



**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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet ELECTRONIC MAJOR CASE MANAGEMENT	
Solicitation No. - N° de l'invitation M7594-161712/A	Date 2017-04-28
Client Reference No. - N° de référence du client M7594-161712	
GETS Reference No. - N° de référence de SEAG PW-\$\$XL-129-31375	
File No. - N° de dossier 129x1.M7594-161712	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-05-25	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Riopel, Andrea	Buyer Id - Id de l'acheteur 129x1
Telephone No. - N° de téléphone (873) 469-3984 ()	FAX No. - N° de FAX (819) 953-3703
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Shared Systems Division (XL)/Division des systèmes
partagés (XL)
4C1, Place du Portage Phase III
11 Laurier St./11, rue Laurier
Gatineau
Québec
K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



Destination Code - Code destinataire D - 1	Destination Address - Adresse de la destination TBD	Invoice Code - Code bur.-comptable I - 1	Invoice Address - Adresse de facturation TBD
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Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	ELECTRONIC MAJOR CASE MANAGEMENT (eMCM)	D - 1	I - 1	1	Each	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	

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REQUEST FOR RESPONSES FOR EVALUATION

ELECTRONIC MAJOR CASE MANAGEMENT SOLUTION (eMCM)

FOR CANADA

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Responses for Evaluation (RFRE) is divided into five parts, and includes annexes, as follows:

- Part 1 General Information: provides a general description of the requirement.
- Part 2 Respondent Instructions: provides the instructions, clauses and conditions applicable to the Request for Responses for Evaluation process.
- Part 3 Response Preparation Instructions: provides Respondents with instructions on how to prepare their Response and the evaluation criteria that must be addressed.
- Part 4 Evaluation Procedures and Selection of Qualified Respondents: indicates how the evaluation will be conducted and the basis of qualification.
- Part 5 Certifications: includes the certifications to be provided in the Response.

1.2 Summary

- a) This Request for Responses for Evaluation (RFRE) is issued by Public Works and Government Services Canada (PWGSC)¹ on behalf of the Royal Canadian Mounted Police (RCMP). The RFRE is an invitation for pre-qualification by which the qualifications of suppliers are evaluated and a list of Qualified Respondents is compiled for a defined project prior to the bid solicitation (RFP) phase of the procurement process. Only Qualified Respondents will be invited to bid on the bid solicitation.
- b) This RFRE is neither a bid solicitation nor a tender and is intended only to pre-qualify Respondents. No contract will result from this RFRE. This RFRE may be partially or completely cancelled by Canada at any time, and therefore there is no guarantee of a subsequent procurement process. Because the RFRE is not a tender, Respondents and Qualified Respondents may withdraw from the procurement process at any time.
- c) Potential Client Users: This RFRE is being issued by PWGSC for RCMP (the Initial Client); however, it is intended that the bid solicitation will also allow Canada to make the Solution available to any Department or Crown corporation as those terms are defined in the *Financial Administration Act*, or any other party for which PWGSC is authorized to act from time to time under section 16 of the *Department of Public Works and Government Services Act* (each a "Client"). Although Canada may make the Solution available to any or all the Clients, this procurement process does not preclude Canada from using another method of supply for entities of the Government of Canada with the same or similar needs.
- d) Potential Contract: It is currently contemplated that a contract may be awarded subsequent to the RFP phase for 3 years plus 7 irrevocable option years allowing Canada to extend the term of the contract.
- e) An overview of the entire procurement process can be found in Part 2 – Respondent Instructions.

¹ Note: As of November 2015 Public Works and Government Services Canada (PWGSC) has been renamed Public Services and Procurement Canada (PSPC). The names may be used interchangeably in this document.

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1.3 National Security Exception (NSE) to Exclude Obligations Under International Trade Agreements

- (a) This procurement is subject to national security exception and is, therefore, excluded from all of the obligations of the trade agreements.
- (b) To protect its essential security interests, Canada has invoked the National Security Exception for this procurement, which excludes this procurement from all of the obligations of the trade agreements to which Canada is a party.
- (c) The National Security Exception (NSE) provided for in the trade agreements listed below allows Canada to exclude a procurement from all of the obligations of the relevant trade agreements, where Canada considers it necessary to do so in order to protect its national security interests specified in the text of the NSE.
- (d) The following legislation, trade agreements and government policies are, therefore, not applicable:
 - World Trade Organization Agreement on Government Procurement (WTO-AGP);
 - the North American Free Trade Agreement (NAFTA);
 - the Canada-Chile Free Trade Agreement (CCFTA);
 - the Canada-Peru Free Trade Agreement (CPFTA);
 - the Canada-Colombia Free Trade Agreement (CCoIFTA);
 - the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force; and
 - the Agreement on Internal Trade (AIT).

1.4 National Security Requirements

There are National Security Requirements associated with this RFRE. Each Respondent is requested to provide in their Response the following information:

- (a) The jurisdiction in which the Respondent is legally organized.
- (b) The jurisdiction in which the Respondent's principal place of business is located.

1.5 Overview of the Solution

The Respondent's Solution must be a modern, fully-integrated, enterprise-scalable, commercial-off-the-shelf **Electronic Major Case Management Software Solution** (also referred to as the "eMCM Solution" and the "Solution") that delivers, enables and supports the functionality required for police to manage the collection, classification, prioritization and flow of investigative information relating to major criminal investigations and tracking of police activities.

The eMCM Solution will be a centralized system to be located in Ottawa, Ontario that will be utilized concurrently by RCMP members nationwide for major criminal investigations. The eMCM Solution may also be used by other Potential Client Users, including other law enforcement agencies in Canada.

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The Solution must include:

- (a) Commercial-off-the-Shelf Licensed Software, Software Documentation, Warranty and Software Maintenance and Support. The Solution must work within Canada's technical and security environments. All server-side components of the Solution will be contained entirely within Canada's internal protected network.
 - i. The Solution must be able to operate without the need of any external (Internet) connections.
 - ii. The Solution must protect against unauthorized access, and must include strong security measures such as 2-factor authentication, integration with MyKey/Entrust among other such measures, to safeguard personal, confidential and sensitive data.
- (b) Professional services, including implementation, installation, configuration and training services.
 - i. Canada anticipates that it will require a phased-in approach to Solution implementation with an initial requirement for approximately 500 active Users spread across multiple business units. The Solution must be scalable to support future organizational growth up to approximately 12,000 users, 1,200 concurrently.

1.5.1 Overview of Professional Services Requirements

The Respondent must be capable of providing professional services including:

- (a) **Business-Related Professional Services:** The provision of professional services related to analysis, design, development, training and knowledge transfer related to the Solution.
- (b) **Technical Professional Services:** The provision of professional services related to the installation, configuration, integration, data migration, testing, roll-out and on-site support related to the Solution.

1.5.2 Overview of Solution Functional Capability Requirements

The required Solution must deliver, enable and support criminal investigative case management, investigative analysis, and the end-to-end production of investigative and analytical outputs and artifacts including, though not limited to, the following functional capabilities:

- (a) **Case Creation and Management.** The Solution must deliver, enable and support the functionality required for Users to initiate criminal cases, enter incident information in many forms (text, photos, video, scanned images, sound recordings) by officers from different police units and to categorize a criminal case based on type of criminal offence. An automated data import tool is required to collect and integrate existing data from related systems (e.g. police records management systems) and an image acquisition tool for scanning and optical character recognition (OCR).
- (b) **User Role Management / Role Based Access Control.** The Solution must deliver, enable

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and support a security component to control the level of information access permissions and update restrictions based on user roles that can be applied to individuals or groups. Access to information is controlled by roles and functions allocated to the people using the system.

- (c) **Task / Action Management.** The Solution must deliver, enable and support the functionality required for Users to assign tasks to one or more investigation team resources and to track and manage the progress of actions taken to completion. The tracking of progress functionality must also be able to identify if the task has been pending or referred to another resource, as applicable.
- (d) **Information Management.** The Solution must deliver, enable and support the functionality required for Users to manage information in any medium regardless of format throughout its life cycle: from the creation/acquisition of the information, the storage, protection and use of information, and the distribution of that information to those who need it to its ultimate disposition through archiving or deletion.
- (e) **Exhibit Management.** The Solution must deliver, enable and support the functionality required for Users to manage and track the movement of all relevant crime-related property/exhibit/ evidence seized during an investigation throughout the case lifecycle.
- (f) **Data Linking and Link Analysis.** The Solution must deliver, enable and support the functionality required to analyze, link and display the associations between different investigational entities², which may be events, persons, vehicles, organisations, addresses, telephone numbers, etc.
- (g) **Information Searching and Retrieval.** The Solution must deliver, enable and support the functionality required for Users to search for information in a collection of documents, email messages, Web pages, data bases, and other sources through the use of several query methods (these query methods must include, at a minimum: full text, proximity, truncation, fuzzy, keyword).
- (h) **Reporting.** The Solution must deliver, enable and support the functionality required for Users to create and use reports, templates and other outputs to allow exploring and sharing of information. Reports include, but are not limited to, quality control reports, audit reports, analytical reports.
- (i) **Information Analysis.** The Solution must deliver, enable and support the functionality required for Users to use wide-ranging search capabilities (see no.7 above) to identify and select items of interest and to produce sequence of events charts and association (link) charts, and compare databases to identify potential links with similar investigations.
- (j) **Information Dissemination / Disclosure.** The Solution must deliver, enable and support the functionality required for Users to identify, assess and select the necessary material from an investigation including records, forms, statements, briefs, officer reports, exhibits and schedules ready for disclosure, to prepare structured and organized document packages based on User needs for presentation in court, and to manage these packages over the course of a prosecution.

² An investigational entity is any object associated with an investigation that we want to store information about and which merits systematic, detailed and sustained scrutiny. Entities are usually recognizable concepts, either concrete or abstract, such as persons, places, things, or events which have relevance to the investigation.

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- (k) **Document and Workflow Management.** The Solution must deliver, enable and support the functionality required for Users to monitor and control the flow of all documents throughout an investigation allowing investigating officers to view the status and progress in the workflow. Workflow management should allow user organizational units to adapt the system to suit their individual work practices.

All functions of the solution must be integrated and support the sharing of information with members of the investigative team, the application of business rules, and auditing capabilities.

1.6 Debriefings

Respondents may request a debriefing on the results of the RFRE process. Respondents should make the request to the Contracting Authority within 15 working days of receipt of the results of qualification process outlined in this document. The debriefing may be provided in writing, by telephone or in person.

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PART 2 – RESPONDENT INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- a) All instructions, clauses and conditions identified in the RFRE by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- b) Respondents who submit a response agree to be bound by the instructions, clauses and conditions of the RFRE.
- c) SACC clause 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the RFRE, except that:
 - (i) Wherever the term "bid solicitation" is used, substitute "Request for Responses for Evaluation";
 - (ii) Wherever the term "bid" is used, substitute "response";
 - (iii) Wherever the term "Bidder(s)" is used, substitute "Respondent(s)".
 - (iv) SACC Subsection 5.4, which discusses a validity period, does not apply, given that this RFRE invites Respondents simply to qualify. Canada will assume that all Respondents who submit a response continue to wish to qualify unless they advise the Contracting Authority in writing that they wish to withdraw their response.
- d) If there is a conflict between the provisions of 2003 and this document, this document prevails.

2.2 Submission of Response

- (a) Responses must be submitted only to Public Services and Procurement Canada Bid Receiving Unit, by the date, time and place indicated on page 1 of this document.
- (b) Due to the nature of the RFRE, responses transmitted by facsimile or electronic mail to Public Services and Procurement Canada will not be accepted.

2.3 Enquiries

- a) All enquiries must be submitted via e-mail to the Contracting Authority no later than 5 calendar days before the RFRE closing date. Enquiries received after that time may not be answered.
- b) Respondents with questions regarding this RFRE may direct their enquiries to:

Contracting Authority: Andrea Riopel
Email address: andrea.riopel@tpsgc-pwgsc.gc.ca
Telephone: 873-469-3984

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- c) Respondents should reference the numbered item of the RFRE to which the enquiry relates. Care should be taken by Respondents to explain each question in sufficient detail in order to enable Canada to provide an accurate answer.
- d) Enquiries that are of a proprietary nature must be clearly marked “proprietary” at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the respondent do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Respondents. Enquiries not submitted in a form that can be distributed to all Respondents may not be answered by Canada.

2.4 Applicable Laws

The relations between the parties will be determined by the laws in force in Ontario, Canada.

Note to Respondents: A respondent may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its response, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Respondent. Respondents are requested to indicate the Canadian province or territory the laws in which they wish to apply in their RFRE Submission Form (Annex A).

2.5 Overview of the Procurement Process

- (a) The RFRE Phase is the first phase of the Electronic Major Case Management Solution multiphase procurement process as summarized in the Table below. The objective of the RFRE Phase is to qualify Respondents (to be known as the "Qualified Respondents") for further consideration in the Electronic Major Case Management Solution procurement process.
- (b) Refer to Part 4 for a more detailed explanation of the RFRE Evaluation Procedures and Selection of Qualified Respondents.

Procurement Phase	Key Activities
RFRE	<ul style="list-style-type: none"> • Issue the RFRE on the Government of Canada Electronic Tendering Services (buyandsell.gc.ca website) • Receive RFRE responses from Respondents • Evaluate RFRE responses • Select the Qualified Respondents to continue to the Bid Solicitation Phase
	<ul style="list-style-type: none"> • Issue bid solicitation to all Qualified Respondents

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Bid Solicitation	<ul style="list-style-type: none"> • Receive bid responses from the Respondents • Evaluate bids received • Conduct Proof of Proposal
Contract Award	<ul style="list-style-type: none"> • Award contract to Successful Bidder

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PART 3 - RESPONSE PREPARATION INSTRUCTIONS

3.1 Response Preparation Instructions

- (a) Canada requests that Respondents provide their response as follows:
- (i) Section I: Qualification Response (2 hard copies);
 - (ii) Section II: Certification(s) (2 hard copies)
- (b) Pricing is not a requirement and should not be included in the response.
- (c) **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing Federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement at:

<http://www.tpsgc-PSPC.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>
- To assist Canada in reaching its objectives, Respondents should:
- (i) use paper (8,5 in x 11 in (216mm x 279mm) containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and,
 - (ii) use an environmentally-preferable format including black and white printing instead of color printing, printing double sided/duplex, and using staples or clips instead of cerlox, duotangs or binders.
- (d) **Language for Future Communications:** Respondents are required to identify in the RFRE Submission Form (Annex A) their language of choice (Canadian English or Canadian French) for future communications with Canada regarding this procurement process and solicitation documents.
- (e) **Respondents to Submit Only One Response**
- (i) A Respondent, including related entities, will be permitted to submit only one response in response to this RFRE. If a Respondent or any related entities participate in more than one response (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 will result in Canada choosing at its discretion which response to consider.
 - (ii) 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 a natural person, corporation, partnership, etc.), an entity will be considered to be "**related**" to a Respondent if:
 - A. they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - B. they are "related persons" or "affiliated persons" according to the

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Canada Income Tax Act;

- C. the entities have now or in the two years before RFRE closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - D. the entities 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.
- (iii) Individual members of a joint venture cannot participate in another response, either by submitting a response alone or by participating in another joint venture.

3.2 Qualification Response – Mandatory Requirements

Respondents must demonstrate that they have the required expertise in a thorough, concise and clear manner. Simply repeating the criteria is not sufficient.

(a) A Qualification Response consists of the following:

- (i) **RFRE Submission Form:** Respondents are requested to include the RFRE Submission Form (Annex A) 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 Respondent's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the RFRE Submission Form is incomplete or requires correction, Canada will provide the Respondents with an opportunity to do so.
- (ii) **Security Requirements:** By the closing date of the RFRE, the following condition must be met:
 - A. The Respondent must hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
 - B. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada website: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>
 - C. In the case of a joint venture response, each member of the joint venture must meet the security requirements.
 - D. Foreign Respondents must be from a country where there is an existing bi-lateral industrial security agreement with Canada that stipulates security equivalencies. Foreign Respondents (including U.S.) should contact the Contracting Authority to obtain the security requirements terms that apply.
 - E. Additional security requirements may be included in the bid solicitation.

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(iii) **Substantiation of Compliance:** The response must substantiate the compliance of the Respondent with the Mandatory Qualification Criteria identified below. The substantiation must not simply be a repetition of the requirements, but must explain and demonstrate how the Respondent meets the requirement. Where Canada determines that the substantiation is not complete, the Respondent will be declared non-responsive and will be disqualified.

(iv) **Customer Reference.** The Respondent should, at a minimum, provide with the response the name, the telephone number and e-mail address of the Customer's person who possessed oversight or approval authority over the work as a contact person. Respondents are also requested to include the title of the contact person. If the contact information is not provided with the response, the Contracting Authority will so inform the Respondent and provide the Respondent with a timeframe within which to submit the information. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will render the response non-responsive. If the named individual is unavailable when required during the evaluation period, the Respondent may provide the name and contact information of an alternate contact from the same customer.

(b) **Mandatory Qualification Criteria.**

MANDATORY QUALIFICATION CRITERIA	
1	<p>Corporate Profile. The Respondent must provide a corporate profile that must include:</p> <ul style="list-style-type: none"> a) A corporate overview of the Respondent and any known sub-contractors, including the following information at a minimum: <ul style="list-style-type: none"> (i) A description of corporate structure; (ii) The number of years in business; (iii) An overview of main business activities; (iv) Examples of major customers; (v) A recent estimate of the number of employees; and, (vi) An overview of geographic presence (locations) b) A corporate history in relation to software products designed for the management of police investigations, and any related technologies in general, as well as a description of the Respondent's relationship and experience with the software products that would be proposed. c) An overview of the Respondent's knowledge and experience in the delivery of investigative solutions for major criminal cases.
2	<p>Operational Capability. The Respondent must have completed one reference project where the Solution is currently deployed in a production environment, and:</p> <ul style="list-style-type: none"> a) Has been used in an active investigational policing environment for at least three years; b) Supports processes for the handling of cases on major criminal investigations from start to finish; c) Has a minimum of 500 users; d) Has the capability to be used concurrently by a minimum of 250 end users;

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	<ul style="list-style-type: none"> e) Where all component products of the Solution are integrated; f) Is deployed over an area that connects multiple law enforcement agencies across multi-jurisdictional boundaries; g) Where the deployed system is used to manage hundreds of cases, including at least one case with greater than 1 Terabyte of associated data; and h) Is used in remote sites with limited bandwidth (both upload and download of 1.5 Mbps or less) and latencies of at least 650ms. <p>For this reference project, the Respondent must also provide a Customer Reference in the format required by Part 3.2 (iv) of this RFRE.</p>
3	<p>Technical Professional Services.</p> <ul style="list-style-type: none"> (a) The Respondent must have completed one reference project that included a complete installation and deployment of the Solution, where the Respondent provided the following professional services (as a contractor, sub-contractor or member of a joint venture), at a minimum: <ul style="list-style-type: none"> (i) Design; (ii) Implementation; (iii) Configuration; (iv) Integration; (v) Interfacing; and, (vi) Training end-users, system administrators, and technical support staff (b) the Respondent must describe the tasks undertaken to deploy the Solution in this reference project; (c) the Solution in this reference project must currently be in use for the purpose of managing criminal case investigations and analytical output from start to finish; and (d) the Respondent must have provided the professional services described in (a) above within the last three years prior to the closing date of this RFRE. <p>For this reference project, the Respondent must also provide a Customer Reference in the format required by Part 3.2 (iv) of this RFRE.</p>
4	<p>Product Functional Capabilities. The Respondent must have completed at least two customer reference projects where the Respondent successfully delivered (as a contractor, sub-contractor or member of a joint-venture) an investigative major criminal case management software solution that:</p> <ul style="list-style-type: none"> (a) Includes the following functional areas, at a minimum: <ol style="list-style-type: none"> 1. Case Creation and Management 2. User Role Management / Role Based Access Control 3. Task / Action Management 4. Information Management 5. Exhibit Management 6. Data Linking and Link Analysis 7. Information Searching and Retrieval 8. Reporting

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	<p>9. Information Analysis 10. Information Dissemination / Disclosure 11. Document and Workflow Management</p> <p>(b) Has been in use in a production environment in at least two policing organizations for at least three years prior to the closing date of the RFRE.</p> <p>For this reference project, the Respondent must also provide a Customer Reference in the format required by Part 3.2 (iv) of this RFRE.</p>
5	<p>Data Import Capability. The Solution must deliver, enable and support the functionality required for Users to select Cases currently stored in the RCMP's criminal Records Management System (NicheRMS from Niche Technologies Inc. of Winnipeg, Manitoba and Versadex from Versaterm Inc. of Ottawa, Ontario) and automatically import all information associated with those Cases into the Solution.</p>

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PART 4 - EVALUATION PROCEDURES AND SELECTION OF QUALIFIED RESPONDENTS

4.1 Evaluation Procedures

- (a) Responses will be evaluated in accordance with the entire requirement of the RFRE. There are multiple steps in the evaluation process, which are described below. Even though the evaluation will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Respondent has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of Canada will evaluate the responses. Canada may hire any independent consultant, or use any Government resources, to evaluate any response. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the RFRE:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Respondent about its response, the Respondent will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the response being declared non-responsive.
 - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - (A) verify any or all information provided by the Respondent in their response;
 - (B) contact any or all references supplied by the Respondent to verify and validate any information submitted by the Respondent,

The Respondent must provide the information requested by Canada within two working days of a request by the Contracting Authority.
 - (iii) **Extension of Time:** If additional time is required by the Respondent, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Response Evaluation

- (a) **Mandatory Requirements:** Each response will be reviewed for compliance with the mandatory requirements outlined in the RFRE. Any element of the RFRE with the words "must" or "mandatory" is a compulsory requirement that must be met. Responses that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- (b) **Customer Reference Checks:** At its sole discretion, Canada may conduct reference checks in writing, by email, or by phone.

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4.3 Selection of Qualified Respondents

- (a) A response must comply with the requirements of the RFRE and meet all mandatory evaluation criteria to be declared responsive. A Respondent whose response has been declared responsive is a Qualified Respondent for the next stage of the solicitation process. Only Qualified Respondents will be invited to bid on the bid solicitation.

- (b) Canada reserves the right to re-evaluate the qualification of any Qualified Respondent at any time during the procurement process. For example, if the Respondent's security clearance changes or lapses, so that the Respondent no longer meets the requirements of the RFRE, Canada may disqualify a Qualified Respondent.

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PART 5 – CERTIFICATIONS

Respondents must provide the required certifications to be declared a “qualified” Respondent. The certifications provided by Respondents to Canada are subject to verification by Canada at all times. Canada will declare a response non-responsive, or will declare a contractor in default if any certification made by the Respondent is found to be untrue, whether made knowingly or unknowingly, during the evaluation period or during the contract period. The Contracting Authority will have the right to ask for additional information to verify the Respondent's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the response non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Qualification

The certifications and additional information listed below must be submitted with the response, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Respondent of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the response non-responsive.

(a) Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Respondent must provide with their response, the completed **Declaration Form for Procurement** in Annex B to be given further consideration in the procurement process.

(b) Integrity Provisions – List of Names

Respondents who are incorporated, including those responding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Respondent.

Respondents responding as sole proprietorship, as well as those responding as a joint venture, must provide the names of the owner(s).

Respondents responding as societies, firms or partnerships do not need to provide lists of names.

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ANNEX A

RFRE Submission Form

RFRE SUBMISSION FORM													
Respondent's full legal name <i>[Note to Respondents: Respondents who are part of a corporate group should take care to identify the correct corporation as the Respondent.]</i>													
Authorized Representative of Respondent for evaluation purposes (e.g., clarifications)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Name:</td><td></td></tr> <tr><td>Title:</td><td></td></tr> <tr><td>Address:</td><td></td></tr> <tr><td>Telephone #:</td><td></td></tr> <tr><td>Fax #:</td><td></td></tr> <tr><td>Email:</td><td></td></tr> </table>	Name:		Title:		Address:		Telephone #:		Fax #:		Email:	
Name:													
Title:													
Address:													
Telephone #:													
Fax #:													
Email:													
Respondent's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i> <i>[Note to Respondents: Please ensure that the PBN you provide 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>													
Preferred Language for future correspondence and communication (English/Français):													
Jurisdiction of Contract: Province or Territory in Canada the Respondent wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in RFRE)													
Security Clearance Level of Respondent [include both the level and the date it was granted] <i>[Note to Respondents: 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>													
On behalf of the Respondent, by signing below, I confirm that I have read the entire RFRE including the documents incorporated by reference into the RFRE and I certify that: <ol style="list-style-type: none"> 1. The Respondent considers itself and its products able to meet all the mandatory requirements described in the RFRE; 2. All the information provided in the response is complete, true and accurate. 													
	Date:												
Signature of Authorized Representative of Respondent	_____												

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ANNEX B

DECLARATION FORM FOR PROCUREMENT

(SEE NEXT PAGE)



Declaration form for procurement

If you are unable to certify that you or your affiliates have not been convicted of any of the listed offences, this declaration form must be submitted as part of the bidding process.

- Please complete the declaration form and put in a **sealed envelope labeled protected B** to the attention of Integrity, Departmental Oversight Branch, Public Works and Government Services Canada, 11 Laurier Street, Place du Portage, Phase III, Tower A, 10A1 – room 105, Gatineau (Québec) Canada, K1A 0S5
- Include the sealed envelope with your bid submission.
- This form is considered protected B when completed.

Complete legal name of company:	
Company's address:	
Company's procurement business number (PBN):	
Solicitation number:	
Date of the bid: (YY-MM-DD)	

Have you ever, as the bidder, your affiliates or as one of your directors, been convicted or have pleaded guilty of an offence in Canada or similar offence elsewhere under any of the following provisions¹:			
	Yes	No	Comments
Financial Administration Act			
80(1) (d): False entry, certificate or return			
80(2): Fraud against Her Majesty			
154.01: Fraud against Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>	
Criminal Code			
121: Frauds on the government and contractor subscribing to election fund			
124: Selling or purchasing office			
380: Fraud – committed against Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>	
418: Selling defective stores to Her Majesty			



In the last 3 years, have you, as the bidder, your affiliates or one of your directors, been convicted or pleaded guilty of an offence in Canada or similar offence elsewhere under any of the following provisions:			
	Yes	No	Comments
Criminal Code			
119: Bribery of judicial officers	<input type="checkbox"/>	<input type="checkbox"/>	
120: Bribery of officers	<input type="checkbox"/>	<input type="checkbox"/>	
346: Extortion			
366 to 368: Forgery and other offences resembling forgery 382: Fraudulent manipulation of stock exchange transactions 382.1: Prohibited insider trading			
397: Falsification of books and documents			
422: Criminal breach of contract			
426: Secret commissions			
462.31: Laundering proceeds of crime			
467.11 to 467.13: Participation in activities of criminal organization			
Competition Act			
45: Conspiracies, agreements or arrangements between competitors	<input type="checkbox"/>	<input type="checkbox"/>	
46: Foreign directives			
47: Bid rigging			
49: Agreements or arrangements of federal financial institutions			
52: False or misleading representation 53: Deceptive notice of winning a prize			
Corruption of Foreign Public Officials Act			
3: Bribing a foreign public official 4: Accounting	<input type="checkbox"/>	<input type="checkbox"/>	
5: Offence committed outside Canada			
Controlled Drugs and Substances Act			
5: Trafficking in substance 6: Importing and exporting 7: Production of substance	<input type="checkbox"/>	<input type="checkbox"/>	
Other Acts			
239: False or deceptive statements of the <i>Income Tax Act</i> 327: False or deceptive statements of the <i>Excise Tax Act</i>	<input type="checkbox"/>	<input type="checkbox"/>	

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In the last 3 years, have you, as the bidder, your affiliates or one of your directors, been convicted or pleaded guilty of an offence in Canada or similar offence elsewhere under any of the following provisionsⁱ:			
	Yes	No	Comments
Lobbying Act Registration of Lobbyists 5: Consultant Lobbyists 7: In-house Lobbyists (Corporations and Organizations)	<input type="checkbox"/>	<input type="checkbox"/>	

Additional comments

I, (name) _____, (position) _____, of (company name – bidder) _____ authorize Public Works and Government Services Canada (PWGSC) to collect and use the information provided, in addition to any other information that may be required to make a determination of ineligibility and to publicly disseminate the results of the determination.

I, (name) _____, (position) _____, of (company name – bidder) _____ certify that the information provided in this form is, to the best of my knowledge, true and complete. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility/suspension.

We appreciate your interest in doing business with the Government of Canada and your understanding on the additional steps that we need to take to protect the integrity of PWGSC's procurement process.

ⁱ for which no pardon or equivalent has been received.