



SHARED SERVICES CANADA

Invitation to Qualify

For The Procurement Process For

DATA CENTRE CO-LOCATION SERVICES MONTREAL (DCCSM)

Invitation to Qualify No.	16-42198	Date	September 30, 2016
GCDocs File No.		GETS Reference No.	PW-16-00746482

Issuing Office	Shared Services Canada 180 Kent Street, 13 th Floor Ottawa, Ontario K1P 0B5	
Contracting Authority (The Contracting Authority is SSC's representative for all questions and comments about this document.)	Name	Celina Tong
	Telephone No.	613-219-2887
	Email Address	ssc.pvrdcprojects-arfprojetscd.sp@canada.ca
	Postal Address	As set out for the Issuing Office above
Closing Date and Time	October 24, 2016 at 14:00	
Time Zone	Eastern Standard Time (EST)	
Destination of Goods/Services	Not applicable – Pre-Qualification Process Only	
Email Address for Submitting your Response by the Closing Date	ssc.pvrdcprojects-arfprojetscd.sp@canada.ca	



SHARED SERVICES CANADA

Invitation to Qualify

For The Procurement Process For

DATA CENTRE CO-LOCATION SERVICES MONTREAL (DCCSM)

TABLE OF CONTENTS

1. GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 OVERVIEW OF THE PROJECT	3
1.3 OVERVIEW OF ANTICIPATED PROCUREMENT PROCESS	4
1.4 CONFLICT OF INTEREST OR UNFAIR ADVANTAGE	5
2. INSTRUCTIONS FOR RESPONDENTS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	6
2.2 QUESTIONS AND COMMENTS	6
2.3 SUBMISSION OF ONLY ONE RESPONSE	6
2.4 SECURITY CLEARANCE REQUIREMENTS	7
3. PREPARING AND SUBMITTING A RESPONSE	8
3.1 GENERAL INSTRUCTIONS	8
3.2 LANGUAGE FOR FUTURE COMMUNICATIONS	8
3.3 CONTENT OF RESPONSE	8
3.4 ELECTRONIC SUBMISSION OF RESPONSES	9
4. PROCESS FOR EVALUATING RESPONSES	12
4.1 EVALUATION OF RESPONDENT QUALIFICATIONS	12
4.2 BASIS OF QUALIFICATION	12
4.3 ITQ PHASE SECOND QUALIFICATION ROUND	12
<i>ANNEX A - QUALIFICATION REQUIREMENTS</i>	<i>13</i>
<i>ANNEX B - SHARED SERVICES CANADA STANDARD INSTRUCTIONS FOR PROCUREMENT DOCUMENTS</i>	<i>18</i>
<i>ANNEX C - PRELIMINARY SECURITY REQUIREMENTS CHECKLIST (SRCL)</i>	<i>19</i>
<i>ANNEX D - PRELIMINARY RESULTING CONTRACT SECURITY CLAUSES</i>	<i>20</i>
<i>ANNEX E - DATA CENTRE SPECIFICATIONS</i>	<i>22</i>
<i>ANNEX F - UPTIME INSTITUTE TIER STANDARD TOPOLOGY</i>	<i>23</i>
<i>ANNEX G - TIER III EQUIVALENCY OF THE PROPOSED FACILITY – REQUIREMENT CHECKLIST</i>	<i>24</i>
<i>ANNEX H - GLOSSARY OF TERMS</i>	<i>28</i>
<i>ANNEX I - DEFINITION OF TERMS</i>	<i>29</i>
FORM 1 - RESPONSE SUBMISSION FORM	30
FORM 1 - ATTESTATION OF TIER III EQUIVALENCY OF THE PROPOSED FACILITY	32



SHARED SERVICES CANADA

Invitation to Qualify

For The Procurement Process For

DATA CENTRE CO-LOCATION SERVICES MONTREAL (DCCSM)

1. GENERAL INFORMATION

1.1 Introduction

- a) **Phase 1 of Procurement Process:** This Invitation to Qualify (ITQ) is the first phase of a procurement process by Shared Services Canada (SSC) for DATA CENTRE CO-LOCATION SERVICES MONTREAL (DCCSM) (the “**Project**”). Suppliers are invited to pre-qualify in accordance with the terms and conditions of this ITQ in order to become “**Qualified Respondents**” for any later phases of the procurement process. Only Qualified Respondents will be permitted to bid on any subsequent solicitation issued as part of the procurement process.
- b) **Further Evaluation of Qualified Respondents:** Even though certain suppliers may be pre-qualified by Canada as a result of this ITQ, Canada reserves the right to re-evaluate any aspect of the qualification of any Qualified Respondent at any time during the procurement process.
- c) **ITQ is not a Bid Solicitation:** This ITQ process is not a solicitation of bids or tenders. No contract will be awarded as a result of the activities during the ITQ phase. Canada reserves the right to cancel any of the preliminary requirements included as part of the Project at any time during the ITQ phase or any other phase of the procurement process. Given that the ITQ process may be partially or completely cancelled by Canada, it may not result in any of the subsequent procurement processes described in this document. Respondents and Qualified Respondents may withdraw from the procurement process at any time. Therefore, suppliers who submit a response can choose not to bid on any subsequent solicitation.

1.2 Overview of the Project

- a) **Overview of Project:** Shared Services Canada (SSC) has the mandate to oversee the centralization of the Government of Canada (GC) data centres and to provide overall enterprise-wide service delivery management for its 43 partner organizations. The goal is to optimize the delivery of GC data centre services by standardizing technologies, consolidating buildings and IT, centralizing operations, and re-engineering service delivery. This will reduce costs, improve service and security, and ensure the sustainability of GC data centre services.

As part of its mandate to consolidate the GC’s data centres, SSC plans to pursue a multi-year Data Centre Co-Location Services Montreal (DCCSM) contract for the provision of private sector data centre capacity. This capacity will augment existing and future projects to deliver the end state configuration for SSC data centres.

The specific requirement is to acquire up to 3 Mega Watts of designed IT capacity, that is highly available, in a commercial data centre that provides co-location services to be



delivered from one location that is not more than 70 kilometres of fibre network distance, as measured from Kirkland, Quebec (Latitude, Longitude: (45.448409, -73.858939)). The civic address at 17200 Boul. Hymus, Kirkland, PQ, H9J 3Y8 will be used in determining the fibre network distance from the Respondent's data centre to Kirkland Quebec.

By utilizing this model, the Government of Canada will benefit from its commitments in positioning SSC towards making use of an end-state data centre ready to accept high density, highly virtualized production workloads.

b) **Scope of Anticipated Procurement:**

i) **Potential Client Users:** This ITQ is being issued by SSC. It is intended that the contract resulting from any subsequent solicitation would be used by SSC to provide shared services to one or more of its clients. SSC's clients include SSC itself, those government institutions for whom SSC's services are mandatory at any point during the life of any resulting instrument(s), and those other organizations for whom SSC's services are optional at any point during the life of any resulting instrument(s) and that choose to use those services from time to time. This process will not preclude SSC from using another method of supply for any of its clients with the same or similar needs, unless a subsequent solicitation for this Project expressly indicates otherwise.

ii) **Number of Contract(s):** SSC is currently contemplating the award of one contract.

iii) **Term of Contract:** SSC is currently contemplating an initial contract period of ten (10) years, plus three (3) additional option periods of five (5) years each.

c) **National Security Exception:** Canada has invoked the National Security Exception in respect of this requirement and, as a result, none of the trade agreements apply to this procurement.

1.3 Overview of Anticipated Procurement Process

This ITQ is the first phase in the procurement process for the Project. Although the procurement process remains subject to change (and even to cancellation, in accordance with SSC's Standard Instructions), Canada currently anticipates that the procurement process will be conducted in the following phases:

- a) **ITQ Phase:** This ITQ will be used to qualify Respondents to participate in any subsequent phases of the procurement process.
- b) **Review and Refine Requirements (RRR) Phase:** The RRR process with the Qualified Respondents will follow the ITQ phase. The objective of the RRR phase is to obtain feedback from Qualified Respondents on Canada's preliminary requirements for the Project. It is intended to be a collaborative process and may involve interactions such as workshops, one-on-one sessions, and written questions and answers. Canada will consider the feedback provided by Qualified Respondents when refining the requirements and preparing its procurement documents for the Project. Further details regarding the RRR phase will be provided to those Respondents who qualify as a result of this ITQ phase.
- c) **Request for Proposals (RFP) Phase:** Canada anticipates releasing an RFP to those Qualified Respondents who remain qualified at the time the RFP is released.
- d) **SCSI Assessment:** Qualified Respondents who choose to bid on any resulting solicitation will be required to submit "Supply Chain Security Information" (SCSI) for assessment by



Canada in relation to supply chain integrity. Further details regarding the SCSI Assessment will be provided to Qualified Respondents at a later stage.

1.4 Conflict of Interest or Unfair Advantage

As set out in SSC's Standard Instructions, a response can be rejected due to an actual or apparent conflict of interest or unfair advantage.

In this regard, Canada advises that it has used the services of a number of private sector consultants/contractors in preparing strategies and documentation related to this procurement process, including the following:

- a) Maplesoft Group
- b) TEKSystems Inc.

DRAFT



2. INSTRUCTIONS FOR RESPONDENTS

2.1 Standard Instructions, Clauses and Conditions

- a) SSC's Standard Instructions for Procurement Documents No. 1.0 ("**SSC's Standard Instructions**") are incorporated by reference into and form part of the ITQ as though they were expressly set out here in full. If there is a conflict between the provisions of SSC's Standard Instructions and this document, this document prevails. SSC's Standard Instructions can be found at Annex B.
- b) All other instructions, clauses and conditions identified in this document or any of its attachments by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. These instructions, clauses and conditions are incorporated by reference and they form part of this document as though they were expressly set out here in full.
- c) If there is a conflict between the provisions of this document and any documents that are incorporated into it by reference as set out above, this document prevails.
- d) With respect to SSC's Standard Instructions:
 - i) There will not be a conference for interested suppliers.
 - ii) There will not be a site visit.
- e) By submitting a response, the Respondent is confirming that it agrees to be bound by all the instructions, clauses and conditions of the ITQ.

2.2 Questions and Comments

Questions and comments about this ITQ can be submitted in accordance with the Section of SSC's Standard Instructions entitled "**Communications**" up until the deadline specified in those Standard Instructions (i.e., 10 calendar days before the closing date).

2.3 Submission of Only One Response

- a) A Respondent can be an individual, a sole proprietorship, a corporation, a partnership, or a joint venture.
- b) Each Respondent (including related entities) will be permitted to qualify only once from a proposed co-location data centre.
- c) If a Respondent or any related entities participate in more than one response for any proposed co-location data centre (participating means being part of the Respondent, not being a subcontractor), Canada will provide those Respondents with 2 working days to identify the single response to be considered by Canada. Failure to meet this deadline may result in all the affected responses being disqualified or in Canada choosing, in its discretion, which of the responses to evaluate.
- d) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is an individual, corporation, partnership, etc.) an entity will be considered to be "related" to a Respondent if:



- i) they are the same legal entity as the Respondent (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - ii) the entity and the Respondent are “related persons” or “affiliated persons” according to the Canada *Income Tax Act*;
 - iii) the entity and the Respondent have now or in the two years before the ITQ closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - iv) the entity and the Respondent otherwise do not deal with one another at arm’s length, or each of them does not deal at arm’s length with the same third party.
- e) A Respondent may act as a subcontractor to another Respondent. However, subcontractors may not be permitted to participate in the Review and Refine Requirements phase with the Qualified Respondent for whom they will be doing subcontracting work.
- f) Any individual, sole proprietorship, corporation, or partnership that is a Respondent as part of a joint venture cannot submit another response on its own or as part of another joint venture.

Example 1: Supplier A does not itself have all the experience required by the ITQ. However, Supplier B has the experience that Supplier A lacks. If Supplier A and Supplier B decide to team up to submit a response together as a joint venture, both entities are together considered the Respondent. Neither Supplier A nor Supplier B can team up with another supplier to submit a separate response, because each is already part of a Respondent.

Example 2: Supplier X is a Respondent. Supplier X’s subsidiary, Supplier Y, decides to team up with Supplier Z to submit a response as a joint venture. Suppliers Y and Z, as well as Supplier X, will all be asked to determine which one of the two responses will be considered by Canada. Both responses cannot be submitted, because Supplier Y is related to Supplier X as an affiliate.

- g) By submitting a response, the Respondent is certifying that it does not consider itself to be related to any other Respondent.

2.4 Security Clearance Requirements

- a) A preliminary version of the Preliminary Security Requirements Checklist (SRCL) has been included as an Annex C to this ITQ. These requirements are subject to change and are provided for information purposes. However, any supplier that does not have the security clearances described in the preliminary SRCL may wish to initiate the process, as described below, to ensure they meet the requirements. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

- b) **The process:**

Only those Respondents proposing a data centre co-location service within a range specified in M1 in Annex A of this document may request to be sponsored for the following security screening process.



Respondents and any proposed subcontractors that currently do not meet the security requirements as indicated in Annex C must initiate the security screening process immediately, as outlined below:

Respondents (including any subcontractors, if applicable) that are not registered in the Industrial Security Program (ISP) of PWGSC's Canadian Industrial Security Directorate (CISD) for DOS or FSC must ask to be registered in the ISP. Respondents must submit the request by e-mail to the Contracting Authority identified on the front page of this document.

The request must include the following information:

- i) Solicitation Number for which the registration is requested;
- ii) Name of the Respondent;
- iii) Address of the Respondent's Office in Canada;
- iv) Telephone, fax numbers and e-mail address, as applicable;
- v) Name of President, CEO or contact, as applicable;
- vi) Language preference (English or French); and,
- vii) The Respondent's Procurement Business Number (PBN).

3. PREPARING AND SUBMITTING A RESPONSE

3.1 General Instructions

SSC's Standard Instructions include instructions with respect to responses, which apply in addition to those described in this document.

3.2 Language for Future Communications

Each Respondent is requested to identify, in its Response Submission Form (Form 1), which of Canada's two official languages it chooses to use for future communications with Canada regarding this ITQ and any subsequent phases of the procurement process.

3.3 Content of Response

Respondents are permitted to propose more than one data centre co-location site, given that each proposed site can provide the entire 3 Mega Watts of designed IT capacity. It is a mandatory requirement of this ITQ that Respondents submit a separate response for each proposed data co-location site. A complete response to this ITQ consists of all of the following:

- a) **Response Submission Form (Requested at ITQ Closing)**: Respondents are requested to include the "Form 1 - Response Submission Form" with their responses. It provides a common form in which Respondents can provide information required for evaluation, such as a contact name, the Respondent's Procurement Business Number, the language for future communications with Canada about this procurement process, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information requested by the Response Submission Form is incomplete or requires correction, Canada will provide the Respondent with an opportunity to provide the additional information or make the correction. Providing the information when requested during the evaluation period is mandatory.



- b) **Specific Responses to the Qualification Requirements at Annex A (Mandatory at ITQ Closing):** The response must include all the information required by Annex A. The use of the form provided in Annex A is not mandatory, but it is recommended.
- c) **Certifications (Requested at ITQ Closing):**
 - i) If the table below indicates that a certification is required, the Respondent is required to provide the following certifications described in SSC’s Standard Instructions. Although all these certifications are requested at ITQ closing, if Canada determines that any certification is missing, incomplete or requires correction, Canada will provide the Respondent with an opportunity to provide the required information. Providing the certification when requested during the evaluation period is mandatory.

Federal Contractors Program for Employment Equity Certification	Required – please provide the information in the Response Submission Form
Former Public Servants Certification	Required – please provide the information in the Response Submission Form
Regulatory Certifications set out in Regulatory Forms A, B, C and D of SSC’s Standard Instructions	Not required

Respondents should note that certain certifications that are not required at the ITQ stage may be required at a later stage of the procurement process.

3.4 Electronic Submission of Responses

- a) **Email Submission of Response:** Subject to Subsection (j), Respondents must submit their responses by email in accordance with this Section by the date and time of closing to the email address identified on the cover page of this document as the “Email Address for Response Submission”.
- b) **Format of Email Attachments:** The approved formats for email attachments are any combination of:
 - i) PDF attachments; and
 - ii) documents that can be opened with either Microsoft Word or Microsoft Excel.

Respondents that submit attachments in other formats do so at their own risk.
- c) **Email Size:** Respondents should ensure that they submit their response in multiple emails if any single email, including attachments, will exceed 15 MB. Except as expressly provided below, only emails that are received at the Email Address for Response Submission by the closing date and time will be considered part of the response.
- d) **Email Title:** Respondents are requested to include the ITQ No. identified on the cover page of this document in the “subject” line of each email forming part of the response.
- e) **Time of Receipt:** All emails received at the Email Address for Response Submission showing a “received” time before the response closing date and time will be considered timely. In the case of a dispute regarding the time at which an email arrived at SSC, the time at which the response is received by SSC will be determined:



- i) by the delivery time stamp received by the Respondent if the Respondent has turned on Delivery Status Notification for the sent email in accordance with RFC 1891 established by the Internet Engineering Steering Group (SMTP Service Extension for Delivery Status Notification); or
 - ii) in accordance with the date and time stamp on the SMTP headers showing the time of first arrival on a server used to provide the Government of Canada with email services, if the Respondent has not turned on Delivery Status Notification for the sent email.
- f) **Availability of Contracting Authority:** During the two hours leading up to the closing date and time, an SSC representative will monitor the Email Address for Response Submission and will be available by telephone at the Contracting Authority's telephone number shown on the cover page of this document (although the SSC representative may not be the Contracting Authority). If the Respondent is experiencing difficulties transmitting the email to the Email Address for Response Submission, the Respondent should contact SSC immediately at the Contracting Authority's coordinates provided on the cover page of this document.
- g) **Email Acknowledgement of Receipt by SSC:** On the closing date, an SSC representative will send an email acknowledging receipt of each response (and each email forming part of that response, if multiple emails are received) that was received by the closing date and time at SSC's Email Address for Response Submission.
- h) **Delayed Email Bids:** SSC will accept an email response received in the first 24 hours after the closing date and time only if the Respondent can demonstrate that any delay in delivering the email to the SSC Email Address for Response Submission is due to Canada's systems. Responses received by email more than 24 hours after the closing date and time will not be accepted under any circumstances. As a result, Respondents who have tried to submit a response, but have not received an email acknowledging receipt from SSC shortly thereafter should contact the Contracting Authority so that they can determine whether or not the response arrived at the SSC Email Address for Response Submission on time.
- i) **Responsibility for Technical Problems:** Canada will not be responsible for:
 - i) any technical problems experienced by the Respondent in submitting its response, including emails that fail to arrive because they exceed the maximum email size of 15 MB or that are rejected or quarantined because they contain malware or other code that is screened out by SSC's security services; or
 - ii) any technical problems that prevent SSC from opening the attachments to the email(s). For example, if an attachment is corrupted or otherwise cannot be opened or cannot be read, it will be evaluated accordingly. Respondents will not be permitted to submit substitute attachments to replace any that are corrupt or empty or submitted in an unapproved format.
- j) **Hand-Delivered Responses:** All Respondents must attempt to submit their responses electronically. However, SSC will accept a hand-delivered response (either instead of, or as a back-up in addition to, the email response), in which case the following applies:
 - i) The hand-delivered response can be:
 - (A) a soft copy on CD-ROM, or DVD;
 - (B) a hard copy (i.e., printed on paper); or



- (C) a combination of soft and hard copies,
- provided that any pricing tables that were provided by SSC to be completed by the Respondents are submitted as a soft copy.
- ii) The hand-delivered response must be delivered by a representative of the Respondent in person or by a courier. SSC will not accept any bids delivered by regular mail.
 - iii) The hand-delivered response must be received by an SSC representative before the closing date and time at the address shown on the cover page of this document (or an alternate location arranged with the Contracting Authority in writing).
 - iv) SSC will only accept a hand-delivered copy of the response if the Respondent has coordinated delivery of that response with the Contracting Authority. As indicated above, an SSC representative will be available at the Contracting Authority's telephone number during the two hours before the closing date and time, including for the purpose of coordinating the receipt of hand-delivered responses (the Contracting Authority may also agree, at SSC's discretion, to be available at another time before the closing date and time to receive the response).
 - v) The only circumstances in which SSC will accept a hand-delivered response after the closing date and time is if the Respondent can show that the SSC representative was unavailable to receive the hand delivered response at the coordinated time, or that no SSC representative was available at the Contracting Authority's telephone number (and no SSC representative responded to voicemail messages left at that telephone number) during the two hours leading up to the closing date and time.
 - vi) SSC will consult the hand-delivered response only if there are problems with all or a portion of the response submitted by email by the closing date and time or if no email response is received by the closing date and time. If SSC consults the hand-delivered response, it will prevail over the electronically submitted response.



4. PROCESS FOR EVALUATING RESPONSES

4.1 Evaluation of Respondent Qualifications

Canada will evaluate whether each response satisfies all the mandatory requirements described in this ITQ (including information that this ITQ indicates is required, but the ITQ specifically states that it may be submitted upon request after the closing date). The provisions of SSC's Standard Instructions that relate to evaluation also apply. A response must comply with all the requirements of the ITQ in order to be declared compliant.

4.2 Basis of Qualification

- a) Each Respondent whose response meets all the requirements of this ITQ will become a Qualified Respondent for the next stage of the procurement process.
- b) Canada reserves the right to re-evaluate the qualification of any Qualified Respondent at any time during the procurement process. For example, if a particular security clearance is a requirement of this ITQ and the Respondent's security clearance changes or lapses, so that the Respondent no longer meets the requirements of this ITQ, Canada may disqualify that Qualified Respondent. Similarly, if new information comes to the attention of Canada that calls into question any of the Qualified Respondent's qualifications under this ITQ, Canada may re-evaluate that Qualified Respondent. If Canada re-evaluates the qualification of any Qualified Respondent, Canada may request further information and, if the Qualified Respondent fails to provide it within 5 working days (or a longer period provided by the Contracting Authority), Canada may disqualify the Qualified Respondent.
- c) Unsuccessful Respondents will not be given another opportunity to participate or be re-evaluated for the subsequent phases of the procurement process, unless Canada determines in its sole discretion to conduct a second qualification round.
- d) All Respondents will be notified in writing regarding whether or not they have qualified. The notification will identify the proposed data centre and it is a mandatory requirement of this procurement process that the data centre location cannot be altered in future phases of this procurement process. Qualification under this ITQ does not mean that the data centre will meet the requirements of any subsequent solicitation.

4.3 ITQ Phase Second Qualification Round

- a) Canada reserves the right, in its sole discretion, to conduct a second qualification round among the unsuccessful Respondents if, in Canada's opinion, the first qualification round results in an insufficient number of Qualified Respondents.
- b) If Canada determines that unsuccessful Respondents will be given a second opportunity to qualify, Canada will provide written information to all unsuccessful Respondents on the same day regarding the reasons they were unsuccessful during the first qualification round.
- c) Any Respondent who does not qualify as a result of any second qualification round conducted by Canada will not be given another opportunity to participate or be re-evaluated for any subsequent phases of this procurement process.



ANNEX A - QUALIFICATION REQUIREMENTS

Num.	Mandatory Requirement	Respondent Response
M1	<p>The Respondent must propose a single co-location service from a data centre that is not more than 70 kilometres of fibre network distance, as measured from Kirkland Quebec (Latitude, Longitude: (45.448409, -73.858939)).</p> <p>The civic address at 17200 Boul. Hymus, Kirkland, PQ, H9J 3Y8 will be used in determining the fibre network distance from the Respondent's data centre to Kirkland Quebec.</p>	<p>Please provide the following information for the proposed co-location service data centre.</p> <p>Civic Address:</p> <hr/> <p>Latitude, Longitude:</p> <hr/> <p><i>Respondents should note that any data centre proposed by the Respondent in M1, that is qualified under this ITQ, must be maintained when responding to any subsequent bid solicitation under this solicitation process.</i></p> <p><i>No alternative data centre location can be proposed in the subsequent phases of the solicitation process.</i></p>
M2	<p>The Respondent must provide a signed statement from one of the following telecommunications on their corporate letterhead: Bell, Telus, Allstream, Rogers or Videotron, confirming that the proposed co-location data centre, referenced in M1, has a distance of fibre network of not more than 70 kilometres, as measured from Kirkland Quebec (Latitude, Longitude: (45.448409, -73.858939))</p> <p>The civic address at 17200 Boul. Hymus, Kirkland, PQ, H9J 3Y8 will be used in determining the fibre network distance from the Respondent's data centre to Kirkland Quebec.</p>	<p>The statement is attached within the Response at page ____.</p>



Num.	Mandatory Requirement	Respondent Response
M3	<p>The Respondent must provide substantiating documentation that demonstrates that as of the date of closing of this ITQ, the Respondent has the right to offer data centre co-location services for the proposed data centre identified in M1 for a period up to 25 years. The substantiation documentation can consist of proof of ownership of the data centre or evidence that demonstrates the existence of a written agreement with the owner of the proposed data centre.</p>	<p>The substantiating document(s) are attached within the Response at page ____.</p>
M4	<p>The Respondent must confirm that the proposed data centre in M1 is UTI Tier III certified or meets UTI Tier III certification requirements.</p>	<p>Does the data centre identified in M1 have a design and configuration that is UTI's Tier III certified?</p> <p>Yes, the proposed data centre has UTI's Tier III design and construction certification. If yes, please proceed to M4(a).</p> <p>OR</p> <p>Yes, the proposed data centre has a design and configuration that meets UTI's Tier III certification requirements . If yes, please proceed to M4(b).</p> <p>OR</p> <p>No, the proposed data centre does not have a design and configuration that meets or exceeds UTI's Tier III certification requirements</p>



Num.	Mandatory Requirement	Respondent Response
M4(a)	<p>This criterion only applies to Respondents who confirmed that the proposed co-location data centre, as referenced in M1, is UTI certified. It is a mandatory requirement to provide a copy of the UTI certification. that was issued on or after January 1, 2013</p>	<p>Proof of Tier III design and construction certification is attached within the Response at page _____.</p>
M4(b)	<p>This criterion only applies to Respondents who confirmed that the proposed co-location data centre, as referenced in M1, meets or exceeds UTI Tier III certification requirements. The Respondent must provide an attestation; that the proposed data centre facility meets all the requirements listed in Annex G. Form 2 is the requested format.</p>	<p>FORM 2 – Attestation of Tier III Equivalency of the proposed facility is attached within the Response at page _____.</p>



Num.	Mandatory Requirement	Respondent Response
M5	<p>The Respondent must demonstrate that they have a minimum of 5 continuous years' experience in the last 10 years, calculated from ITQ closing date, in the successful management of an existing and operational data centre facility by providing a statement in which:</p> <ul style="list-style-type: none">a) The Respondent confirms having provided 5 continuous years' experience in the last 10 years (calculated from ITQ closing date);b) The Respondent identifies the location(s) where they have provided co-location services for a minimum of 2 years within the 5 continuous years referenced in (a) above;c) The Respondent describes the size and scope of each data centre location referenced in (b) above and confirms that each location had an equal or greater the size than the specifications outlined in Annex E – Data Centre Specification; andd) The Respondent confirms that each data centre location(s) referenced in (b) meets the co-location requirements outlined in Annex E – Data Centre Specification. <p>Please note that Canada may validate the statement provided by the Respondent later in the procurement process.</p>	<p>The statement is attached within the Response at page ____.</p>



