



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

**Canada Revenue Agency
Agence du revenu du Canada**
See herein / Voir dans ce document

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 et ci-jointes, 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 is required to 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

AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION

Title – Sujet Board of Management Secure Online Portal	
Solicitation No. – No de l'invitation 1000340047	Date March 19, 2018
Amendment No. - N° modif. 001	
Solicitation closes – L'invitation prend fin on – le (April 19, 2018) 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 – Henrik Schwerdtfeger Address – Adresse - See herein / Voir dans ce document E-mail address – Adresse de courriel - See herein / Voir dans ce document	
Telephone No. – No de téléphone (613) 608-6997	
Fax No. – No de télécopieur (613) 948-2459	
Destination - Destination See herein / Voir dans ce document	
T	
HIS DOCUMENT CONTAINS A SECURITY REQUIREMENT. LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.	



SOLICITATION AMENDMENT # 001

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP.

1. QUESTIONS AND ANSWERS

- Q1: It is mentioned in point 1.4 DEBRIEFINGS of the Request for Proposal entitled "Board of Management Secure Online Portal (1000340047)" that bidders may request a debriefing on the results of the solicitation process. May we please have this debriefing?
- A1: Bidders should make the request to the Contracting Authority within ten business days of receipt of the results of the solicitation process.
- As per revised Standard Instructions 2003, Section 05 titled "Submission of Bids", "Bids will remain open for acceptance for a period of not less than 120 days from the closing date of the bid solicitation". Unless the CRA seeks an extension, it is anticipated that all evaluation steps will be completed and a contract will be awarded within this bid validity period.
- Q2: To confirm- you will not accept electronic submissions?
- A2: That is correct. Electronic bids will not be accepted.
- Q3: Has another vendor been involved in discussions with the CRA, prior to the release of the RFP?
- A3: No other vendor has been involved in discussions with the CRA, prior to the release of the RFP.
- Q4: What prompted the business to look for another solution?
- A4: The current agreement for a Board of Management Secure Online Portal (BOMSOP) is due to expire October 3, 2018 and the Canada Revenue Agency continues to have a need for a BOMSOP.
- Q5: Who is involved in the decision?
- A5: The CRA has established a team of technical and procurement specialists to procure the BOMSOP.
- Q6: Has a budget been allocated to the project? If so, what is the range?
- A6: Details regarding the budget for this project will not be shared.
- Q7: How many users will this be for?
- A7: The approximate number of users for the BOMSOP is 40.
- Q8: Are you open to a cloud based solution?
- A8: The solution must be a hosted service with geographical location of the datacentre within Canada.
- Q9: What date will be the contract award and vendor notification? What date will be the contract agreement and signing?
- A9: As per revised Standard Instructions 2003, Section 05 titled "Submission of Bids", "Bids will remain open for acceptance for a period of not less than 120 days from the closing date of the bid solicitation". Unless the CRA seeks an extension, it is anticipated that all evaluation steps will be completed and a contract will be awarded within this bid validity period.
- Q10: Whether companies from Outside Canada can apply for this? (like, from India or USA)
- A10: Companies from outside Canada may submit a response to this RFP, however, all CRA data must reside in Canada at all times. Furthermore, the security requirements associated with this requirement must be met at all



times. For further information, please refer to 7.6 Security Requirements and Annex A - Statement of Work of the RFP.

Q11: Whether we need to come over there for meetings?

A11: The majority work will be performed at the Contractor's site. Upon request by the CRA, the Contractor may be required to work on-site in Ottawa, Ontario, Canada, at the CRA's facilities for classroom training on the use of the BOMSOP. This one time classroom training will be at no additional cost to the CRA. For further information, please refer to 11.1 Classroom Training under Annex A - Statement of Work of the Request for Proposal (RFP).

Q12: Can we perform the tasks (related to RFP) outside Canada?(like, from India or USA)

A12: Tasks related to the RFP may be performed outside Canada, however, the security requirements associated with this requirement must be met at all times. All CRA data must reside in Canada at all times. For further information, please refer to 7.6 Security Requirements and Annex A - Statement of Work of the RFP.

Q13: Can we submit the proposals via email?

