



**RETURN BIDS TO :
RETOURNER LES SOUMISSION À:**

**Canada Revenue Agency
Agence du revenu du Canada**

Proposal to: Canada Revenue Agency

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 and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada

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

**Bidder's Legal Name and Address (ensure the Bidder's complete legal name is properly set out)
Raison sociale et adresse du Soumissionnaire (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)**

**Bidder MUST identify below the name and title of the individual authorized to sign on behalf of the Bidder –
Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire**

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

(____)_____

Telephone No. – No de téléphone

(____)_____

Fax No. – No de télécopieur

E-mail address – Adresse de courriel

**REQUEST FOR PROPOSAL /
DEMANDE DE PROPOSITION**

Title – Sujet Enterprise Testing Solution	
Solicitation No. – No de l'invitation 1000338642	Date (yyyy-mm-dd) (aaaa-mm-jj) 2017-11-10
Solicitation closes – L'invitation prend fin on – le 2017-12-22 (yyyy-mm-dd) (aaaa-mm-jj) at – à 2:00 P.M. / 14 h	Time zone – Fuseau horaire EDT/HAE Eastern Daylight Time/ Heure Avancée de l'Est
Contracting Authority – Autorité contractante Name – Nom: Shawn Woods Address – Adresse: 250 Albert Street, Ottawa, ON K1A 0L5 E-mail address – Adresse de courriel : Shawn.Woods@cra-arc.gc.ca	
Telephone No. – No de téléphone (613) 291-9615	
Fax No. – No de télécopieur (613) 957-6655	
Destination - Destination See herein / Voir dans ce document	
THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT	



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Request for Proposal (RFP)

Title: Enterprise Testing Solution

Part 1 General Information

1.1 Introduction

The solicitation is divided into seven parts plus appendices and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the solicitation;
- Part 3 Proposal Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation and Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications to be submitted with the bid and before contract award
- Part 6 Security Requirements: includes specific requirements that must be addressed by bidders; and

Appendices

- Appendix 1: Mandatory Criteria
- Appendix 2: Financial Proposal

- Part 7 Model Contract: includes the clauses and conditions and any annexes that will apply to any resulting contract.

Annexes

- Annex A: STATEMENT OF REQUIREMENTS
- Annex B: LIST OF DELIVERABLES AND PRICING
- Annex C: SECURITY REQUIREMENT CHECK LIST
- Annex D: TASK AUTHORIZATION FORM
- Annex E: CONFIDENTIALITY CERTIFICATION



1.2 Summary

The Canada Revenue Agency (CRA) has a requirement to implement an enterprise wide approach for all technology testing known as an Enterprise Testing Solution (ETS). The ETS will be deployed Agency-wide to provide all stakeholders involved in the testing process access to a centralized, near real-time automated platform that will facilitate collaboration during the verification and validation process for all Agency applications.

The CRA established Production Assurance (PA) mandate is to ensure quality during the Systems Development Life-Cycle (SDLC) by coordinating application family releases, changes to the IT infrastructure, testing of applications, and deploying vendor software to end-user client devices. PA also schedules all production batch jobs, such as the annual benefits runs, and ensures the IT infrastructure is prepared for Tax Filing season. The ETS will provide traceability between all stages of the Software Development Life Cycle (SDLC), from requirements through to implementation.

To support the Production Assurance (PA) mandate, the Acceptance Testing Division (ATD) must reduce the overall testing burden while preserving CRA's reputation for delivering secure high quality applications with sustainable testing practices that better align with how the CRA delivers digital services.

An ETS would support the PA mandate by:

- Automating repetitive, low value testing and freeing ATD testers to focus their efforts on complex tests using a risk-based approach;
- Streamlining the testing functions across CRA program areas, which in turn facilitates the testing; and
- Increasing the frequency and speed of test releases throughout the year, thereby reducing the risks associated with fewer major releases.

Incumbent Solutions:

Although the Agency has testing solutions in place that theoretically can meet the functional requirements of the envisioned end-state testing solution, licensing and configuration of the solutions are not scaled to the enterprise.

The testing solutions in place are the testing family of products from Hewlett Packard Enterprise, and Atlassian. The Hewlett Packard Enterprise solution in place today is mainly used for performance operability testing (OT) and systems integration (SI) testing. The current Atlassian solution manages the Agency's defects management process for the Information Technology (IT) Solutions area and is licensed for single server use.

The current interim ETS which is supporting a limited roll-out through a Pilot project phase are based on the Agency's current JIRA solution (JIRA software and JIRA Core) which includes the following integrated Atlassian market place add-ons and other vendor solutions:

- Agile Project Management (PM) for the centralization of business requirements for both Agile and Waterfall requirements;
- SynapseRT for the test management solution including the management of test cases and related test case artefacts. i.e. proof of tests; and
- Hewlett Packard Enterprise Quality and Performance Center for both Operability Testing and Systems Integration testing.

It is important to note that the current JIRA and Hewlett Packard Enterprise products are not integrated. The future ETS project envisions a system that is fully integrated with business requirements, test management, and defect management to enable the required traceability to ensure reuse of testing artefacts and improving the software development impact analysis process. In addition, the future ETS system will also have the capability to integrate with the Agency's Development Operations (DevOps) end-state solution which currently utilizes open source GIT for the source code repository and open source Jenkins for automating tests. All future tools are to be expected to interface to the ETS through the standard Representational State Transfer (REST) or RESTful web services Application Programming Interface (API).



Finally, the future ETS will also integrate testing scripts and results of tests within the test management solution as well. The Agency assumes that the new ETS will be an integrated solution that can be comprised of a number of vendor and open source technologies meeting the requirements stated within the contract.

The ETS aims to provide an end-to-end testing solution that fully supports both waterfall and Agile Software Development Life cycle (SDLC) approaches.

1.3 Glossary of Terms

TERM	DEFINITION
CRA	Canada Revenue Agency
DDP	Delivered Duty Paid
Proposal	A solicited submission by one party to supply certain goods or services. The word “proposal” is used interchangeably with “bid”
Solicitation	An act or instance of requesting proposals/bids on specific products and/or services.
Tendering Authority	Canada Revenue Agency

1.4 Debriefings

Bidders may request a debriefing on the results of the solicitation process. Bidders should make the request to the Contracting Authority within ten (10) business days of receipt of the results of the solicitation process. The debriefing may be in writing, by telephone or in person.



Part 2 Bidder Instructions

2.1 Mandatory Requirements

Wherever the words “shall”, “must” and “will” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement.

Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will receive no further consideration.

2.1.1 Signatures

Bidders MUST sign Page 1 (front page) of the Request for Proposal and the Joint Venture certification, if applicable, identified in Part 5. If the Bidder is a Joint Venture, ALL members of the Joint Venture must sign Page 1 (front page).

2.2 Standard Instructions, Clauses and Conditions A0000T (2012-07-16)

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of this solicitation and accept the clauses and conditions of the resulting contract.

The standard instructions and conditions 2003 (2016-04-04) are incorporated by reference into and form part of the bid solicitation.

The following clauses are incorporated by reference:

SACC Reference	Clause Title	Date
A3015T	Certifications	2014-06-26
C3011T	Exchange Rate Fluctuation	2013-11-06

2.2.1 Revisions to Standard Instructions 2003

Standard Instructions - Goods or Services – Competitive Requirements 2003 (2016-04-04) are revised as follows.

Section 01 titled “Integrity Provisions– Bid”, is deleted in its entirety and replaced with the following:

1. The *Supplier Integrity Directive* (SID) dated May 24, 2016, is incorporated by reference into, and forms a binding part of the bid solicitation. The Bidder must comply with the SID, which can be found on the Canada Revenue Agency’s website at <http://www.cra-arc.gc.ca/qncy/prcrmnt/menu-eng.html>.
2. Under the SID, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The SID describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Bidder must provide the following:



- a. by the time stated in the SID, all information required by the SID described under the heading “Mandatory Provision of Information”; and
 - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the SID. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- a. it has read and understands the SID (<http://www.cra-arc.gc.ca/gncy/prcrmnt/menu-eng.html>)
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the SID, will or may result in a determination of ineligibility or suspension under the SID;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the SID;
 - e. none of the domestic criminal offences, and other circumstances, described in the SID that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Bidder is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Bidder provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the SID, Canada may also determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.

Section 02 titled “Procurement Business Number”, is hereby deleted in its entirety and replaced with: Suppliers should obtain a Business Number (BN) before contract award. Suppliers may register for a BN online at <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>.

Section 03 titled “Standard Instructions, Clauses and Conditions”, “Pursuant to the [Department of Public Works and Government Services Act](#) (S.C. 1996, c.16),” is hereby deleted.

Section 05 titled “Submission of Bids”, paragraph 2 (d) is deleted in its entirety and replaced with the following: (d) send its bid only to the Canada Revenue Agency Bid Receiving Unit or to the address specified in the solicitation in Section 2.3.

Section 05 titled “Submission of Bids” paragraph 4, delete sixty (60) days and replace with one hundred and eighty (180) days.

Section 06 titled “Late Bids” reference to “PWGSC” is hereby deleted and replaced with CRA.

Section 07 titled “Delayed Bids” all references to “PWGSC” are hereby deleted and replaced with “CRA”.

Section 12 titled “Rejection of Bid”, delete subsections 1(a) and 1(b) in their entirety.



Section 17 titled "Joint Venture", delete in its entirety and replace with the following:

17 Joint Venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a contractual joint venture shall clearly indicate in their bid submission (in Part 5) that they are bidding as a contractual joint venture and shall provide the following information:

- a) the name of the contractual joint venture;
 - b) the name of each member of the contractual joint venture;
 - c) the Procurement Business Number of each member of the contractual joint venture;
 - d) a certification signed by each member of the joint venture representing and warranting:
 - (i) the name of the joint venture (if applicable);
 - (ii) the members of the joint venture;
 - (iii) the Business Numbers (BN) of each member of the joint venture;
 - (iv) the effective date of formation of the joint venture;
 - (v) that the joint venture continues to be in effect as of the date of the bid submission; and
 - (vi) that each member of the joint venture has appointed and granted full authority to the specified member of the joint venture (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award (if the joint venture is awarded a contract), including but not limited to Contract Amendments and Task Authorizations.
 - e) the name of the representative of the joint venture (the "Lead Member"), i.e. the member chosen by the other members to act on their behalf.
2. If the above information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
3. Notwithstanding that the joint venture members have appointed one of the members of the joint venture to act as the representative of the joint venture, the bid including any certifications to be submitted as part of the bid, as well as any resulting contract must be signed by all the members of the joint venture.
4. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

5. In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract amendments may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).

6. The Bidder shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after bid submission. Any change in the membership of a contractual joint venture after bid submission without the prior written approval of the Contracting Authority shall result in elimination of the bid or if such change occurs after contract award shall be deemed to be default under the Contract.

Section 20 titled "Further Information", Paragraph 2 is hereby deleted and replaced with the following: Enquiries concerning receipt of bids may be addressed to the Contracting Authority identified in the bid solicitation.



Section 21 titled "Code of Conduct for Procurement-bid" is hereby deleted in its entirety.

2.3 Submission of Proposals

When responding, the proposal SHALL be delivered to the Bid Receiving Unit address indicated below by the time and date indicated on Page 1.

BIDDERS ARE TO SUBMIT PROPOSALS TO:

Canada Revenue Agency
Bid Receiving Unit
Ottawa Technology Centre
Receiving Dock
875 Heron Road, Room D-95
Ottawa, ON K1A 1A2
Telephone No: (613) 941-1618

Bidders are hereby advised that the Bid Receiving Unit of CRA is open Monday to Friday inclusive, between the hours of 730 and 1530, excluding those days that the federal government observes as a holiday.

ELECTRONIC BIDS WILL NOT BE ACCEPTED. Due to the nature of this solicitation, electronic transmissions of a proposal by such means as electronic mail or facsimile is not considered to be practical and therefore will not be accepted.

2.4 Communications - Solicitation Period SACC A0012T (2014-03-01)

All enquiries must be submitted to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws SACC A9070T (2014-06-26)

Any resulting contract shall be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

The Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of its choice without affecting the validity of its bid, 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 Bidder.

2.6 Terms and Conditions

The Bidder hereby certifies compliance with and acceptance of all of the articles, clauses, terms and conditions contained or referenced in this Request for Proposal (RFP) and Statement of Requirements (SOR). Any modifications or conditional pricing by the bidder, including deletions or additions to the articles, clauses, terms and conditions contained or referenced in this RFP and/or SOR document will render the bid non-responsive and the bid will receive no further consideration.



Part 3 Proposal Preparation Instructions

3.1 Bid - Number of Copies CRA MODA0055T (2007-11-30)

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (3 hard copies and 3 DVD soft copies)

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the Work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid (1 hard copy)

Bidders must submit their financial bid in accordance with the format outlined in Annex B: List of Deliverables and Pricing. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications (1 hard copy)

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information (3 hard copies and 3 DVD soft copies)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Request for Electronic Copies

Bidders must use the tables provided in Annex A and B in responding to the solicitation. Electronic versions of Annex A and B are available upon email request to Shawn.Woods@cra-arc.gc.ca. Bidders should include in the subject line the wording "Solicitation **1000338642** Request for Electronic Versions of Annex A and B".

3.2 Bid Format and Numbering System CRA MODA0054T (2007-11-30)

Canada requests that bidders follow the format instructions described below in the preparation of their bid.

- a. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b. Use recycled-fibre content paper and two-sided printing. Reduction in the size of documents will contribute to CRA's sustainable development initiatives and reduce waste;
- c. avoid the use of colour and glossy formats
- d. use a numbering system corresponding to that of the bid solicitation;
- e. include the certification as a separate section of the bid.



3.2.1 Multiple Bids

The Bidder may submit more than one bid. If an alternate bid is submitted, it must be a physically separate document, clearly marked as an alternate bid. Each bid will be evaluated independently, without regard to the other bids submitted by the Bidder. As a result, every bid must be complete on its own.



Part 4 Evaluation and Selection

4.1 General

A committee composed of representatives of CRA will evaluate the proposals on behalf of the Agency. The services of independent consultants may be called upon to assist in the evaluation of, or in the validation of, specific aspects of the solution proposed. CRA reserves the right to engage any independent consultant, or use any Government resources, which it deems necessary to evaluate any proposal.

Proposals will be evaluated in accordance with the evaluation criteria identified in Appendix 1 – Mandatory Criteria and in conjunction with the Statement of Requirements at Annex A. Bidders are encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposals. The onus is on the Bidder to demonstrate that it meets the requirements specified in the solicitation.

Bidders are advised that only listing experience without providing any supporting information to describe where and how such experience was obtained will not be considered to be demonstrated for the purpose of the evaluation. The Bidder should not assume that the evaluation team is necessarily cognizant of or knowledgeable about the experience and capabilities of the Bidder or any of the proposed resource(s); as such, any relevant experience must be demonstrated in the Bidders' written proposal.

4.2 Steps in the Evaluation Process

The selection process to determine the successful Bidder will be carried out as follows:

Notwithstanding Step 1 below, in order to expedite the evaluation process, CRA reserves the right to conduct Step 2 - Evaluation of Financial Proposals concurrently with Step 1. Should CRA elect to conduct Step 2 prior to the completion of Step 1, the information in the Financial Proposal will not be disclosed to the team evaluating the mandatory section until the completion of Step 1. However, if the Contracting Authority is able to ascertain that a proposal is non-responsive by virtue of incomplete information or an error in the financial proposal, the Contracting Authority will advise the team evaluating the mandatory section that the proposal is not compliant and should no longer be considered. The concurrent evaluation of the financial proposal does not in any way construe compliance in Step 1 despite the statement "All bids meeting the minimum thresholds in Step 1 will proceed to Step 2".

Bids will be ranked in accordance with the Selection Methodology.

Step 1 – Evaluation against Mandatory Criteria

All bids will be evaluated to determine if the mandatory requirements detailed in Appendix 1 "Mandatory Criteria" have been met. Only those bids meeting ALL mandatory requirements will then be evaluated in accordance with Step 2 below.

Step 2 – Evaluation of Financial Proposals

Only technically compliant bids meeting all of the requirements detailed in Step 1 will be considered at this point.

Prices submitted will be evaluated to determine the bid evaluation price as defined in Appendix 2 "Financial Proposal". Once the bid evaluation prices are determined under Step 2 (sum of the Financial Evaluation Tables for Items #1, 2, and #3 included in Appendix 2), the proposals will proceed to Step 3.

Bidders must provide a price for each item identified in the format specified in Appendix 2: Financial Proposal. Ranges (e.g., \$10-\$13) are not acceptable.



Step 3 – Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated cost (sum of the Financial Evaluation Tables for items #1, 2, and 3 in Appendix 2), will be recommended for award of a contract.

Step 4 – Conditions Precedent to Contract Award

The Bidder recommended for award of a Contract must meet the requirements provided in Part 5 “Certifications and Additional Information” and Part 6 “Security Requirements” of this RFP.

Step 5 – Proof of Proposal Testing

The Bidder with the lowest evaluated cost and meeting all the requirements listed above will proceed to the Proof of Proposal Testing phase of the evaluation; The Contracting Authority may request the Bidder to provide their proposed solution for demonstration and Proof of Proposal (POP) testing at a CRA designated site, with the participation and assistance of the Bidder.

The purpose of the Proof of Proposal will be to validate the Bidder’s proposal and proposed solution related to the mandatory requirements. If there is an obvious discrepancy between the product or the performance of the products provided for Proof of Proposal Testing and the solution proposed in the Bidder’s proposal, CRA reserves the right to conduct whatever further tests are required to validate the Bidder’s proposal.

Within ten (10) calendar days of a request from the Contracting Authority, the Bidder with the lowest evaluated cost and meeting all the requirements listed above must deliver their solution ready for test at a CRA designated site in the Canada National Capital Region (to be determined prior to Bidder notification). CRA will assume all costs related to the facilities provided, the required infrastructure (i.e. the CRA network) and CRA employees. All Bidder costs, including delivery of the solution and support during the POP will be the responsibility of the Bidder. CRA will conduct all tests utilizing CRA developed test procedures.

The Proof of Proposal testing timeline shall not exceed ten (10) working days, unless extended in writing by the Contracting Authority at CRA’s sole discretion. If a deficiency is detected during the Proof of Proposal, the Bidder will have the opportunity to correct any deficiencies (including the provision of replacement equipment) during the Proof of Proposal testing, provided that all deficiencies are corrected within the testing timeline.

If the proposed solution fails to meet one of the tested mandatory requirements of the SOR at the end of the ten (10) working day test period, the bid will be declared non-responsive. The Bidder will remove their solution from the test site and CRA will invite the Bidder with the second lowest evaluated cost and meeting all the requirements listed above to participate in the Proof of Proposal testing phase of the evaluation.

CRA reserves the right to conduct POP testing after Contract Award at its sole discretion.

Step 6 – Contract Entry

The Bidder with the lowest evaluated cost and meeting all the requirements listed above will be recommended for award of a contract.



Part 5 Certifications and Additional Information

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

If the Certification listed at 5.1.1 is applicable as the Bidder is a Joint Venture, ALL members of the Joint Venture must sign Page 1 (front page).

5.1 Certification Required To Be Submitted At Time of Bid Closing

5.1.1 Joint Venture Certification Only complete this certification if a joint venture is being proposed

The Bidder represents and warrants the following:

- (a) The bidding entity is a contractual joint venture in accordance with the following definition. A "contractual joint venture" is an association of two or more parties who have entered into a written contract in which they have set out the terms under which they have agreed to combine their money, property, knowledge, skills, time or other resources in a joint business enterprise, sharing the profits and the losses and each having some degree of control over the enterprise.
- (b) The name of the joint venture is: _____(if applicable).
- (c) The members of the contractual joint venture are (the Bidder is to add lines to accommodate the names of all members of the joint venture, as necessary): _____
- (d) The Business Numbers (BN) of each member of the contractual joint venture are as follows (the Bidder is to add lines for additional BNs, as necessary):

- (e) The effective date of formation of the joint venture is: _____
- (f) Each member of the joint venture has appointed and granted full authority to _____ (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award, including but not limited to Contract Amendments and Task Authorizations.
- (g) The joint venture is in effect as of the date of bid submission.

This Joint Venture Certification must be signed by each member of the joint venture.

The Joint Venture Certification shall be effective throughout the entire period of the Contract, including any exercised option period, if exercised. The CRA has the right to request documentation from the Bidder evidencing the existence of the contractual joint venture.



Signature of an authorized representative of each member of the joint venture

(the Bidder is to add signatory lines as necessary):

_____ Signature of Duly Authorized Representative	_____ Name of Individual (Please Print)	_____ Legal Name of Business Entity	_____ Date
_____ Signature of Duly Authorized Representative	_____ Name of Individual (Please Print)	_____ Legal Name of Business Entity	_____ Date

5.2 Certifications Precedent to Contract Award and Associated Information

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certification within the time frame provided will render the bid non responsive and the bid will receive no further consideration.

5.2.1 Integrity Provisions – Associated Information

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

5.2.2 Employment Equity

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

5.2.3 Vendor Reporting Information

The following information should be provided to enable CRA compliance with paragraph 221(1)(d) of the Income Tax Act, R.S.C. 1985, c.1 (5th Supp.) and report payments made to contractors under applicable services contracts (including contracts involving a mix of goods and services) on a T1204 Government Service Contract Payments slip.

For the purpose of this clause:

“Legal Name” means the name of the company, corporation or other entity constituted as a legal person under which this person exercises its rights and performs its obligations.
“Operating Name” means the name that is legally protected and used in the course of its business by a company, corporation or other entity legally constituted as a legal person, or by the individual.



The Bidder is requested to provide the following:

Legal Name:

Operating Name:

Address:

Payment/T1204 Address (if different)

Payment address is same as above

City:

Province:

Postal Code:

Telephone:

Fax:

Type of Business (Select only one)

- Corporation
- Partnership
- Sole Proprietor
- Non-Profit Organization
- US or International Co.

All registered companies (excluding Non-Profit organizations and US or International companies) must provide their Goods and Services Tax (GST) or Business Number (BN). Additional details on how to obtain a BN can be found at: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>

If the services will be rendered by an individual, please provide the Social Insurance Number (SIN).

Goods and Services Tax (GST) Number:

Business Number (BN):



If a SIN number is being provided, the information should be placed in a sealed envelope marked "Protected".

Social Insurance Number (SIN):

N/A Reason: _____

Note: If you select "N/A", then you must give a reason.

Date: _____

Name: _____

Signature: _____

(Signature of duly authorized representative of business)

Title: _____

(Title of duly authorized representative of business)



Part 6 Security Requirements

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - A. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Model Contract Clauses;
 - B. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Model Contract.
2. Bidders are reminded to obtain the required security clearance promptly. 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.



Appendices

Appendix 1 – Mandatory Criteria

Evaluation Procedures

Bids will be evaluated in accordance with all the mandatory evaluation criteria detailed below. The Bidder must provide supporting documentation in its proposal as requested by CRA, in order to demonstrate that each technical mandatory requirement has been met. To assist with the evaluation process, it is preferred that the Bidder complete the table included below, to indicate where in its proposal the information can be located. Bids that fail to meet all mandatory requirements will be declared non-responsive and the bid will receive no further consideration.

In case of a discrepancy between the requirements identified in Appendix 1 – Mandatory Criteria completed by the Bidder, and the Appendix 1 – Mandatory Criteria posted on buyandsell.gc.ca, the posted Appendix 1 will prevail.

MANDATORY REQUIREMENTS

This worksheet contains all the mandatory requirements for the Enterprise Testing Solution (ETS) which includes two components: Item #1 - Enterprise Testing Solution Repository and Item #2 – Advanced Testing Tools.

For the Mandatory requirements herein, the requested said functionality must be currently commercially available within the product bid. Alpha or beta versions of the product will not be accepted as the bid will be deemed non-compliant and given no further consideration. The software bid must be COTS (Commercial Off-the-Shelf) at the time of bid closing.

Instructions for Mandatory Requirements: For all requirements, Bidders must place an "X" in the Compliant — Yes or No column that corresponds with their answer. If an "X" is placed in the "No" column the bid will be deemed non-compliant and given no further consideration.

If available, Bidders should provide documentation to substantiate their response. Bidders must indicate the precise location of the substantiation in the "Reference" column. In the event that there is no substantiating documentation the Bidder must describe how the requirement is met.

Bidder must include a printed and completed copy of this worksheet with the proposal.



MANDATORY REQUIREMENTS

1.0 Definitions

Definition	Description
ETS	Refers to the full solution including both the repository and advanced testing tools.
ETS Repository	Refers to the ETS database that stores the data resulting from the use of the various capabilities as specified within this SOR within sections 2.3 through to section 2.7 herein.
Advanced Testing Tools	When the term “Advanced Testing Tool” is referred to within this SOR, it refers to requirements specified within section 2.9 herein.

2.0 Requirements for the ETS in accordance with Annex A – Statement of Requirements.

2.1 Vendor Experience

Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
M 1.	<p>The Bidder must have implemented a similar* ETS repository as described in this RFP on three separate projects within the last 8 years and for organizations in excess of 500** employees.</p> <p>*Similar is defined as implementing an ETS repository which includes the business requirements, test management, test process visibility and defects management components as described in this SOR.</p> <p>**Bidders are requested to use the following format in providing their response to M1:</p> <p>Project Name: _____ Project Details: _____ Project Time Period: _____ Organization: _____ Number of Employees: _____</p>			
M 2.	<p>Of the three separate project implementations provided in the Bidder’s response to M1, at least one of the projects must have had integration with at least two separate software tools or suites (including performance, functional and load testing tools), through the use of RESTful Application Programming Interface (API).</p>			



2.2 Common Requirements

This subsection details common requirements applicable to the ETS components.

Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
M 3.	The ETS must be bundled with live support and maintenance services, and support must be available twenty-four hours, seven days a week, 365 days per year (24/7/365) via Internet, web support (i.e. unlimited access to Technical Support knowledgebase), email, telephone, and on-site support.			
M 4.	Technical Support must be provided within the Eastern Daylight time zone and available with a response time of four (4) hours. This includes web support, email and telephone support.			
M 5.	Website support must be available twenty-four hours, seven days a week (24/7) for the solution. All emails for maintenance support must be acknowledged within four (4) hours.			
M 6.	A secure web site must be provided by the Bidder for the ETS to allow the submitting and tracking of software defects with a defect tracking number for the ETS.			
M 7.	The Bidder must provide software maintenance updates (including major platform upgrades) and must be included as part of the warranty and maintenance services.			
M 8.	The Bidder must provide their solution's product roadmap upon request and update CRA of any changes.			
M 9.	Each instance of the software proposed within the ETS must be provided in both English and French or bilingual (English and French)			
M 10.	Upon request, the Bidder must submit a Voluntary Product Accessibility Template (VPAT) per tool.			
M 11.	The ETS must be web-based and support the following internet browsers: a) Internet Explorer 11 b) Microsoft Edge 38.14393.1066.0 c) Mozilla Firefox v45			
M 12.	A soft copy of the ETS technical documentation must be available for administrative/support purposes. Soft copy documentation must be in either searchable Portable Document Format (PDF), Microsoft			



Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
	Word, or Hypertext Markup Language (HTML) formats.			
M 13.	The ETS must provide remote management and administration through a management interface supporting secure encrypted connectivity.			
M 14.	The ETS repository allow at a minimum 1500 concurrent users. Bidders must clearly indicate within their response that the minimum threshold has been met.			
M 15.	The ETS must integrate with the standard RESTful Application Programming Interface (API).			
M 16.	The ETS repository attachment size limit must support up to 1.5 Gigabytes.			
M 17.	The ETS repository data must be exportable up until the contract expiry date and accessible after the expiry date.			

2.3 ITEM #1 - ETS REPOSITORY

This subsection details requirements specific to only the Repository component of the ETS.

Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
M 18.	The ETS repository must come packaged with a centralized solution to allow for the documenting/creating/managing of testing / business artefacts. Testing / Business artefacts are to include the following: <ul style="list-style-type: none"> a) Business requirements; b) Testing projects; c) Testing plans; d) Test cases; e) Test scripts; f) Test reports; g) Software defects; and h) Proof of tests. 			
M 19.	The ETS repository must provide an authenticated user access to a single system that includes all testing and business artefacts.			
M 20.	The ETS repository must have a menu system that allows for the navigation within the repository to interact and manage the various testing artefacts. The menu must include the following:			



Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
	<ul style="list-style-type: none"> a) Business Requirements; b) Test Cases; c) Test Scripts; d) Backlog / Sprints; e) Releases; f) Software Defects; and g) Reports. 			
M 21.	<p>The ETS repository must provide the management of software development projects with functions that include the following:</p> <ul style="list-style-type: none"> a) Backlog; b) Sprints; and c) Releases. 			
M 22.	The ETS repository backlog function must store software development requirements for Agile projects.			
M 23.	The ETS repository backlog function must create, start and close iterations or sprints.			
M 24.	The ETS repository backlog function must add/modify/delete requirements to/from a sprint.			
M 25.	The ETS repository sprint function must create and assign tasks to a requirement within the sprint.			
M 26.	The ETS repository must track software development through an established multistate workflow process that is customizable.			
M 27.	The ETS repository release function must identify the software defects raised throughout a release with a hyperlink capability for navigation between associated defects.			
M 28.	<p>The ETS repository must have a reporting facility that includes the following pre-configured report types:</p> <p><u>Agile</u></p> <ul style="list-style-type: none"> a) Product backlog; b) Sprint burn down report; c) Velocity report; and d) Release burn-up chart. <p><u>Defects</u></p> <ul style="list-style-type: none"> a) Tracking project defects; b) Age of unresolved defects; c) Number of defects created and resolved; d) Number of defects created over a period of time; 			



Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
	e) View the length of time to resolve a set of defects for a project; and f) Using filters, report a group of defects related to the filter selection. i.e. date select. <u>Management</u> a) Report on the original and current time for defects to be resolved, time estimates for unresolved defects			
M 29.	The ETS repository must export reports, data and dashboards to Microsoft Excel and Microsoft Word.			
M 30.	The ETS repository must search text including: test projects; test plans; test cases; test scripts; test defects; proof of tests; and business requirements.			
M 31.	The ETS repository must configure filter types to filter text search results as described in the preceding requirement.			

2.4. Business Requirements

This subsection details requirements specific to only the Business Requirements and Test Case Traceability Repository components of the ETS.

Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
M 32.	The ETS repository must come packaged with a Business Requirements Management solution to allow for the documenting of business requirements for both Waterfall and Agile projects directly into the test management solution.			
M 33.	The ETS repository must allow for multiple users and user groups to access business requirements for a project in order to allow for the review, approval and prioritization of business requirements.			
M 34.	The ETS repository must search for business requirements by sprint or release.			
M 35.	The ETS repository must come complete with a standardized forms based approach to documenting business requirements. This approach must support both the documenting of requirements for both waterfall (requirements) and Agile (user/epic stories) projects. The forms based approach must include the following data elements:			



Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
	<p>Waterfall requirements:</p> <ul style="list-style-type: none"> a) Auto-generated ID number; b) Created date; c) name/title; d) Description; e) owner/reporter; f) priority; g) version; h) workflow assignment; i) Comment; j) Saving of the Waterfall file attachment to the record; k) Linking of a record to multiple test management artefact records including the following: <ul style="list-style-type: none"> a. Business requirements b. Test Projects c. Test Plan d. Test cases e. Test scripts f. Defects l) Must assign requirements to a test management user; m) Must create a to do / task list for the created requirement; and n) Add custom fields with field type, size, and mandatory/optional attributes. <p>Agile user/epic stories:</p> <ul style="list-style-type: none"> a) Auto-generated ID number; b) Created Date; c) name/title; d) Description; e) owner/reporter; f) priority; g) version; h) workflow assignment; i) Comment; j) Saving of file attachments to the record; k) Linking of a record to multiple test management artefact records including the following: <ul style="list-style-type: none"> a. Business requirements b. Test Projects c. Test Plan d. Test cases e. Test scripts f. Defects 			



Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
	l) Must assign a user/epic story to a test management user; m) Must create a to do / task list for the created user/epic story; and n) Add custom fields with field type, size, and mandatory/optional attributes.			
M 36.	The ETS repository must allow for the storing of business requirement document files. Electronic documents must be attached to a business requirement's record within the system. Electronic document formats must include the following formats: Microsoft Word, Microsoft Excel, Outlook MSG, Joint Photographic Experts Group (JPEG), Graphics Interchange Format (GIF), ZIP, Moving Picture Experts Group (MPEG) Video, Microsoft Visio, and PDF.			
M 37.	The ETS repository must report business requirements through customizable reporting capabilities.			
M 38.	The ETS repository must export business requirements to either Microsoft Word, Microsoft Excel or PDF formats.			
M 39.	The ETS repository must assign business requirements to individuals to assume ownership.			
M 40.	The ETS repository must notify users through email that have been assigned to business requirements records of when an update has been made to the record.			

2.5 Test Management

This subsection details requirements specific to only the Test Management Repository component of the ETS.

Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
M 41.	The ETS repository must allow for multiple users and user groups to access test cases for a project in order to enable test case reusability between testers.			
M 42.	The ETS repository solution must come complete with a standardized forms based approach to documenting the following test management artefacts: a) Test Projects; b) Test plans;			



Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
	<p>c) Test cases; d) Test scripts; and, e) Proof of tests.</p> <p>The forms based approach must include the following data elements:</p> <p>a) Auto generated ID; b) Created Date; c) Test artefact name/title/summary; d) Test artefact type; e) Test artefact description; f) Test artefact version; g) Test artefact owner/reporter; h) Test artefact priority; i) Comment; j) Workflow Assignment; k) Saving of file attachments to the test case record; l) Linking of a test case record to multiple test management artefact records including the following: a. Test projects b. Test plans c. Test cases d. Test scripts e. Test defects; f. Proof of Tests g. Business requirements m) Must assign a test artefact to a test management user; n) Must create a testing step list for the created test case; and o) Add custom fields with field type, size, and mandatory/optional attributes.</p>			
M 43.	<p>The ETS repository must allow for the storing of test management document files. Electronic documents must be attached to a test management record within the system. Electronic document formats must include the following formats: Microsoft Word, Microsoft Excel, Outlook MSG, JPEG, GIF, ZIP, MPEG Video, Microsoft Visio, and PDF.</p>			
M 44.	<p>The ETS repository must notify users through email that have been assigned to test records of when an update has been made to the record.</p>			



2.6 Defect Management Requirements

This subsection details requirements specific to only the Defect Management System Repository component of the ETS.

Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
M 45.	The ETS repository must come packaged with a defect management solution to allow for the documenting of defects for both Waterfall and Agile software developments projects directly into the ETS repository.			
M 46.	As a defect is identified, the ETS repository must link which test cases are impacted by the defect.			
M 47.	The ETS repository must link defects to referenced impacted source code and must report on what needs to be retested.			
M 48.	The ETS repository must notify through email to impacted ETS users of new defects.			
M 49.	The ETS repository must allow for multiple users and user groups to access defects/bugs for a project in order to allow for the review, prioritization, and remediation of bugs.			
M 50.	<p>The ETS repository must come complete with a standardized forms based approach to documenting defects. The forms based approach must include the following defect data elements:</p> <ul style="list-style-type: none"> a) Auto-generated ID; b) Created Date; c) Defect name/title/ticket #; d) Defect Description; e) Defect owner/reporter; f) Defect priority; g) Defect severity; h) Defect comment field; i) Defect actual result; j) Defect expected result; k) Defect workflow assignment; l) Saving of file attachments to the defect record; m) Linking of a defect record to multiple test management artefact records including the following: <ul style="list-style-type: none"> a. Business requirements 			



Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
	<ul style="list-style-type: none"> b. Test cases c. Test scripts d. Development Source code e. Defects n) Must assign a defect to a test management user; o) Must create a to do / task list for the created defect; and p) Add custom fields with field type, size, and mandatory/optional attributes. 			
M 51.	The ETS repository must allow for the storing of defect related document files. Electronic documents must be attached to a defect's record within its database. Electronic document formats must include the following formats: Microsoft Word, Microsoft Excel, Outlook MSG, ZIP, MPEG Video, Microsoft Visio, JPEG, GIF, and PDF.			
M 52.	<p>The ETS repository must search any defect by the following ways:</p> <ul style="list-style-type: none"> a) Text search; b) Filter by all custom fields; c) Filter by all defects; d) Filter by all open defects; e) Filter by completed defects; f) Filter by updated defects; g) Filter by logged in user; and h) Filter by logged in user open defects. 			
M 53.	The ETS repository must export defects to a text delimited (csv) file.			

2.7 Test Process Visibility

This subsection details requirements specific to only the Test Process Visibility Repository component of the ETS.

Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
M 54.	<p>The ETS repository must have a test artefact traceability function that allows for a single pane view of all testing artefacts that are linked to one another. The traceability function must contain at a minimum the linking of the following:</p> <ul style="list-style-type: none"> a) Projects/Releases; b) Business requirements; c) test cases; d) test scripts; and, e) Defects. 			



M 55.	The ETS repository must generate a testing traceability report that identifies the linking of testing artefacts to the following: a) Projects/Releases; b) Business requirements; c) Test cases; d) Test scripts; and, e) Defects.			
M 56.	The testing traceability interface must have drill down capabilities that allows the user to click on a testing artefact hyperlink within the interface and display to the following: a) Projects/Releases; b) Business requirements; c) Test cases; d) Test scripts; and, e) Defects.			
M 57.	The testing traceability report must include the project/SDLC workflow that identifies the status of a repository artefact.			
M 58.	The ETS repository must provide a log when a user adds, modifies or deletes a record.			
M 59.	The ETS repository must produce a traceability report that can be printed and exported to Microsoft Word, and PDF formats.			
M 60.	The ETS repository must produce a customizable report that can be shared through a hyperlink. The customizable report feature must include functionality to select data elements from the database for displaying in the report.			

2.8 Vendor and 3rd Party Tools

This subsection details requirements specific to only Vendor and 3rd Party Tools.

Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
M 61.	The ETS repository must launch and execute the advanced testing tools.			



2.9 ITEM #2 - ADVANCED TESTING TOOLS

This subsection details requirements specific to only the Advanced Testing Tools component of the ETS.

Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
Common Java Swing / Client Application Performance and Functional Testing Requirements				
Common Requirements				
M 62.	The ETS advanced testing tools must include no more than two testing tools to perform performance and functional testing of Graphical User Interface (GUI) based applications including Java Swing.			
M 63.	The ETS advanced testing tools must integrate with the ETS repository for the execution of tests and the storing of test results through the RESTful API.			
M 64.	The ETS advanced testing tools must inject "conditional statement" type logic statements into scripts.			
M 65.	The ETS advanced testing tools must inject "looping" type logic statements into scripts.			
M 66.	The ETS advanced testing tools must inject "error handling" type logic statements into test scripts.			
M 67.	The ETS advanced testing tools must generate "Passed and failed transactions" reports or graphs after test execution.			
M 68.	The ETS advanced testing tools must generate "Error" reports or graphs after test execution.			
M 69.	The ETS advanced testing tools must configure values as parameter variables within test scripts.			
M 70.	The ETS advanced testing tools must generate "Log" reports or graphs after test execution.			
M 71.	The ETS advanced testing tools must monitor in real time key metrics through graph reporting including transaction average response time, and running users.			
M 72.	The ETS advanced testing tools must create reports and charts with the average response time from the end user perspective for all transactions in a completed test.			
M 73.	The ETS advanced testing tools must support debugging of test case execution.			



Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
M 74.	The ETS advanced testing tools must capture screen shots in either .GIF or .JPG formats.			
M 75.	The ETS advanced testing tools must support the creating of a log file from the testing script.			
M 76.	The ETS advanced testing tools must dynamically read and write to files during test execution.			
Performance Testing Requirements				
M 77.	The ETS advanced testing tools must conduct performance testing through the following methods: <ul style="list-style-type: none"> a) Citrix Independent Computing Architecture (ICA); b) Microsoft Open Database Connectivity (ODBC); c) Lightweight Directory Access Protocol (LDAP); d) Windows sockets; e) Java Remote Method Invocation (RMI); and f) Remote Desktop Protocol (RDP) 			
M 78.	The ETS advanced testing tools must execute multiple independent performance tests using different protocols simultaneously.			
M 79.	The ETS advanced testing tools must add an additional instance of a test and combine the data post-test.			
M 80.	The ETS advanced testing tools must vary user load in performance tests including: <ul style="list-style-type: none"> a) Increasing load in definable steps; b) Decreasing load in definable steps; c) Adding additional load while a test is running; and d) Adding additional load on a schedule while a test is running. 			
M 81.	The ETS advanced testing tools must create customizable reports with drill down capabilities and exporting to a flat data file.			
M 82.	The ETS advanced testing tools must design and simulate up to 2000 concurrent users of GUI based applications including Java Swing running on Microsoft Windows.			
M 83.	The ETS advanced testing tools must design and simulate up to 2000 concurrent			



Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
	users of GUI based applications including Java Swing published using Citrix and RDP.			
M 84.	The ETS advanced testing tools must record and playback GUI based applications including Java Swing at the GUI layer.			
M 85.	The ETS advanced testing tools must record and playback of GUI based applications including Java Swing at the GUI layer by leveraging Citrix.			
Functional Testing Requirements				
M 86.	The ETS advanced testing tools must create automated test scripts for GUI based applications including Java Swing.			
M 87.	The ETS advanced testing tools must record and playback of GUI based applications including Java Swing at the GUI layer or by leveraging Citrix.			
M 88.	The ETS advanced testing tools must add/edit test steps during test case execution.			
M 89.	The ETS advanced testing tools must view playback actions based on a recorded script for GUI based applications including Java Swing			
M 90.	The ETS advanced testing tools must test Java Swing applications using a descriptive control lookup method for all Java Swing control libraries.			

2.10 Infrastructure Requirements

This subsection details requirements specific to only the required infrastructure to support the ETS.

Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
M 91.	The ETS must provide up-time 99.9% on a twenty-four hour, seven day week, 365 days per year (24/7/365) basis.			
M 92.	The ETS must process a minimum 100,000 transactions per day. A transaction is defined as a single read or write to the ETS repository.			
M 93.	The ETS must load balance within a clustered server environment.			
M 94.	The ETS must restore data in the event of loss or corruption, or fail-over to an alternative system within 10 minutes until the primary system can be fixed.			



Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
M 95.	The ETS must allow for disaster recovery (backup of data and restoring data to previous save points) and scheduling of backups.			
M 96.	The ETS server components must operate on one of the following operating systems: a) Microsoft Windows Server 2008 x64 bit and later; b) Oracle/Sun Solaris v10 and later; and c) Redhat Enterprise Linux v6.7 and later.			
M 97.	The ETS must support at least one of the following web application servers: a) Apache Tomcat v8.5.6 and later; b) Apache Web Server v2.2.31 and later; and c) Microsoft Internet Information Server (IIS).			
M 98.	The ETS must allow Agency user authentication through Microsoft Active Directory and LDAP.			
M 99.	The ETS must allow Simple Mail Transfer Protocol (SMTP) multipart content type for sending email notifications.			
M 100.	The ETS must include one of the following database technologies for its repository in a data center fault tolerance configuration: a) Oracle v12.1.x and later' b) PostgreSQL 9.3.x and later' and c) Microsoft SQL Server 2008R2, 2012, 2014 and later.			
M 101.	The ETS must restore the system to a prior state after an incident, or to go back to a previous version of the system following an event.			

2.11 Technical Requirements

This subsection details technical requirements specific to the ETS.

Req. No.	Requirement Description	Compliant		Reference Location / Page #
		Yes	No	
M 102.	The ETS must allow transmission session encryption utilizing Transport Layer Security (TLS) 1.2.			
M 103.	The ETS repository must terminate a user session automatically after 20 minutes of user inactivity.			



M 104.	The ETS repository must display a system use notification prior to logging into the system.			
M 105.	The ETS must isolate security functions enforcing access and information flow control from non-security functions.			
M 106.	The ETS must provide audit trails of its execution.			
M 107.	The ETS must administrate users and user groups.			
M 108.	The ETS must create, modify, and delete user groups.			
M 109.	The ETS must create, modify, and delete users.			
M 110.	The ETS must configure access control to certain features of the ETS to user groups.			
M 111.	The ETS must report on Log in statistics.			
M 112.	The ETS must allow project owners to assign access to their projects to other ETS users.			
M 113.	The ETS must not require the use of Adobe Flash or Shockwave players and components (included or embedded).			
M 114.	The ETS must not require a background internet connection for any purpose.			



Appendix 1 – Attachment #1 - Glossary of Terms

Acronym	Description
ETS	Enterprise Testing Solution
SOR	Statement of Requirements
CRA	Canada Revenue Agency
OT	Operability Testing
SI	Systems Integration
PM	Project Management
DevOps	Development Operations
RESTful	Representational state transfer (REST) or RESTful <u>web services</u>
API	Application Programming Interface
RFP	Request for Proposal
SDLC	Software Development Life Cycle
VPAT	Voluntary Product Accessibility Templates
PDF	Portable Document Format
HTML	Hypertext Markup Language
PO	Purchase Order
JPEG	Joint Photographic Experts Group
GIF	Graphics Interchange Format
MPEG	Moving Picture Experts Group
Citrix ICA	Citrix Independent Computing Architecture
ODBC	Microsoft Open Database Connectivity
LDAP	Lightweight Directory Access Protocol
RMI	Remote Method Invocation
RDP	Remote Desktop Protocol
COTS	Commercial off-the-shelf
GUI	Graphical User Interface
SMTP	Simple Mail Transfer Protocol
TLS	Transport Layer Security
IT	Information Technology



Appendix 2 – Financial Proposal

The Bidder must submit their financial bid in accordance with the Financial Evaluation Tables included as separate attachments to this Request for Proposal. The electronic files are entitled as follows:

- 1) Financial Evaluation Table for Item #1 – ETS Repository (note that two examples have been provided in the Financial Evaluation Table to assist bidders in completing the Table);
- 2) Financial Evaluation Table for Item #2 – Advanced Testing Tools; and
- 3) Financial Evaluation Table for Item #3 – Services Requirements.

The prices specified, when quoted by the Bidder, include all of the requirements defined in Appendix 1 – Mandatory Criteria and the “Statement of Requirements” in Annex A.

Bidders must quote prices in Canadian funds, taxes extra as applicable, DDP destination, for the supply and delivery of the deliverables outlined in Appendix 1 Mandatory Criteria and in Annex A: “Statement of Requirements”.

Bidders must bid **EITHER** annual licenses or perpetual licenses for Item #1 – ETS Repository. Bidders may not offer both annual and perpetual license pricing for Item #1 – ETS Repository in one bid. Multiple bids may be submitted in accordance with Article 3.2.1. Multiple Bids herein.

Bidders must bid **EITHER** annual licenses or perpetual licenses for up to two (2) tools for Item #2 – Advanced Testing Tools. For example, if two tools are offered, a bidder may offer a perpetual license for both tools or an annual license for both tools or an annual license for the first tool and a perpetual license for the second tool or vice versa but may not offer both annual and perpetual license pricing on each tool in one bid. Multiple bids may be submitted in accordance with Article 3.2.1 Multiple Bids herein.



Part 7 Model Contract

The following clauses and conditions apply to and form part of any contract resulting from the solicitation.

7.1 Revision of Departmental Name

Reference to the Minister of Public Works and Government Services or to Public Works and Government Services Canada contained in any term, condition or clause of the contract shall be interpreted as a reference to the Commissioner of Revenue or the Canada Revenue Agency, as the case may be, with the exception of the following clauses:

- a) Standard Clauses and Conditions; and
- b) Security Requirements.

7.2 Agency Restructuring

In cases where the Contracting Authority's department or agency is being reconfigured, absorbed by another government department or agency, or disbanded entirely, the Commissioner may, by giving notice to the Contractor, designate another Contracting Authority for all or part of the Contract.

7.3 Requirement

To provide the goods, services or both as described in Annex A "Statement of Requirements" and as listed in Annex B "List of Deliverables and Pricing" attached hereto and forming part of this Contract, and the Contractor's proposal dated: *To be completed at the time of Contract award.*

For the initial purchase, 3000 Named user software licenses of Item #1 - Enterprise Testing Solution Repository and 20 Named user software licenses of Item #2 – Advanced Testing Tools will be procured.

7.3.1 Period of the Contract

Contract Period: The "Contract Period" is the entire period of time during which the Contractor is obliged to provide the goods, services or both, which includes:

- (i) The "Initial Contract Period", which begins on the date the Contract is awarded and ends **5 years** from the date of Contract award; and
- (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

Software licenses and maintenance and support shall be provided for each of the listed individual software products and the periods set out in Annex B List of Deliverables and Pricing.

7.3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five (5) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.



7.3.3 Option to Extend the Maintenance and Support

The Contractor grants to Canada the irrevocable option to extend the period of the maintenance and support services by up to five (5) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the maintenance and support services, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

7.3.4 Option to Purchase Additional Quantities of the Goods, Services or Both

The Contractor grants to Canada the irrevocable option to acquire additional quantities of the goods, services which includes maintenance and support, or both described at Annex B of the Contract under the same terms and conditions and at the prices and/or rates stated in the Contract.

The Contracting Authority may exercise an option at any time before the expiry of the Contract by sending a written notice to the Contractor. The options listed above may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

If the request is for professional services and/or training, the Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" and will be procured through a contract amendment and accompanied by a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.4 Technology Substitution / Refresh

In the event the entire Enterprise Testing Solution (ETS) product or a component of the ETS requirements identified in Annex A – Statement of Requirements (SOR) which has been delivered and installed at a CRA site becomes obsolete during the period of the Contract and a replacement is proposed by the Contractor, the replacement component or product must provide the same or better functionality, operability, interface/configuration and support management requirements as identified in Annex A – SOR, and must be provided at no additional cost to CRA. Any training required as a result of a substitution shall be at no cost to CRA.

Any Technical Substitution must be approved in writing by the Project Authority identified herein and will result in a Contract Amendment being issued by the Contracting Authority identified herein.

7.5 Standard Clauses and Conditions SACC A0000C (2012-07-16)

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>



The following Clauses are incorporated by reference:

SACC Reference	Clause Title	Date
A2001C	Foreign Nationals (Canadian Contractor)	2006-06-16
A3015C	Certifications	2014-06-26
A9068C	Site Regulations	2010-01-11
A9117C	T1204 – Direct Request by Customer Department	2007-11-30
B9028C	Access to Facilities and Equipment	2007-05-25
C2000C	Taxes – Foreign-based Contractor	2007-11-30
C6000C	Limitation of Price	2011-05-16
C2605C	Canadian Customs Duties & Sales Tax –Foreign-based Contractor	2008-05-12
G1005C	Insurance	2008-05-12

7.6 General Conditions

7.6.1 2030 (2016-04-04) General Conditions – Higher Complexity - Goods, apply to and form part of the Contract.

Section 01 titled “Interpretation” the definition of "Canada", "Crown", "Her Majesty" or "the Government" is hereby amended to read: "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Canada Revenue Agency (CRA).

Section 02 titled “Standard Clauses and Conditions” is hereby amended to delete the phrase “Pursuant to the Department of Public Works and Government Services Act, S.C. 1996, c. 16,” The remainder of Section 02 remains unchanged.

Section 23 titled “Confidentiality”,

Subsection 5 is hereby amended to delete Public Works and Government Services (PWGSC) and insert Canada Revenue Agency (CRA).

Subsection 6 is hereby amended to delete “PWGSC Industrial Security Manual and its supplements”, and insert “Security Requirements for the Protection of Sensitive Information” issued by the CRA, Security and Internal Affairs Directorate (SIAD). The remainder of Section 23 remains unchanged.

Section 43 titled “Integrity Provisions- Contract” is hereby deleted in its entirety and replaced with:

The Supplier Integrity Directive (SID) incorporated by reference into the bid solicitation is incorporated into, and forms a binding part of the Contract. The Contractor must comply with the provisions of the SID, which can be found on the Canada Revenue Agency’s website at <http://www.cra-arc.gc.ca/gncy/prcrmnt/menu-eng.html>.

Section 45 titled “Code of Conduct for Procurement—Contract” is hereby deleted in its entirety.

7.6.2 Supplemental General Conditions

4003 (2010-08-16), Supplemental General Conditions - Licensed Software, modified as follows, shall apply to and form part of the Contract.



At section 1 titled "Interpretation" insert the following definition:

The "Licensee" under the Contract is Her Majesty the Queen in right of Canada, acting through and represented by the Commissioner, Canada Revenue Agency.

At section 2 titled "License Grant" delete subsection 2 and replace with the following:

If the Client is reconfigured, absorbed, in whole or in part, by another government department or agency, or is disbanded entirely, Canada may, by giving notice to the Contractor, designate another department or agency as the Client for all or part of the Licensed Software.

At section 08 titled "Licensed Software Transfer", delete this article in its entirety and replace with the following:

The license to use the Licensed Software under the Contract is transferable by Canada, in whole or in part, under the same conditions of the Contract, to any Device or Client, as applicable, or to any Canadian government department, corporation or agency, as defined in the *Financial Administration Act, R.S. C. 1985, c.F-11*, as amended from time to time, or to any other party for which the Department of Public Works and Government Services Canada has been authorized to act under section 16 of the *Department of Public Works and Government Services Act, S.C. 1996, c. 16*, as long as Canada informs the Contractor of the transfer within thirty (30) days of the transfer occurring.

At Section 11 titled "Term of License" delete subsection 2 and replace with the following:

The Contractor may terminate Canada's license with respect to the licensed software by giving the Contracting Authority written notice to that effect only if Canada is in breach of its license in accordance with the license rights granted in the Contract, or Canada fails to pay for the license in accordance with the Contract, and only if that breach continues for a period of ninety (90) days after the Contracting Authority received written notice from the Contractor giving particulars of the breach and the Contracting Authority has validated the particulars of the breach. If Canada's license is terminated, once Canada has corrected the breach, the Contractor shall re-instate Canada's license with respect to the licensed software under the exact same terms and conditions as granted in the contract for the license, at no additional cost.

At section 15 titled "Warranty", insert the following:

Notwithstanding section 15.0 – Warranty, the Contractor's warranty for the Solution shall include the provision of all software maintenance and support services detailed in supplemental general conditions 4004 – Support Services for Licensed Software except that "Warranty Period" as defined therein is hereby amended by deleting the reference to a period of ninety (90) days and replacing ninety (90) days with one (1) year. The warranty period of twelve (12) months shall commence on the final acceptance date of the delivered Equipment.