Num.	Mandatory Requirement	Respondent Response
M6	<p>The Respondent must provide a statement on corporate letterhead, confirming that the Respondent has two (2) customer references where co-location services have been provided, for at least 2 years, from a data centre facility that meets or exceeds the specifications and co-location requirements, as referenced in Annex E, that support the following statements:</p> <ul style="list-style-type: none"> a) No, your Service Level Agreement with the Respondent allow for planned outages to your IT processing while performing maintenance on the data centre mechanical and electrical subsystems. b) Yes, you have a current contract with the Respondent, for the provision of data centre co-location services, which has been in effect for a minimum of 2 years. c) Yes, your current IT equipment at a Respondent's single location requires a minimum of 50 KVA of UPS supplied power. d) Yes, your co-location service contract require facilities operation, 24 hours per day and 7 days per week. e) Yes, your availability (minimum 99%) service levels been met, on an annual basis, during the term of your existing contract. f) Yes, the Respondent uses Security Guards to enforce positive identification and authentication of all personnel entering the facility. g) Yes, the Respondent secures your segregated client zone through use of physical barriers with controlled access points. <p>The customer references must be from a client that is not a Parent company, affiliate or subsidiary of the Respondent.</p> <p>Please note that Canada may validate the statement provided by the Respondent later in the procurement process.</p>	<p>The statement is attached within the Response at page ____.</p>



ANNEX B - SHARED SERVICES CANADA STANDARD INSTRUCTIONS FOR PROCUREMENT DOCUMENTS

DRAFT



ANNEX C - PRELIMINARY SECURITY REQUIREMENTS CHECKLIST (SRCL)

The following preliminary security requirement (SRCL) may apply and form part of the Contract:

1. **SRCL FILE # 16-42198-A** – The Security Requirements Checklist (SRCL) document is provided as attached.
2. **SRCL FILE # 16-42198-B** – The Security Requirements Checklist (SRCL) document is provided as attached.

DRAFT



ANNEX D - PRELIMINARY RESULTING CONTRACT SECURITY CLAUSES

SRCL FILE # 16-42198-A

Note to Respondents: The following security requirement (related clauses) may apply and form part of the Contract. Respondents should note that SRCL FILE # 16-42198-A will be required at Contract Award.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PSPC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD/PSPC, the Contractor/ personnel MAY NOT HAVE ACCESS to (CLASSIFIED/PROTECTED) information or assets, and MAY NOT ENTER sites where such information or assets are kept, without an escort.
3. Processing of PROTECTED materiel electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex _____ **(TO BE INSERTED IN THE RFP)**;
 - b) Industrial Security Manual (Latest Edition)



SRCL FILE # 16-42198-B

Note to Respondents: The following security requirement (related clauses) may apply and form part of the Contract. Respondents should note that SRCL FILE # 16-42198-B will be required at 310 days after Contract Award.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved Document safeguarding at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PSPC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT HAVE ACCESS to (CLASSIFIED/PROTECTED) information or assets, and MAY NOT ENTER sites where such information or assets are kept, without an escort.
3. Processing of CLASSIFIED information electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex _____ **(TO BE INSERTED IN THE RFP)**;
 - b) Industrial Security Manual (Latest Edition).



ANNEX E - DATA CENTRE SPECIFICATIONS

SIZE AND SCOPE SPECIFICATIONS

The following are the minimum data centre facility size and scope specifications

- a) Minimum of 1,000 KVA of UPS power;
- b) Minimum 10,000 square feet of data centre facility space dedicated to operational IT equipment;
- c) Concurrently maintainable mechanical and electrical subsystems, where no outage to client IT equipment is allowed during these maintenance activities;
- d) 24 hours per day, 7 days per week data centre operation;
- e) Minimum security and access controls as follows:
 - i) Video surveillance and alarm monitoring at all times for the areas including but not limited to all entrances to the property and data centre, entrances to the cage areas as applicable, loading docks and parking areas;
 - ii) Facility protection through use of multi-zone fire monitoring, detection and suppression systems;
 - iii) Access prohibited except through electronically controlled access points; and
 - iv) The use of security guards to enforce positive identification and authentication of all personnel entering the data centre.

CO-LOCATION REQUIREMENTS

The following are the minimum co-location requirements

- a) Co-location must be provided as a service as of the ITQ closing date;
- b) Physically segregated co-location clients through the use of cages or partition walls;
- c) Minimum 3 co-location clients, only 1 co-location client may be internal to the Respondent's organization. Parent company, affiliates and subsidiaries are considered to be internal to the Respondent;
- d) 99.98% availability or greater of the client co-location service on an annual basis;
- e) Total combined reserved power capacity sold to existing co-location clients must be a minimum of 250KVA



ANNEX F - UPTIME INSTITUTE TIER STANDARD TOPOLOGY

Note to Respondents: Annex F, Uptime Institute Tier Standard Topology follows

DRAFT



ANNEX G - TIER III EQUIVALENCY OF THE PROPOSED FACILITY – REQUIREMENT CHECKLIST

Shared Services Canada (SSC) has established that the Uptime Institute's (UTI) Tier III standard of data center performance is necessary to meet service level requirements. As such, SSC will make reference to the UTI Tier III standard (Annex F) throughout this document. Although references to the Tier III standard will be made, this is not to be interpreted as a requirement for official UTI certification in order to be found compliant. An official UTI certification (either design, construction or operational levels) is not a requirement.

The Respondent's data centre facility as proposed in M1 must be designed and configured in a manner that is consistent with, and incorporates the UTI's Tier III performance requirements (as per UTI – "Data Centre Site Infrastructure Tier Standard: Topology" – 2012) or its equivalent, see Annex F.

The UTI Tier III objectives herein do not inherently eliminate single points of failure. As such, the respondent must implement safe guards against any single points of failure in the mechanical and electrical systems.

Consistent with UTI Tier III, a suitable data centre facility would feature complete concurrent maintainability of all elements of the critical infrastructure as well as incorporate redundant capacity components and independent distribution paths throughout the proposed facility for both power and cooling. As such, each and every critical infrastructure component at the site could be removed from service for maintenance activities while maintaining the full capacity of the DCCSM and without ever interfering or requiring any shutdown of the client's active hosted services and business programs.

The key elements of the required proposed data centre facility performance objectives have been described in the UTI Tier III Equivalency Checklist included in this appendix. The purpose of the UTI Tier III Equivalency Checklist is to ensure that all respondents will be proposing a data centre facility that will meet SSC's service level requirements and to ensure that all respondents propose a DCCSM of similar and comparable quality.

Requirement	This column states the high level description of SSC's requirement.
Substantive Proof	This column is simply provided for information purposes and to inform respondents what will be required at the RFP phase, for data centres that do not have a UTI certification. Note: Substantive Proof will be requested at RFP and verified during Proof of Proposal.



Item	Requirement	Substantive Proof
1	<p>The proposed data centre in M1 must have the ability to provide up to 3 Mega Watts of designed IT capacity (power and cooling). Please state the sites design capacity “N” (i.e. DCCSM design capacity for IT loads at Tier III topology) and provide relevant and accurate system capacity data (based on the capacity rating design conditions consistent with UTI published methodology, as per Annex F - UTI – “Data Centre Site Infrastructure Tier Standard: Topology” – 2012 section 2.6 for all capacity elements in both electrical and mechanical distribution systems.</p>	<p>Provide a table listing all capacity elements along with their appropriate design capacity ratings. Please also state the ambient design conditions for the geographical location of the proposed facility</p>
2	<p>The proposed data centre in M1 must have a floor plan layout with area square footage which shows a dedicated space for IT hardware (i.e. primary “computer room”), uninterruptible power supply (UPS) systems, dedicated cooling systems, and engine generators as per Annex F – UTI – “Data Centre Site Infrastructure Tier Standard: Topology” – 2012 section 2)</p>	<p>Provide floor plan layout with area square footage.</p>
3	<p>The proposed data centre in M1 must have redundant components for all capacity elements. Capacity elements are defined as engine generators, UPS systems, IT hardware cooling components including all related heat rejection equipment as per Annex F – UTI – “Data Centre Site Infrastructure Tier Standard: Topology” – 2012 section 2.3.1.</p>	<p>Provide high-level single line diagram(s) that clearly shows capacity for both electrical and mechanical capacity components.</p>
4	<p>The proposed data centre in M1 must meet the requirements of concurrent maintainability for each and every electrical and mechanical capacity and distribution components and path (i.e. panel boards, feeders, transfer switches, pumps, heat transfer loop piping, isolation valves, pumps, fuel system, etc.). All maintenance at the facility must be capable of being performed without impact to the IT environment as per Annex F – UTI – “Data Centre Site Infrastructure Tier Standard: Topology” – 2012 section 2.3.2.</p>	<p>Provide high-level single line diagram(s) that clearly shows capacity for both electrical and mechanical capacity components.</p>



Item	Requirement	Substantive Proof
5	The proposed data centre in M1 must meet all requirements of concurrent maintainability for all critical subsystems that would impact the continuous operation of the facility during maintenance procedures. This would include all related control systems (electrical and mechanical), emergency power off systems (if applicable), life safety or asset protection systems, and power sources for cooling equipment as per Annex F – UTI – “Data Centre Site Infrastructure Tier Standard: Topology” – 2012 section 3.4.3.	Provide single line diagrams containing enough relevant detail to determine if this requirement can be met. Additional documented process on how this is performed must be provided.
6	The proposed data centre in M1 must maintain a minimum of 12 hours of on-site fuel storage based on the stated site capacity “N”. (as per UTI – “Data Centre Site Infrastructure Tier Standard: Topology” – 2012 section 2.3.1c)	Provide relevant engine generator fuel consumption data (at ambient design conditions) as well as on-site fuel storage capacity data.
7	The proposed data centre in M1 must provide on-site backup power (engine generators) that supports uninterrupted, continuous operation of the Co-location Service during all periods when power is unavailable from the utility company. The engine-generator system must not have runtime limitations. Engine generator run time ratings must meet the UTI's Tier III rating requirements as per Annex F – UTI – “Data Centre Site Infrastructure Tier Standard: Topology” – 2012 section 3.3. As well, the engine generator plant must meet the requirements of concurrent maintainability while carrying the critical load during periods when utility power is unavailable.	Provide single line diagrams containing enough relevant detail to determine that this requirement is met. Additional documentation on capacity and consumption must be provided.
8	In addition to the requirements stated in this section, the facility must provide and configure the DCCSM to include a concurrently maintainable dual active-active (A-B) conditioned electrical backbone configuration to all client racks and standalone IT equipment, regardless of circuit type and receptacle requirements.	Provide single line diagrams containing enough relevant detail to determine that this requirement is met. Additional documented process on how this is performed must be provided, such as electrical Standard Operational Procedures and supply chain agreements.



Item	Requirement	Substantive Proof
9	The site will incorporate measures to minimize the time spent in “failover” mode or “maintenance” mode during either a component failure condition for scheduled maintenance condition at the facility. This time must be less than 12 hours.	Provide single line diagrams containing enough relevant detail to determine that this requirement is met, along with contract and documented procedures to support this.



ANNEX H - GLOSSARY OF TERMS

Acronym	Description
CPS	Collaborative Procurement Solutions
GC	Government of Canada
IM	Information Management
IT	Information Technology
ITIL	Information Technology Infrastructure Library
ITQ	Invitation to Qualify
ITSM	IT Service Management
MAN	Municipal Area Network
NATO	North Atlantic Treaty Organization
OGD	Other Government Department
PWGSC	Public Works and Government Services Canada
RFP	Request for Proposal
RRR	Review, Revise Requirement
SMS	Shared Municipal Area Network Service
SSC	Shared Services Canada
WAN	Wide Area Network



ANNEX I - DEFINITION OF TERMS

Term	Definition
Co-location	A service provisioned from a controlled and managed data centre space, including conditioned power, cooling, floor space and access. The service is typically shared by multiple customers that locate and administer their own network, server and storage gear and interconnect to a variety of telecommunications and other network service provider(s) with a minimum of cost and complexity.
Protected B	Applies to information that, if compromised, could reasonably be expected to cause serious injury outside the National Interest, for example, loss of reputation or competitive advantage.
Security Assessment	The on-going process of evaluating the performance of IT security controls throughout the lifecycle of information systems to establish the extent to which the controls are implemented correctly, operating as intended, and producing the desired outcome with respect to meeting the departmental business needs for security. Security assessment supports authorization by providing the grounds for confidence in information system security.



FORM 1 - RESPONSE SUBMISSION FORM

Invitation to Qualify No. 16-42198 Response Submission Form			
Respondent's full legal name <i>In the case of a joint venture, please identify all members.</i>			
Authorized Representative of Respondent for evaluation purposes (e.g., clarifications)	Name		
	Title		
	Address		
	Telephone #		
	Fax #		
	Email		
Respondent's Procurement Business Number (PBN) <i>Please see SSC's Standard Instructions. Please make sure that your PBN matches the legal name under which you have submitted your response. If it does not, the Respondent will be determined based on the legal name provided, not based on the PBN, and the Respondent will be required to submit the PBN that matches the legal name of the Respondent.</i>			
Former Public Servants <i>Please see the Section of SSC's Standard Instructions entitled "Former Public Servants" for more information.</i> <i>If you are submitting a response as a joint venture, please provide this information for each member of the joint venture.</i>	Is the Respondent a Former Public Servant in receipt of a pension as defined in SSC's Standard Instructions? If yes, provide the information required by the Section in SSC's Standard Instructions entitled "Former Public Servant"	Yes	
		No	
	Is the Respondent a Former Public Servant who received a lump sum payment under the terms of the work force adjustment directive? If yes, provide the information required by the Section in SSC's Standard Instructions entitled "Former Public Servant"	Yes	
		No	
Federal Contractors Program for Employment Equity Certification <i>Please see the section of SSC's Standard Instructions entitled "Federal Contractors Program for Employment Equity" for more information.</i> <i>Please check one of the boxes or provide the required information. If you are submitting a response as a joint venture, please provide this information for each member of the joint venture.</i>	The Respondent certifies having no work force in Canada.		
	The Respondent certifies being a public sector employer.		
	The Respondent certifies being a federally regulated employer subject to the <i>Employment Equity Act</i> .		
	The Respondent certifies having a combined work force in Canada of fewer than 100 permanent full-time, part-time and temporary employees.		
	The Respondent has a combined workforce in Canada of 100 or more permanent full-time, part-time and temporary employees.		
	Valid and current Certificate number.		
	The Respondent certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour.		



Requested language for future communications regarding this procurement process – <i>please indicate either French or English</i>		
Requested Canadian province or territory for applicable laws		
Respondent's Proposed Site or Premises Requiring Safeguard Measures and document safeguarding security level	Street Address with Unit/Apartment, if applicable	
	City	
	Province/Territory/State	
	Postal Code/Zip Code	
	Country	
Security Clearance Level of Respondent <i>Please ensure that the security clearance matches the legal name of the Respondent. If it does not, the security clearance is not valid for the Respondent.</i>	Clearance Level	
	Date Granted	
	Issuing Entity (PWGSC, RCMP, etc.)	
	Legal name of entity to which clearance issued	
<p>On behalf of the Respondent, by signing below, I confirm that I have read the entire ITQ, including the documents incorporated by reference into the ITQ, and I certify and agree that:</p> <ol style="list-style-type: none"> 1. The Respondent considers itself and its products able to meet all the mandatory requirements described in the ITQ; 2. All the information provided in the response is complete, true and accurate; and 3. The Respondent agrees to be bound by all the terms and conditions of this ITQ, including the documents incorporated by reference into it. 		
Signature of Authorized Representative of Respondent		



FORM 1 - ATTESTATION OF TIER III EQUIVALENCY OF THE PROPOSED FACILITY

I, an authorized representative of the Respondent, hereby attest that the proposed data centre, as referenced in M1, has a design and configuration consistent with and incorporates UTI's Tier III performance elements as listed in Annex G.

Printed Name: _____

Signature: _____

Date: _____