should provide operational website links. To clarify: archived, production, prototype and unreleased links are all acceptable.

Question 5

Please state the approximate budget range or maximum ceiling budget for this project.

Answer 5

The OSGG will not be publishing a budget for this project. The RFP is requesting interested suppliers to present a proposal that meets our requirements as outlined in the Annex A Statement of Work (SOW) offering a high quality solution at a competitive price.

Question 6

In regards to Section 6.7, please clarify the intended payment schedule for ongoing work.

Answer 6

See Annex B, Basis of Payment, page 42 of 54, a table for an all-inclusive hourly rate for maintenance and support, task 10.

Question 7

Please indicate the roles involved within the Web team noted in Section 2.3.1.3 (page 23).

Answer 7

The roles and permissions of the current system are the following:

- Photo Administrator
 - permissions: upload photos and edit their fields (author, description, alt text)
- Content Editor
 - permissions: create, edit, delete and publish any type of document, including photos.
- Media officer
 - permissions: create, edit, delete and publish news releases, messages and events and administer photos.
- Webmaster
 - permissions: create, edit, delete and publish any type of content, manage the promo boxes and the front page content, create users and modify the site's menu structure.

Question 8

Was the business analysis discussed in Section 2.3.5.2.2 (page 26) completed internally or through an outside organization?

Answer 8

The Business analysis mentioned in section 2.3.5.2.2 of Annex A Statement of Work was completed in collaboration with an outside organization.

Question 9

What will be the contractor's role in research and business analysis for the redesign and development of GG.ca?

Answer 9

The contractor must conduct client consultations as stated in Annex A Statement of Work, section 3.0 Requirement, Task 2 (page 28 of 54):

“Task 2: Exploration and Discovery – Client Consultation

The Contractor must:

- i. Conduct bilingual interviews with focus groups identified by the Project Authority;*

- ii. *Conduct planning meetings to discuss details for the project;*
- iii. *Produce a functional and technical requirement document of all the features of the website for review and approval by the Project Authority; and develop in consultation with OSGG a phased launch that includes mandatory site features for the December launch deadline followed by staged roll-out of additional features and new content over the next 6 months.”*

and produce the resulting deliverable as stated in Annex A Statement of Work, section 4.0 Deliverables (page 27 of 54), item ii:

“Functional and technical requirements document (Task 2)”

The redesign and development process is detailed in Annex A Statement of Work, section 3.0 Requirement, Task 3 (page 28 to 30)

Question 10

Please indicate when a contractor will be selected for the GG.ca project.

Answer 10

The RFP closes on May 23rd and the intent is to have a contract awarded by June 10th, 2016.

Question 11

When is the intended start date for the GG.ca project?

Answer 11

The intent is for the project to commence in mid-June 2016.

Question 12

Is the NHP system referenced in section 2.3.5.2.2 (page 26) being developed with a COTS solution? If so, please provide the available details of this solution.

Answer 12

It is a custom built solution.

Question 13

In reference to Section 1.1a (page 4), please confirm the bidder must hold a valid organization security clearance by the proposal submission due date.

Answer 13

As stated in Section 1, page 4 of 54: “1. At the date of bid closing, the following conditions must be met:

a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

Furthermore, Part 6 resulting contract clauses on page 16 of 54 states:

“6.1 Security Requirements

6.1.1 The following security requirements apply and form part of the Contract.

PWGSC FILE # Common PS SRCL #6

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.”

Question 14

Are Contractors able to partner with subcontractors to deliver the scope of work?

Answer 14

In accordance with Part 2 – Bidder instruction, section 2.1 standard instruction, please refer to the 2003 (2016-04-04) Standard Instruction, available at the following link: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/21> - see item 17 – Joint Venture.

Also, In accordance with Part 6 – Resulting contract clauses, section 6.3.1 general condition, please refer to 2035 (2016-04-04) General condition – services, available at the following link: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/16>, see item 06 – Subcontracts.

Question 15

We do not currently hold a Designated Organization Screening (DOS). Please advise how we get this process started and whether it would be likely completed in time to submit?

Answer 15

In accordance with Industrial Security Program:

“A Designated Organization Screening (DOS) allows an organization and its employees cleared to a Reliability Status access to Protected information, assets and secure work sites, as part of a contract, and as long as they have a need-to-know.

Key components of the DOS screening process are as follows:

- *Appointment and security screening of a Company Security Officer (CSO)*
- *Signed Security Agreement*
- *Approval of physical security and/or information technology security safeguarding capability at the organization's site, where required.*

Once the DOS is granted, the organization will be eligible to work on contracts at the Protected level. In some cases a DOS is a prerequisite for a Request for Proposal and your organization would need a clearance at time of bid. A DOS is subject to renewal after a four-year period. The CSO must submit forms for registration renewal prior to the renewal date.”

More information can be obtained at the following link: <http://iss-ssi.pwgsc-tpsgc.gc.ca/ssi-iss-services/eso-oss-eng.html#DOS>

To contact the Industrial Security Program, please see the following link: <http://iss-ssi.pwgsc-tpsgc.gc.ca/ressources-resources/contactisp-contactezpsi-eng.html>

Question 16

We want to know what you mean by the certifications to be included in our submission. After reading section 5.1.1 and 5.1.2, we do not see where the forms to fill out are. Is it that they are simply statements to produce?

Answer 16

As stated in the RFP, Part 5 – Certifications (page 15 pf 54), under the following sections:

“5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.”

Question 17

Is there a preference for the agency to be located locally in Ottawa? Please also identify any incidences where the vendor would be required to be onsite.

Answer 17

There is no specification in terms of the location of the supplier. As stated in Annex A, Statement of work under section 7.0 Location of Work (page 40 of 54):

“7.1 The Contractor will perform the work off-site at its own location.

7.2 The Contractor’s project team must be present for on-site meetings at Rideau Hall (1 Sussex Drive, Ottawa, Ontario, K1A 0A1) as required by the Project Authority.”