Section 18 titled "Risk of Loss" insert the following after subsection 2:

3. The Contractor warrants:

Unless authorized in writing by the Technical Authority, or necessary to perform valid duties under the Contract any programs developed by the Contractor under the Contract or provided to Canada by the Contractor for use by the Client shall:

- i. not replicate, transmit, or activate itself without control of the person operating the computing equipment on /which it resides;
- ii. not alter, damage, or erase any data or computer programs without control of a person operating the computing equipment on which it resides; and



- iii. contain no key, node lock, time out or other function, whether implemented by electronic, mechanical or other means, which restricts or may restrict use or access to any programs or data developed under the Contract, based on residency on a specific hardware configuration, frequency or duration of use, or other limiting criteria.

Provided and to the extent any program has any of the foregoing attributes, and notwithstanding anything elsewhere in the Contract to the contrary, the Contractor shall be in default of the Contract, and no cure period shall apply. In addition to any other remedies available to it under the Contract, the Crown reserves the right to pursue any civil and/or criminal penalties available to it against the Contractor. The Contractor agrees, in order to protect the Crown from damages, which may be intentionally or unintentionally caused by the introduction of Illicit Code to the Client's computer network, no software will be installed, executed, or copied on Client equipment without the express approval of the Technical Authority.

4004 (2013-04-25), Supplemental General Conditions - Maintenance and Support Services for Licensed Software, shall apply to and form part of the Contract.

7.7 Software License Type (to be determined at time of contract award)

7.7.1 Perpetual Software License

The Contractor hereby grants a perpetual, non-exclusive, freely transferable Named User License to Her Majesty the Queen in right of Canada for the software listed in Annex B – List of Deliverables and Pricing, for the number of Named Users identified in Annex B of the contract. The terms “Named User” and “Named User License” shall have the following meanings:

Named User:

A Named User means a specified individual authorized by the Client to use the Licensed Software under the Contract and who has been assigned a single user identification with associated access privileges. The specified individual includes any employee, agent or contractor authorized to use the Licensed Software.

Named User License:

A "Named User License" entitles the designated number of Named Users specified in the Contract to access, install, copy, deploy, test and use the Licensed Software for government purposes unrestricted by the number or type of installations, locations, servers, processors, data, documents, transactions, platforms, devices, networks, operating systems, application program interfaces or operating environments that a Named User may be using or processing at any time including any equipment required to allow Named Users to work remotely; all without requiring the purchase of any further licenses or rights. In the event a Named User no longer requires the use of the Licensed Software, the Named User License is transferrable to any employee, agent or contractor authorized by the Client to use the Licensed Software.

OR

7.7.1 Annual Software License

The Contractor hereby grants an annual, non-exclusive, freely transferable Named User License to Her Majesty the Queen in right of Canada for the software listed in Annex B – List of Deliverables and Pricing, for the number of Named Users identified in Annex B of the contract. The terms “Named User” and “Named User License” shall have the meanings set out above.



The annual software includes all of the products offered by the Contractor in its bid in accordance with the Statement of Requirements at Annex A.

The period of the annual licenses shall commence upon delivery and acceptance of the Software by Canada and end 12 months later.

7.8 License Terms and Conditions – Shrink-Wrap or Click-Wrap

The parties agree that only the conditions expressly set out in the Contract or incorporated by referenced in the Contract form part of the Contract. Any conditions accompanying or enclosed with the Licensed Software, if any, do not form part of the Contract and, therefore, are not part of Canada's license and do not affect the rights of the Parties in any way. The Contractor agrees that in no event will Canada or any Client or User be required to enter into any additional license agreement with respect to the Licensed Software or any portion of it. The Contractor acknowledges that any additional license agreement relating for the Licensed Software signed by anyone other than the Contracting Authority is void and of no effect. Canada is not bound by and does not accept any "shrink-wrap" or "click-wrap" conditions or any other conditions, expressed or implied, that are contained in or on the software packaging or conditions that may accompany the software in any manner, regardless of any notification to the contrary.

7.9 Maintenance

The Contractor shall inform the CRA Project Authority within 2 working days of the availability of all enhancements, product upgrades and maintenance releases to the Software during the period of service. All generally available enhancements must either be made available for download or shipped to CRA within one (1) working day of a request by CRA.

7.10 Documentation and Technical Manuals

The Contractor upon award of the contract shall deliver a total of one (1) copy of all technical, installation and operations manuals for the Solution. These manuals must be provided in hard copy format and if available, manuals must also be provided on CD or softcopy, in either MS Word or PDF formats. Documentation must be accessible through the Contractor's web-site or OEM web-site, and URL must be provided.

The Contractor will provide Canada with the right to reproduce for its own use and incorporate into any documents produced for its own use any commercially available documentation delivered under the Contract. The Contractor shall further secure and agree to extend the same rights for all future revisions of the said documentation and material supplied to Canada. Any document or material that is translated by Canada shall include any copyright and any proprietary right notice that was part of the original document.

The Contractor shall deliver a complete set of documentation in French, if available. If documentation is not available in French CRA shall have the right to translate the documentation and material delivered herein into the second of the two Official languages of Canada. This right shall include the right to make, or to have made, copies for CRA's internal purposes only. The Contractor acknowledges that CRA owns the translated version of any such translated document and material and that it is under no obligation to provide any translated document or material to the Contractor. Any document or material that is translated by Canada shall include any copyright and any proprietary right notice that was part of the original document. Canada acknowledges that the Contractor is not responsible for technical errors that arise as a result of any translation performed by CRA.

7.11 Security Requirements

The Contractor will be required to provide either screened personnel or unscreened personnel depending on the nature of the work in accordance with Annex A: Statement of Requirements. The type of work required will be described in the associated signed Task Authorization issued by CRA at the time of procuring professional services.



- a) For the portion of work requiring the Contractor to provide screened personnel, the following security clause shall apply:

Security Requirements – Canadian and non-Canadian Contractors

Document Safeguarding and/or Production Capabilities – No Computer Systems

1. The Contractor personnel requiring access to Protected information, assets or sensitive work site(s) must each hold a valid personnel security screening at the level of Secret granted by the Security and Internal Affairs Directorate (SIAD) of the Canada Revenue Agency (CRA) or the Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC).
2. The Contractor must not remove any Protected information or assets from the identified and approved work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
3. Processing of Protected material on computer systems at the Contractor's site is not permitted under the Contract.
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CRA.
5. The Contractor must comply with the provisions of the:
 - Security Requirement Check List (SRCL), attached as Annex C of the contract; and
 - Security Requirements for Protection of Sensitive Information issued by CRA, Security and Internal Affairs Directorate.

These may be viewed at <http://www.cra-arc.gc.ca/gncy/prcrmnt/menu-eng.html>

- b) For the portion of work requiring the Contractor to provide unscreened personnel, the following security clause shall apply:

The Contractor must be escorted at all times while on CRA premises.

7.12 Authorities

7.12.1 Contracting Authority A1024C (2007-05-25)

The Contracting Authority for the Contract is:

Name: Shawn Woods

Telephone Number: 613-291-9615

Fax Number: 613-957-6655

E-mail address: Shawn.Woods@cra-arc.gc.ca



The Contracting Authority is responsible for the management of the Contract, and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.12.2 Project Authority A1022C (2007-05-25)

To be completed at the time of Contract award.

Name: _____
Address: _____
Telephone Number: _____
Fax Number: _____
E-mail Address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.12.3 Contractor's Representative

To be completed at the time of Contract award.

Name: _____
Address: _____
Telephone Number: _____
Fax Number: _____
E-mail Address: _____

7.13 Work Authorization Process (for the professional services and training portion of the contract)

The Contractor shall not commence any optional Work for professional services as per Article 7.3.4 described in the Contract until the Contractor receives authorization from the CRA to proceed with these services through the issuance of a contract amendment accompanied by a Task Authorization form, signed by the Project Authority and Contracting Authority and sent to the Contractor's Representative via facsimile or email.

7.14 Task Authorization Process (for the professional services and training portion of the contract)

The CRA will issue a Task Authorization, as applicable, in accordance with the requirements contained herein using the Task Authorization Form identified in Annex D. Each Task Authorization will contain the following information:

- a. the details of the goods to be delivered and the services to be performed within the scope of the contract;
- b. an estimate of the cost;
- c. the required delivery date; and
- d. the delivery location.

CRA shall send a signed copy of the Task Authorization to the Contractor via e-mail or fax. The Contractor shall review the Task Authorization and within twenty-four (24) hours return a signed copy of the Task Authorization to CRA. In the event that the Task Authorization was placed after 5:00 p.m. local time, it will be deemed to have been submitted as of 9:00 a.m. the next working day, and the Contractor will be required to return a signed copy of the Task Authorization by 9:00 a.m. the following working day.



The Contractor shall not commence any of the Work until an approved Task Authorization that includes all the required signatures has been received from CRA. The Contractor acknowledges that any and all Work performed in the absence of the aforementioned approved Task Authorization will be done at the Contractor's own risk, and the Crown shall not be liable for payment therefore, unless or until an approved Task Authorization is provided by CRA.

All Work carried out under the Task Authorization is to be performed to the satisfaction of the CRA, in accordance with the terms and conditions of the Contract and Task Authorization.

The Contractor agrees to provide to the CRA, upon request, any information and estimates that may be required to prepare the Task Authorization.

7.15 Limitation of Expenditure – Task Authorizations SACC C0204C 2013-04-25

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment detailed below to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.16 Definition Of A Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks, commencing and finishing between 7:30 a.m. and 5:30 p.m. Payment shall be for days actually worked with no provision for annual leave, statutory holidays or sick leave. Time worked which is more or less than a day shall be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked X firm per diem rate}}{7.5 \text{ Hours}}$$

Audit: The amount claimed under the terms and conditions of this Contract, as computed in accordance with the Basis of Payment, is subject to government audit. Any payments made pending completion of the audit shall be regarded as interim payments only and shall be adjusted to the extent necessary to reflect the results of the audit. If there has been an overpayment, it shall be refunded promptly to Canada. Supporting information for each element of cost shall be available and shall be in sufficient detail that an in-depth audit can be performed.

7.17 Sustainable Development

In pursuit of the Canada Revenue Agency's commitment to sustainable development and green procurement as well as the Canadian Federal Government's Green Procurement Policy, the Contractor agrees to commit to comprehensive, nationally recognized environmental standards for:

- The reduction or elimination of environmentally hazardous materials (if applicable);
- Design for reuse and recycle;
- Energy efficiency;
- End of Life Management for reuse and recycle;
- Environmental stewardship in the manufacturing process (if applicable); and



- Packaging.

7.18 Delivery

For the initial order of software licenses, the Contractor must make the complete delivery to the project authority within five (5) business days from the date of Contract award.

For orders to procure additional software licenses made on an “as and when requested” basis the Contractor must make complete delivery within five (5) business days from receipt of an order.

For orders to procure professional services made on an “as and when requested” basis the Contractor must make complete delivery in accordance with the timeframes contained in the associated Task Authorization.

Maintenance and support for the annual software during the software support period must be available upon delivery of the annual software.

7.19 Work Location

The work locations for the on-site professional services (includes installation, deployment and onsite product use training), will be at either of the following CRA premises (to be determined at the time of the request):

Canada Revenue Agency
25 Fitzgerald Road,
Ottawa, ON K1A 0L5

OR

Canada Revenue Agency
875 Heron Road
Ottawa, ON K1A 0L5

7.20 Inspection and Acceptance

All deliverables under the Contract shall be subject to inspection and acceptance by the Project Authority at destination.

7.21 Basis of Payment

The Contractor will be paid firm unit prices annually during the Contract Period for the Software and maintenance and support services described at Annex A: SOR, in accordance with Annex B: List of Deliverables and Pricing, Delivered Duty Paid (DDP) destination, Customs duty included, Harmonized Sales Tax extra, in accordance with the Terms of Payment and Invoicing clauses identified herein.

The Contractor will be paid firm hourly rates annually during the Contract Period for the Professional Services described at Annex A: SOR, in accordance with Annex B: List of Deliverables and Pricing, Harmonized Sales Tax extra, in accordance with the Terms of Payment and Invoicing clauses identified herein.



7.22 Pricing Stability for Optional Years #6-10

Subsequent annual pricing for all goods and services identified in Annex B - List of Deliverables and Pricing, beyond the **Initial Contract Period** shall not exceed the lesser of:

- a. The Contractor's current published rate in effect at time of renewal; or
- b. The previously contracted rates for each item, adjusted by the % change in the Core Consumer Price Index (CPI) for Canada, not seasonally adjusted and calculated from the corresponding month of the previous year, as published by Statistics Canada; or
- c. Any other negotiated rate.

7.23 Contractor Identification Protocol

The Contractor must be responsible for ensuring that each of its employees, officers, directors, agents, and subcontractors (hereinafter referred to as "Contractor Representative") complies with the following self-identification requirements:

A Contractor Representative who attends a Government of Canada meeting whether internal or external must identify themselves as being a representative of the Contractor prior to the commencement of the meeting to ensure that each meeting participant is aware of the fact that the individual is not a government employee; During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as a non-government employee in all electronic mail in the signature block as well as under "Properties".

This identification protocol must also be used in all other correspondence, communication and documentation.

7.24 Travel and Living

The CRA will not cover any travel and living expenses.

7.25 Training of Contractor Personnel

Any training required by a new or replacement resource will be the responsibility of the Contractor, including training the resource for newly implemented software. The Contractor will assume all associated costs, including training pertaining to familiarization during the start-up of the Contract and Contract period for staff replacements. Training of the resource during the start-up period must take place without a reduction in service level. Time spent on such training will not be billed to, nor paid by, CRA.

7.26 Familiarization Period

Prior to the completion of the Contract, it may be necessary for another resource to undertake a period of familiarization and training before the completion date. The Contractor will be required to familiarize the incoming resource according to the process described above or through the use of another approach negotiated with and acceptable to CRA.



7.27 Terms of Payment

7.27.1 Single Payment (applicable to the perpetual License portion of this Contract and the Professional Services and Training)

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada; and
- c) for all professional services and training requests, a copy of time sheets to support the time claimed has been provided and the Work delivered has been accepted by Canada.

7.27.2 Advance Payment (applicable to the annual License portion of this Contract and the Maintenance and Support Services for the perpetual Licenses)

For the annual License and maintenance and support services listed in Annex B, Canada will pay the Contractor in advance for the work for each individual year by Canada within:

- a. thirty (30) days following the date on which an invoice and substantiating documentation are received according to the terms of this Contract; or
- b. thirty (30) days following the start date of the annual license or maintenance and support services period(s) specified herein or any subsequent, annual license renewal or maintenance and support periods, pursuant to the exercise of the Contract options,

whichever is later.

7.28 Payment Process

At Canada's discretion the Contractor will be paid using direct deposit or cheque. All communications regarding the specific method of payment, including changes thereto, will be in writing via email as it's not Canada's desire to formally amend the Contract if the payment method is changed.

At its sole discretion Canada may change the method of payment at any time during the period of the Contract, including any extension thereto, to the other payment method stated above.

It is the sole responsibility of the Contractor to ensure that their organization is entitled to receive payment from the Government of Canada.

7.28.1 Payment by Direct Deposit

The Contractor shall accept Direct Deposit for payment of the goods and/or services described herein. Payments by direct deposit will be subject to Article 18 – Payment Period and Article 19 - Interest on Overdue Accounts, set out in 2030 General Conditions (2016-04-04) forming part of the Contract.

To complete or amend a direct deposit registration, the Contractor must complete the Vendor Electronic Payment Registration form accessible at: <http://www.cra-arc.gc.ca/E/pbg/tf/rc231/rc231-14e.pdf>

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Vendor Electronic Payment Registration form is up to date. Should the Contractor's information within the Vendor Electronic Payment Registration form not be accurate



or up to date, the provisions identified herein under Article 18 – Payment Period and Article 19 - Interest on Overdue Accounts, set out in 2030 General Conditions (2016-04-04) forming part of the Contract will not apply, until the Contractor corrects the matter.

7.28.2 Payment by Cheque

The Contractor shall accept Government of Canada cheques for the payment of goods and/or services described herein.

7.29 Refund to the Crown

Notwithstanding Article 32 of 2030 (2014-03-01), "Termination for Convenience", General Conditions – Higher Complexity - Goods, in the event of termination of services for which an advance payment has been made, charges up to the date of termination will be calculated by prorating on the basis of a twelve (12) month year and a thirty (30) day month, and the Contractor shall immediately refund to Canada the unliquidated portion of the advance payment.

7.30 Limitation of Liability and Intellectual Property Right Infringement

7.30.1 Limitation of Liability

1. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this section, even if it has been made aware of the potential for those damages.
2. First Party Liability:
 - a. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - i. Any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
 - ii. Physical injury, including death.
 - b. The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - c. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's



trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

- d. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (a) above.
- e. The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - i. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including Applicable Taxes) for the goods and services affected by the breach of warranty; and
 - ii. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (ii) of the greater of the total estimated contract cost (meaning the dollar amount shown on the first page of the Contract in the block titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1 million, whichever is greater.

In any case, the total liability of the Contractor under paragraph (e) will not exceed the total estimated cost (as defined above) for the Contract or \$1 million.

- f. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.
3. Third Party Claims:
- a. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
 - b. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (a), with respect to special, indirect, and consequential damages of third parties covered by this section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those



damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

- c. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph 3.

7.30.2 Intellectual Property Right Infringement

1. If a third party claims that equipment or software that the Contractor provides under the Contract infringes any intellectual property right, the Contractor, if requested to do so by Canada, will defend Canada against the claim at the Contractor's expense. In this regard, the Contractor will pay all costs, damages and legal fees that a court finally awards, provided that Canada:
 - a. promptly notifies the Contractor in writing of the claim; and
 - b. co-operates with the Contractor in, and allows the Contractor full participation in, the defense and related settlement negotiations; and
 - c. obtains the Contractor's prior approval to any agreement resulting from settlement negotiations held with the third party.
2. The Contractor shall participate in any claims, action or proceeding arising under subsection 1 and no such claim, action or proceeding shall be settled without the prior written approval of the Contractor and Canada.
3. If such a claim is made or appears likely to be made, Canada agrees to permit the Contractor to enable Canada at the Contractor's expense, to continue to use the equipment or software or to modify or replace it with equipment or software, which has published specifications equal or superior to the equipment or software being replaced. If the Contractor determines that none of these alternatives is reasonably available, Canada may elect, at the Contractor's expense, to independently secure the right to continue to use the equipment or software, or Canada may require the Contractor to accept the return of the equipment or software and to refund all monies paid to the Contractor under the Contract for the equipment and software, as well as all amounts paid for services and license and development fees.
4. The provisions of subsections 1 and 2 do not apply in situations where the Contractor was instructed by Canada to purchase a specific item of equipment or software from a specific source on behalf of Canada. In this case, the Contractor shall ensure that its subcontract for the equipment or software states that "If a third party claims that equipment or software that the subcontractor supplies under the Contract infringes any intellectual property right, the subcontractor, if requested to do so by either the Contractor or Canada, will defend the Contractor and Canada against that claim at the subcontractor's expense and will pay all costs, damages and legal fees that a court finally awards." In the event that the Contractor is unable to incorporate this into its subcontract, then it shall advise Canada of the situation and not proceed with the subcontract without receiving written notice from Canada that the level of intellectual property right infringement protection is acceptable.



5. Without prejudice to Canada's right to terminate the Contract for default prior to completion of the work, the above represents the Contractor's entire obligation to Canada regarding any claim of infringement.
6. The Contractor has no obligation regarding any claim based on any of the following:
 - a. Canada's unauthorized modification of the equipment or software, or Canada's unauthorized use of the equipment or software in other than its published specified operating environment;
 - b. the combination, operation or use of the equipment or software with any product, data or apparatus that the Contractor did not provide under the Contract, or which combination, operation or use the Contractor did not authorize or approve in advance, if infringement would not have occurred but for such combination, operation or use."

7.31 Certifications

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the contract. If the Contractor does not comply with any certification, fails to provide the associated information, or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.31.1 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC) - Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the ["FCP Limited Eligibility to Bid"](#) list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.32 Joint Venture

If the Contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of the Contract.

In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract Amendments, may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).

The Contractor shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after Contract Award. Any change in the membership of a contractual joint venture after Contract Award without the prior written approval of the Contracting Authority shall be deemed to be default under the Contract.

The joint venture represents and warrants that it has appointed and granted full authority to **(name to be inserted at Contract Award)**, the "Lead Member", to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract, including but not limited to Contract Amendments and Task Authorizations.



In the event of a contractual joint venture, all payments due and owing to the joint venture shall be made by the Canada Revenue Agency to the Lead Member of the joint venture. Any such payment to the Lead Member of the joint venture shall be deemed to be payment to the joint venture and shall act as a release from all the members of the joint venture.

By giving notice to the Lead Member the Canada Revenue Agency will be deemed to have given notice to all the members of the joint venture.

7.33 Applicable Laws SACC A9070C (2014-06-26)

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.34 Priority of Documents SACC A9140C (2007-05-25)

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list shall take priority over the wording of any document that subsequently appears on the list.

1. The Articles of Agreement;
2. Annex A: Statement of Requirements and attachment;
3. Annex B: List of Deliverables and Pricing;
4. Annex C: Security Requirements Check List;
5. Annex D: Task Authorization Form;
6. Annex E: Confidentiality Certification;
7. The Supplemental General Conditions 4003 (2010-08-16), Licensed Software;
8. The Supplemental General Conditions 4004 (2013-04-25), Maintenance and Support Services for Licensed Software;
9. The General Conditions 2030 (2016-04-04), Higher Complexity – Goods; and
10. The Contractor's proposal dated (to be determined at time of contract award).

7.35 Alternative Dispute Resolution

NEGOTIATION FOLLOWED BY MANDATORY MEDIATION, THEN, IF NECESSARY BY ARBITRATION OR LITIGATION

The parties agree to meet, negotiate in good faith, and attempt to resolve, amicably, any dispute arising out of or related to the contract or any breach thereof.

If the parties are unable to resolve the dispute through negotiations within 10 working days, the parties agree to attempt to resolve the dispute through mediation by submitting the dispute to a sole mediator selected jointly by the parties. All costs shall be shared equally between the disputing parties.

If a dispute cannot be settled with a 15 calendar day period after the mediator has been appointed, or if the parties are unable to select a mediator within 15 calendar days of the date of provision of notice by one party to the other of the intention to proceed to mediation, or such longer period as agreed to by the parties, the parties shall have the right to resort to any remedies permitted by law, including but not limited to arbitration or litigation.

All defences based on the passage of time shall be tolled pending the termination of the mediation.



7.35.1 Procurement Ombudsman

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (I) of the Department of Public Works and Government Services Act will, on request and consent of the parties, participate in these meetings to resolve any such dispute, and subject to their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.35.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (I) of the Department of Public Works and Government Services Act will review a complaint filed by [to be determined at time of contract award] respecting administration of the contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of the contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.36 Annexes

The following Annexes apply to and form part of the Contract:

ANNEX A: STATEMENT OF REQUIREMENTS

ATTACHMENT #1: GLOSSARY OF TERMS

ANNEX B: LIST OF DELIVERABLES AND PRICING

ANNEX C: SECURITY REQUIREMENTS CHECK LIST

ANNEX D: TASK AUTHORIZATION FORM

ANNEX E: CONFIDENTIALITY CERTIFICATION



ANNEX A: STATEMENT OF REQUIREMENTS

1.0 Introduction

1.1 Current and Future State

The Agency is looking at how testing is taking place today and determining how to best adapt the quality assurance process to expedite the delivery of application development, enhancement and maintenance. The current testing model requires updating to align with the current state of industry testing practices and to ensure that the Agency can meet the demands of delivering new and up to date digital services. CRA will accomplish this through the following:

- implementing next generation testing techniques for a greater number of software applications to be quality assured;
- improving the requirements management of testing scenarios to ensure the reliability, usability and quality of digital services while moving faster through the software development lifecycle;
- improving the traceability of defects to testing scenarios;
- adapting the management of test materials such as test cases to support the agile development model, increase the visibility and reusability between the testing levels; and
- continue to support the traditional non-iterative development life cycle (Waterfall) for existing applications.

Incumbent Solutions:

Although the Agency has testing solutions in place that theoretically can meet the functional requirements of the envisioned end-state testing solution, licensing and configuration of the solutions are not scaled to the enterprise.

The testing solutions in place are the testing family of products from Hewlett Packard Enterprise, and Atlassian. The Hewlett Packard Enterprise solution in place today is mainly used for performance operability testing (OT) and systems integration (SI) testing. The current Atlassian solution manages the Agency's defects management process for the Information Technology (IT) Solutions area and is licensed for single server use.

The current interim ETS which is supporting a limited roll-out through a Pilot project phase are based on the Agency's current JIRA solution (JIRA software and JIRA Core) which includes the following integrated Atlassian market place add-ons and other vendor solutions:

- Agile Project Management (PM) for the centralization of business requirements for both Agile and Waterfall requirements;
- SynapseRT for the test management solution including the management of test cases and related test case artefacts. i.e. proof of tests; and
- Hewlett Packard Enterprise Quality and Performance Center for both Operability Testing and Systems Integration testing.

It is important to note that the current JIRA and Hewlett Packard Enterprise products are not integrated. The future ETS project envisions a system that is fully integrated with business requirements, test management,



and defect management to enable the required traceability to ensure reuse of testing artefacts and improving the software development impact analysis process. In addition, the future ETS system will also have the capability to integrate with the Agency’s Development Operations (DevOps) end-state solution which currently utilizes open source GIT for the source code repository and open source Jenkins for automating tests. All future tools are to be expected to interface to the ETS through the standard Representational State Transfer (REST) or RESTful web services Application Programming Interface (API).

Finally, the future ETS will also integrate testing scripts and results of tests within the test management solution as well. The Agency assumes that the new ETS will be an integrated solution that can be comprised of a number of vendor and open source technologies meeting the requirements stated within the contract.

The ETS aims to provide an end-to-end testing solution that fully supports both waterfall and Agile Software Development Life cycle (SDLC) approaches.

1.2 Definitions

Definition	Description
ETS	Refers to the full solution including both the repository and advanced testing tools.
ETS Repository	Refers to the ETS database that stores the data resulting from the use of the various capabilities as specified within this Statement of Requirements (SOR) within sections 2.2 through to section 2.6 herein.
Advanced Testing Tools	Refers to requirements specified within section 2.8 herein.

2.0 Requirements for the ETS

2.1 Common Requirements

This subsection details common requirements applicable to the ETS components.

Req. No.	Requirement Description
1.	The ETS must be bundled with live support and maintenance services, and support must be available twenty-four hours, seven days a week, 365 days per year (24/7/365) via Internet, web support (i.e. unlimited access to Technical Support knowledgebase), email, telephone, and on-site support.
2.	Technical Support must be provided within the Eastern Daylight time zone and available with a response time of four (4) hours. This includes web support, email and telephone support.
3.	Website support must be available twenty-four hours, seven days a week (24/7) for the solution. All emails for maintenance support must be acknowledged within four (4) hours.
4.	A secure web site must be provided by the Contractor for the ETS to allow the submitting and tracking of software defects with a defect tracking number for the ETS.
5.	The Contractor must provide software maintenance updates (including major platform upgrades) and must be included as part of the warranty and maintenance services.



Req. No.	Requirement Description
6.	<p>The Contractor must provide an architecture and engineering resource(s) to assist with the following:</p> <ul style="list-style-type: none">a) Assist CRA in the installation and configuration of the ETS;b) Assist CRA in modifying technical architecture designs if required, for a sustainable ETS solution implementation;c) Assist CRA to determine the best implementation method for ETS; and Assist CRA in the documentation of any related design specifications required to implement the ETS.
7.	<p>The Contractor must provide training to CRA operational personnel regarding the installation/setup, configuration, and administration and user interface of the ETS repository and testing solution components.</p>
8.	<p>In preparing and delivering training activities, the Contractor must:</p> <ul style="list-style-type: none">a) Provide an original copy of the training material for each of the training sessions. This material must include the trainer's guide and a copy of the material used by students (for example, student manual, documents, presentations, etc.);b) Hold training sessions at the CRA facilities located in the National Capital Region for the specific employee groups identified. Contractor must provide training in either English or French upon request.c) Documentation for employees including the user guide and training manual, must be supplied in both English and French . This documentation must be available in one of more of the following document formats: PDF, Microsoft Word, HTML. <p>Acknowledge that CRA will reuse Contractor training material for internal training to be conducted by CRA staff.</p>
9.	<p>A Maintenance Report must be prepared by the Contractor's service representative for repaired software. The report must include the following information:</p> <ul style="list-style-type: none">a) The assigned tracking numberb) Date and Time call was receivedc) Software licensing number or Government of Canada Purchase Order (PO)d) Name of person who placed the service call and name of person who took the Information on the part of the Contractore) Description of symptom(s)f) Diagnosis of faultg) Description of the software including the hardware and software configuration.h) List of all software functionality rectified <p>The Contractor must include an electronic copy of this report with the returned software release package and must forward one copy electronically to the Client Technical Authority.</p>
10.	<p>The Contractor must provide their solution's product roadmap upon request and update CRA of any changes.</p>
11.	<p>Each instance of the software proposed within the ETS must be provided in both English and French or bilingual (English and French)</p>



Req. No.	Requirement Description
12.	Upon request, the Contractor must submit a Voluntary Product Accessibility Template (VPAT) per tool.
13.	The ETS must be web-based and support the following internet browsers: d) Internet Explorer 11 e) Microsoft Edge 38.14393.1066.0 f) Mozilla Firefox v45
14.	A soft copy of the ETS technical documentation must be available for administrative/support purposes. Soft copy documentation must be in either searchable Portable Document Format (PDF), Microsoft Word, or Hypertext Markup Language (HTML) formats.
15.	The ETS must support remote management and administration through a management interface supporting secure encrypted connectivity.
16.	The ETS repository must be capable to support at a minimum 1500 concurrent users. Contractors must clearly indicate within their response that the minimum threshold has been met.
17.	The ETS must be capable of integrating with the standard RESTful Application Programming Interface (API).
18.	The ETS repository attachment size limit must support up to 1.5 Gigabytes.
19.	The ETS repository data must be exportable up until the contract expiry date and accessible after the expiry date.

2.2 ITEM #1 - ETS REPOSITORY

This subsection details requirements specific to only the Repository component of the ETS.

Req. No.	Requirement Description
20.	The ETS repository must come packaged with a centralized solution to allow for the documenting/creating/managing of testing / business artefacts. Testing / Business artefacts are to include the following: i) Business requirements; j) Testing projects; k) Testing plans; l) Test cases; m) Test scripts; n) Test reports; o) Software defects; and p) Proof of tests.
21.	The ETS repository must provide an authenticated user access to a single system that includes all testing and business artefacts.
22.	The ETS repository must have a menu system that allows for the navigation within the repository to interact and manage the various testing artefacts. The menu must include the following: h) Business Requirements; i) Test Cases; j) Test Scripts;



Req. No.	Requirement Description
	<ul style="list-style-type: none"> k) Backlog / Sprints; l) Releases; m) Software Defects; and n) Reports.
23.	<p>The ETS repository must support the management of software development projects with functions that include the following:</p> <ul style="list-style-type: none"> d) Backlog; e) Sprints; and f) Releases.
24.	<p>The ETS repository backlog function must store software development requirements for Agile projects.</p>
25.	<p>The ETS repository backlog function must create, start and close iterations or sprints.</p>
26.	<p>The ETS repository backlog function must add/modify/delete requirements to/from a sprint.</p>
27.	<p>The ETS repository sprint function must create and assign tasks to a requirement within the sprint.</p>
28.	<p>The ETS repository must track software development through an established multistate workflow process that is customizable.</p>
29.	<p>The ETS repository release function must identify the software defects raised throughout a release with a hyperlink capability for navigation between associated defects.</p>
30.	<p>The ETS repository must have a reporting facility that includes the following pre-configured report types:</p> <p><u>Agile</u></p> <ul style="list-style-type: none"> e) Product backlog; f) Sprint burn down report; g) Velocity report; and h) Release burn-up chart. <p><u>Defects</u></p> <ul style="list-style-type: none"> g) Tracking project defects; h) Age of unresolved defects; i) Number of defects created and resolved; j) Number of defects created over a period of time; k) View the length of time to resolve a set of defects for a project; and l) Using filters, report a group of defects related to the filter selection. i.e. date select. <p><u>Management</u></p> <ul style="list-style-type: none"> b) Report on the original and current time for defects to be resolved, time estimates for unresolved defects
31.	<p>The ETS repository must export reports, data and dashboards to Microsoft Excel and Microsoft Word.</p>
32.	<p>The ETS repository must search text including: test projects; test plans; test cases; test scripts; test defects; proof of tests; and business requirements.</p>
33.	<p>The ETS repository must configure filter types to filter text search results as described in the preceding requirement.</p>

2.3 Business Requirements



Req. No.	Requirement Description
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This subsection details requirements specific to only the Business Requirements and Test Case Traceability Repository components of the ETS.

Req. No.	Requirement Description
34.	The ETS repository must come packaged with a Business Requirements Management solution to allow for the documenting of business requirements for both Waterfall and Agile projects directly into the test management solution.
35.	The ETS repository must allow for multiple users and user groups to access business requirements for a project in order to allow for the review, approval and prioritization of business requirements.
36.	The ETS repository must search for business requirements by sprint or release.
37.	<p>The ETS repository must come complete with a standardized forms based approach to documenting business requirements. This approach must support both the documenting of requirements for both waterfall (requirements) and Agile (user/epic stories) projects. The forms based approach must include the following data elements:</p> <p>Waterfall requirements:</p> <ul style="list-style-type: none"> o) Auto-generated ID number; p) Created date; q) name/title; r) Description; s) owner/reporter; t) priority; u) version; v) workflow assignment; w) Comment; x) Saving of the Waterfall file attachment to the record; y) Linking of a record to multiple test management artefact records including the following: <ul style="list-style-type: none"> a. Business requirements b. Test Projects c. Test Plan d. Test cases e. Test scripts f. Defects z) Must assign requirements to a test management user; aa) Must create a to do / task list for the created requirement; and bb) Add custom fields with field type, size, and mandatory/optional attributes. <p>Agile user/epic stories:</p> <ul style="list-style-type: none"> o) Auto-generated ID number; p) Created Date; q) name/title; r) Description; s) owner/reporter;



Req. No.	Requirement Description
	<ul style="list-style-type: none"> t) priority; u) version; v) workflow assignment; w) Comment; x) Saving of file attachments to the record; y) Linking of a record to multiple test management artefact records including the following: <ul style="list-style-type: none"> a. Business requirements b. Test Projects c. Test Plan d. Test cases e. Test scripts f. Defects z) Must assign a user/epic story to a test management user; aa) Must create a to do / task list for the created user/epic story; and bb) Add custom fields with field type, size, and mandatory/optional attributes.
38.	<p>The ETS repository must allow for the storing of business requirement document files. Electronic documents must be attached to a business requirement's record within the system. Electronic document formats must include the following formats: Microsoft Word, Microsoft Excel, Outlook MSG, Joint Photographic Experts Group (JPEG), Graphics Interchange Format (GIF), ZIP, Moving Picture Experts Group (MPEG) Video, Microsoft Visio, and PDF.</p>
39.	<p>The ETS repository must report business requirements through customizable reporting capabilities.</p>
40.	<p>The ETS repository must export business requirements to either Microsoft Word, Microsoft Excel or PDF formats.</p>
41.	<p>The ETS repository must assign business requirements to individuals to assume ownership.</p>
42.	<p>The ETS repository must notify users through email that have been assigned to business requirements records of when an update has been made to the record.</p>

2.4 Test Management

This subsection details requirements specific to only the Test Management Repository component of the ETS.

Req. No.	Requirement Description
43.	<p>The ETS repository must allow for multiple users and user groups to access test cases for a project in order to enable test case reusability between testers.</p>
44.	<p>The ETS repository solution must come complete with a standardized forms based approach to documenting the following test management artefacts:</p> <ul style="list-style-type: none"> f) Test Projects; g) Test plans; h) Test cases; i) Test scripts; and, j) Proof of tests.



Req. No.	Requirement Description
	<p>The forms based approach must include the following data elements:</p> <ul style="list-style-type: none"> p) Auto generated ID; q) Created Date; r) Test artefact name/title/summary; s) Test artefact type; t) Test artefact description; u) Test artefact version; v) Test artefact owner/reporter; w) Test artefact priority; x) Comment; y) Workflow Assignment; z) Saving of file attachments to the test case record; aa) Linking of a test case record to multiple test management artefact records including the following: <ul style="list-style-type: none"> a. Test projects b. Test plans c. Test cases d. Test scripts e. Test defects; f. Proof of Tests g. Business requirements bb) Must assign a test artefact to a test management user; cc) Must create a testing step list for the created test case; and dd) Add custom fields with field type, size, and mandatory/optional attributes.
45.	<p>The ETS repository must allow for the storing of test management document files. Electronic documents must be attached to a test management record within the system. Electronic document formats must include the following formats: Microsoft Word, Microsoft Excel, Outlook MSG, JPEG, GIF, ZIP, MPEG Video, Microsoft Visio, and PDF.</p>
46.	<p>The ETS repository must notify users through email that have been assigned to test records of when an update has been made to the record.</p>

2.5 Defect Management Requirements

This subsection details requirements specific to only the Defect Management System Repository component of the ETS.

Req. No.	Requirement Description
47.	<p>The ETS repository must come packaged with a defect management solution to allow for the documenting of defects for both Waterfall and Agile software developments projects directly into the ETS repository.</p>
48.	<p>As a defect is identified, the ETS repository must link which test cases are impacted by the defect.</p>



Req. No.	Requirement Description
49.	The ETS repository must link defects to referenced impacted source code and must report on what needs to be retested.
50.	The ETS repository must notify through email to impacted ETS users of new defects.
51.	The ETS repository must allow for multiple users and user groups to access defects/bugs for a project in order to allow for the review, prioritization, and remediation of bugs.
52.	<p>The ETS repository must come complete with a standardized forms based approach to documenting defects. The forms based approach must include the following defect data elements:</p> <ul style="list-style-type: none">q) Auto-generated ID;r) Created Date;s) Defect name/title/ticket #;t) Defect Description;u) Defect owner/reporter;v) Defect priority;w) Defect severity;x) Defect comment field;y) Defect actual result;z) Defect expected result;aa) Defect workflow assignment;bb) Saving of file attachments to the defect record;cc) Linking of a defect record to multiple test management artefact records including the following:<ul style="list-style-type: none">a. Business requirementsb. Test casesc. Test scriptsd. Development Source codee. Defectsdd) Must assign a defect to a test management user;ee) Must create a to do / task list for the created defect; andff) Add custom fields with field type, size, and mandatory/optional attributes.
53.	The ETS repository must allow for the storing of defect related document files. Electronic documents must be attached to a defect's record within its database. Electronic document formats must include the following formats: Microsoft Word, Microsoft Excel, Outlook MSG, ZIP, MPEG Video, Microsoft Visio, JPEG, GIF, and PDF.
54.	The ETS repository must search any defect by the following ways: <ul style="list-style-type: none">i) Text search;j) Filter by all custom fields;k) Filter by all defects;l) Filter by all open defects;m) Filter by completed defects;n) Filter by updated defects;o) Filter by logged in user; andp) Filter by logged in user open defects.
55.	The ETS repository must export defects to a text delimited (csv) file.



2.6 Test Process Visibility

This subsection details requirements specific to only the Test Process Visibility Repository component of the ETS.

Req. No.	Requirement Description
56.	The ETS repository must have a test artefact traceability function that allows for a single pane view of all testing artefacts that are linked to one another. The traceability function must contain at a minimum the linking of the following: <ul style="list-style-type: none"> f) Projects/Releases; g) Business requirements; h) test cases; i) test scripts; and, j) Defects.
57.	The ETS repository must generate a testing traceability report that identifies the linking of testing artefacts to the following: <ul style="list-style-type: none"> f) Projects/Releases; g) Business requirements; h) Test cases; i) Test scripts; and, j) Defects.
58.	The testing traceability interface must have drill down capabilities that allows the user to click on a testing artefact hyperlink within the interface and display to the following: <ul style="list-style-type: none"> f) Projects/Releases; g) Business requirements; h) Test cases; i) Test scripts; and, j) Defects.
59.	The testing traceability report must include the project/SDLC workflow that identifies the status of a repository artefact.
60.	The ETS repository must provide a log when a user adds, modifies or deletes a record.
61.	The ETS repository must produce a traceability report that can be printed and exported to Microsoft Word, and PDF formats.
62.	The ETS repository must produce a customizable report that can be shared through a hyperlink. The customizable report feature must include functionality to select data elements from the database for displaying in the report.

2.7 Contractor and 3rd Party Tools

This subsection details requirements specific to only Contractor and 3rd Party Tools.

Req. No.	Requirement Description
63.	The ETS repository must launch and execute the advanced testing tools.



2.8 ITEM #2 - ADVANCED TESTING TOOLS

This subsection details requirements specific to only the Advanced Testing Tools component of the ETS.

Req. No.	Requirement Description
Common Java Swing / Client Application Performance and Functional Testing Requirements	
<u>Common Requirements</u>	
64.	The ETS advanced testing tools must include no more than two testing tools to perform performance and functional testing of Graphical User Interface (GUI) based applications including Java Swing.
65.	The ETS advanced testing tools must integrate with the ETS repository for the execution of tests and the storing of test results through the RESTful API.
66.	The ETS advanced testing tools must inject "conditional statement" type logic statements into scripts.
67.	The ETS advanced testing tools must inject "looping" type logic statements into scripts.
68.	The ETS advanced testing tools must inject "error handling" type logic statements into test scripts.
69.	The ETS advanced testing tools must generate "Passed and failed transactions" reports or graphs after test execution.
70.	The ETS advanced testing tools must generate "Error" reports or graphs after test execution.
71.	The ETS advanced testing tools must configure values as parameter variables within test scripts.
72.	The ETS advanced testing tools must generate "Log" reports or graphs after test execution.
73.	The ETS advanced testing tools must monitor in real time key metrics through graph reporting including transaction average response time, and running users.
74.	The ETS advanced testing tools must create reports and charts with the average response time from the end user perspective for all transactions in a completed test.
75.	The ETS advanced testing tools must support debugging of test case execution.
76.	The ETS advanced testing tools must capture screen shots in either .GIF or .JPG formats.
77.	The ETS advanced testing tools must support the creating of a log file from the testing script.
78.	The ETS advanced testing tools must dynamically read and write to files during test execution.
<u>Performance Testing Requirements</u>	
79.	The ETS advanced testing tools must conduct performance testing through the following methods: <ul style="list-style-type: none"> g) Citrix Independent Computing Architecture (ICA); h) Microsoft Open Database Connectivity (ODBC); i) Lightweight Directory Access Protocol (LDAP); j) Windows sockets; k) Java Remote Method Invocation (RMI); and l) Remote Desktop Protocol (RDP)



Req. No.	Requirement Description
80.	The ETS advanced testing tools must execute multiple independent performance tests using different protocols simultaneously.
81.	The ETS advanced testing tools must add an additional instance of a test and combine the data post-test.
82.	The ETS advanced testing tools must vary user load in performance tests including: <ul style="list-style-type: none"> e) Increasing load in definable steps; f) Decreasing load in definable steps; g) Adding additional load while a test is running; and h) Adding additional load on a schedule while a test is running.
83.	The ETS advanced testing tools must create customizable reports with drill down capabilities and exporting to a flat data file.
84.	The ETS advanced testing tools must design and simulate up to 2000 concurrent users of GUI based applications including Java Swing running on Microsoft Windows.
85.	The ETS advanced testing tools must design and simulate up to 2000 concurrent users of GUI based applications including Java Swing published using Citrix and RDP.
86.	The ETS advanced testing tools must record and playback GUI based applications including Java Swing at the GUI layer.
87.	The ETS advanced testing tools must record and playback of GUI based applications including Java Swing at the GUI layer by leveraging Citrix.
<u>Functional Testing Requirements</u>	
88.	The ETS advanced testing tools must create automated test scripts for GUI based applications including Java Swing.
89.	The ETS advanced testing tools must record and playback of GUI based applications including Java Swing at the GUI layer or by leveraging Citrix.
90.	The ETS advanced testing tools must add/edit test steps during test case execution.
91.	The ETS advanced testing tools must view playback actions based on a recorded script for GUI based applications including Java Swing
92.	The ETS advanced testing tools must test Java Swing applications using a descriptive control lookup method for all Java Swing control libraries.

2.9 Infrastructure Requirements

This subsection details requirements specific to only the required infrastructure to support the ETS.

Req. No.	Requirement Description
93.	The ETS must support up-time 99.9% on a twenty-four hour, seven day week, 365 days per year (24/7/365) basis.
94.	The ETS must process a minimum 100,000 transactions per day. A transaction is defined as a single read or write to the ETS repository.
95.	The ETS must load balance within a clustered server environment.
96.	The ETS must restore data in the event of loss or corruption, or fail-over to an alternative system within 10 minutes until the primary system can be fixed.
97.	The ETS must allow for disaster recovery (backup of data and restoring data to previous save points) and scheduling of backups.
98.	The ETS server components must operate on one of the following operating systems: <ul style="list-style-type: none"> d) Microsoft Windows Server 2008 x64 bit and later;



Req. No.	Requirement Description
	e) Oracle/Sun Solaris v10 and later; and f) Redhat Enterprise Linux v6.7 and later.
99.	The ETS must support at least one of the following web application servers: d) Apache Tomcat v8.5.6 and later; e) Apache Web Server v2.2.31 and later; and f) Microsoft Internet Information Server (IIS).
100.	The ETS must support Agency user authentication through Microsoft Active Directory and LDAP.
101.	The ETS must support Simple Mail Transfer Protocol (SMTP) multipart content type for sending email notifications.
102.	The ETS must support one of the following database technologies for its repository in a data center fault tolerance configuration: d) Oracle v12.1.x and later' e) PostgreSQL 9.3.x and later' and f) Microsoft SQL Server 2008R2, 2012, 2014 and later.
103.	The ETS must restore the system to a prior state after an incident, or to go back to a previous version of the system following an event.

2.10 Technical Requirements

This subsection details technical requirements specific to the ETS.

Req. No.	Requirement Description
104.	The ETS must support transmission session encryption utilizing Transport Layer Security (TLS) 1.2.
105.	The ETS repository must terminate a user session automatically after 20 minutes of user inactivity.
106.	The ETS repository must display a system use notification prior to logging into the system.
107.	The ETS must isolate security functions enforcing access and information flow control from non-security functions.
108.	The ETS must provide audit trails of its execution.
109.	The ETS must administrate users and user groups.
110.	The ETS must create, modify, and delete user groups.
111.	The ETS must create, modify, and delete users.
112.	The ETS must configure access control to certain features of the ETS to user groups.
113.	The ETS must report on Log in statistics.
114.	The ETS must allow project owners to assign access to their projects to other ETS users.
115.	The ETS must not require the use of Adobe Flash or Shockwave players and components (included or embedded).
116.	The ETS must not require a background internet connection for any purpose.



ANNEX A: ATTACHMENT #1 - GLOSSARY OF TERMS

Acronym	Description
ETS	Enterprise Testing Solution
SOR	Statement of Requirements
CRA	Canada Revenue Agency
OT	Operability Testing
SI	Systems Integration
PM	Project Management
DevOps	Development Operations
RESTful	Representational state transfer (REST) or RESTful <u>web services</u>
API	Application Programming Interface
RFP	Request for Proposal
SDLC	Software Development Life Cycle
VPAT	Voluntary Product Accessibility Templates
PDF	Portable Document Format
HTML	Hypertext Markup Language
PO	Purchase Order
JPEG	Joint Photographic Experts Group
GIF	Graphics Interchange Format
MPEG	Moving Picture Experts Group
Citrix ICA	Citrix Independent Computing Architecture
ODBC	Microsoft Open Database Connectivity
LDAP	Lightweight Directory Access Protocol
RMI	Remote Method Invocation
RDP	Remote Desktop Protocol
COTS	Commercial off-the-shelf
GUI	Graphical User Interface
SMTP	Simple Mail Transfer Protocol
TLS	Transport Layer Security
IT	Information Technology



ANNEX B: LIST OF DELIVERABLES AND PRICING

To be inserted at time of Contract Award



ANNEX C: SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) / LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Canada Revenue Agency		2. Branch or Directorate / Direction générale ou Direction Information Technology Branch / Production Assurance	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Implementation of the Enterprise Testing Solution (ETS). Vendor providing software solution and professional services.			
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:		Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>		COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>			TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document: No / Non Yes / Oui

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux: _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May uncreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will uncreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises. Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Table with columns for Category, Protected, Classified, NATO, and COMSEC. Rows include Information/Assets, IT Work/Support, and IT Link.

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? [X] No / Non [] Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? [X] No / Non [] Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX D: TASK AUTHORIZATION FORM

Task Authorization # **XX** Contract # **TBD**

As per the Terms and Conditions of the resulting Contract

1.0 DESCRIPTION OF THE GOODS TO BE DELIVERED AND/OR THE WORK TO BE PERFORMED BY THE CONTRACTOR		
	FROM:	TO:
2.0 PERIOD OF SERVICES (if applicable)		
3.0 DELIVERY OF SERVICES TO BE PERFORMED FOR:	4.0 AT LOCATION/ADDRESS:	
DELIVERY OF GOODS TO BE COMPLETED BY (IF APPLICABLE):		
5.0 FINANCIAL CODING:	6.0 INVOICING ADDRESS:	
7.0 AUTHORITIES:	NAME/ADDRESS/TELEPHONE NO:	
7.1 PROJECT AUTHORITY:	Refer to Article 7.12.2 , "Project Authority" of the Contract	
7.2 CONTRACTING AUTHORITY:	Refer to Article 7.12.1 , "Contracting Authority" of the Contract	



8.0 COST		
BASIS OF PAYMENT (if applicable)		TOTAL ESTIMATED COST/ LIMITATION OF EXPENDITURE:
TRAVEL AND LIVING INCLUDED IN THE COST OF THIS WORK		
		\$
		SUB-TOTAL: \$
		PLUS GST/HST: \$
		TOTAL COST: \$
9.0	SIGNATURE	DATE
PROJECT AUTHORITY:		
_____	_____	_____
Print name		
10.0	SIGNATURE	DATE
CONTRACTING AUTHORITY:		
_____	_____	_____
Print name		
11.0	SIGNATURE	DATE
CONTRACTOR'S REPRESENTATIVE:		
_____	_____	_____
Print name		



ANNEX E: CONFIDENTIALITY CERTIFICATION

Confidentiality: Canada Revenue Agency Acts

PRIOR TO SIGNING THIS DOCUMENT, THE CONTRACTOR IS REQUIRED TO READ SECTIONS 239 AND 241 OF THE INCOME TAX ACT <http://laws-lois.justice.gc.ca/eng/acts/I-3.3/> , AND SECTIONS 295 AND 328 OF THE EXCISE TAX ACT (<http://laws-lois.justice.gc.ca/eng/acts/e-15/>).

I _____, the Contractor, as a person engaged by or on behalf of Her Majesty in right of Canada, certify that I have read Sections 239 and 241 of the Income Tax Act, and Sections 295 and 328 of the Excise Tax Act and that I understand that I am subject to and promise to comply with those provisions.

I will use the services of any person(s) I require in order to carry out my responsibilities under the Contract. If I employ such person(s) or contract for their services, I will also pay their remuneration and all related expenses. I will also engage all such persons whose services are to be utilized, on behalf of Her Majesty in right of Canada, for the purposes of Sections 239 and 241 of the Income Tax Act, and Sections 295 and 328 of the Excise Tax Act. I will require each person so engaged, as a pre-condition to assisting me in carrying out my responsibilities under the Contract, to sign a document (see page two (2) of this Annex) stating that he or she has read the provisions of Sections 239 and 241 of the Income Tax Act, and Sections 295 and 328 of the Excise Tax Act and understands that he or she must comply with such provisions.

I will provide copies of all executed acknowledgement documents to the representative of the Commissioner of Revenue.

CONTRACTOR

Name (please type)

Authorized representative's name (please type)

Title (please type)

Signature

Date



Confidentiality: Canada Revenue Agency Acts

PRIOR TO SIGNING THIS DOCUMENT, THE EMPLOYEE OF THE CONTRACTOR IS REQUIRED TO READ SECTIONS 239 AND 241 OF THE INCOME TAX ACT <http://laws-lois.justice.gc.ca/eng/acts/I-3.3/> , AND SECTIONS 295 AND 328 OF THE EXCISE TAX ACT (<http://laws-lois.justice.gc.ca/eng/acts/e-15/>).

Between the Commissioner of Revenue and, the Contractor and _____ the employee (or consultant or subcontractor, etc.).

I, _____, acknowledge that I am employed by the Contractor, and will assist the Contractor in carrying out the Contractor’s duties under the Contract.
I acknowledge that I am engaged by the Contractor on behalf of Her Majesty the Queen in right of Canada for the purposes of Section 241 of the Income Tax Act, and Section 295 of the Excise Tax Act and therefore, for the purpose of the Contract, am an “official” as that term is defined in the named provisions of the named Statutes.

I hereby acknowledge that I am legally obliged to abide by and have read the provisions in Sections 239 and 241 of the Income Tax Act, and Sections 295 and 328 of the Excise Tax Act, that I understand them, and promise to comply with them.

I agree to use the knowledge and information obtained by me during the time that I was assisting and for the purpose of assisting the Contractor, or any knowledge or information prepared from such knowledge or information, solely to assist the Contractor in carrying out the Contractor’s duties under the Contract and I acknowledge and certify that I will not use such knowledge and information for any other purpose whatsoever. Without restricting the generality of the foregoing, I agree that I will not use any research or intellectual property obtained while assisting the Contractor in carrying out the Contractor’s duties under the contract, in the course of my own research, in the course of my work as a consultant, or in any scientific or technological endeavour whatsoever.

I hereby agree to take all the security precautions needed to ensure that the research, intellectual property and trade secrets obtained by me during the performance of the Contract are secure at all times from use not permitted by the subcontract, by any other person whatsoever, including unauthorized use by the Contractor’s employees and the sub-contractors engaged by the Contractor.

CONTRACTOR

Contractor name (*please type*)

Date

**EMPLOYEE /
CONSULTANT/
SUBCONTRACTOR**

Employee/Consultant/Subcontractor name (*please type*)

Date

Signature