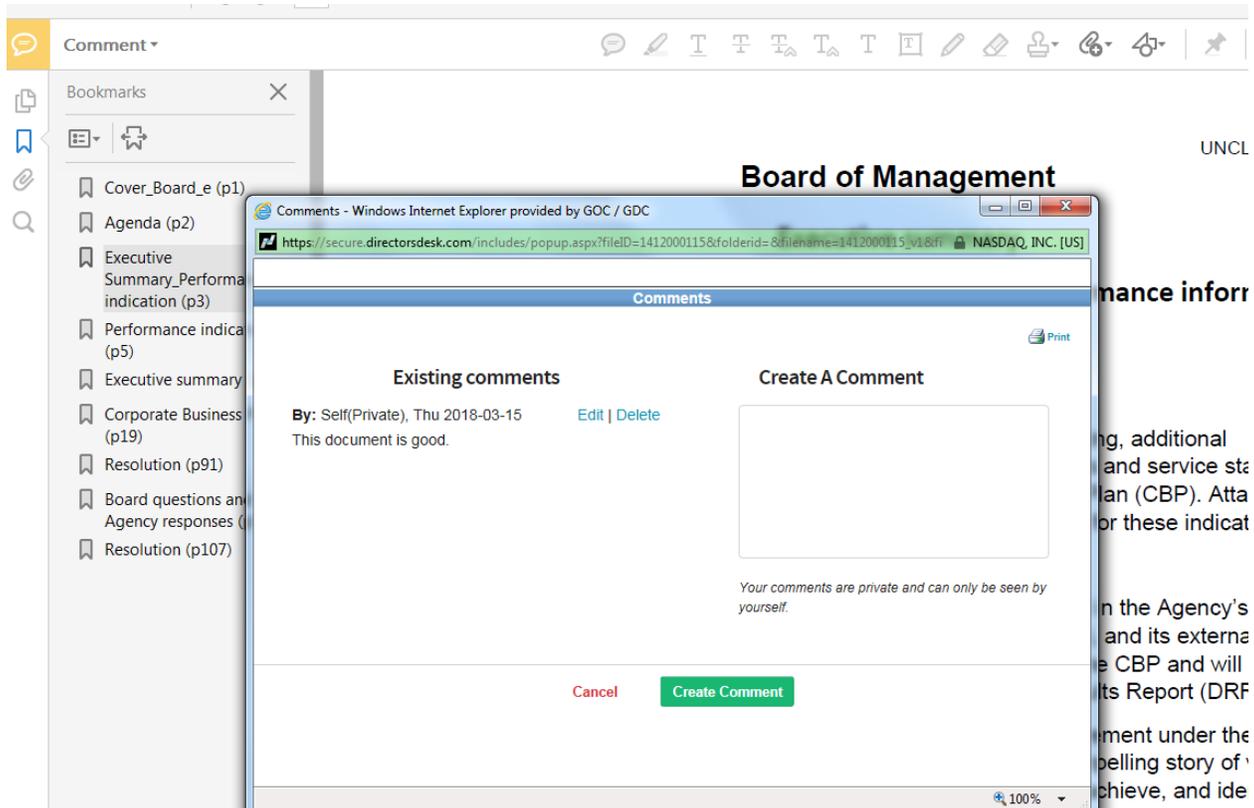
A13: Electronic bids will not be accepted.

Q14: Under section 6.2.11 Annotation (page 39 of 55), you state that "The Annotation feature of the BOMSOP must work with all document formats that are stored on the BOMSOP." – our questions:

- a. With which file formats should the annotation feature be compatible? PDF, other?
- b. Could you provide screenshots of how the annotation feature works in the current solution?

A14a: Annotations should be possible in all version types that are able to be uploaded to the Portal. For example, in the current solution, all uploads are converted to PDF only.

A14b: Please refer to the screenshot immediately below:





Q15: Under section 8.1 TECHNICAL SECURITY CONTROLS, points z.aa through z.gg (page 44 of 55), you ask that the application must implement a Security Container approach to the storage and remote management of stored information on mobile devices. Our questions:

- a. Which Security Container product is currently in place for the current solution?
- b. Is the expectation that the BOMSOP provides its own security container server/management capabilities, or should it integrate with an existing Security Container management solution already in place?

A15a: Currently, the CRA does not have a security container product for the current solution.

A15b: The expectation is that the BOMSOP provides its own built-in security container server/management capability OR be able to integrate with a 3rd party equivalent.

Q16: I came across your RFP for the Online Portal on Biddingo. I am wondering if you are looking for a custom solution to be built to spec, or if you are targeting something off-the-shelf?

A16: It is the CRA's expectation to procure a COTS (Commercial Off The Shelf) solution.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED