



**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**

<b>Title – Sujet</b> Board of Management Secure Online Portal	
<b>Solicitation No. – No de l'invitation</b> 1000340047	<b>Date</b> April 4, 2018
<b>Amendment No. - N° modif.</b> 002	
<b>Solicitation closes – L'invitation prend fin</b> on – le April 19, 2018 at – à 2:00 P.M. / 14 h	<b>Time zone – Fuseau horaire</b> EDT/HAE Eastern Daylight Time/ Heure Avancée de l'Est
<b>Contracting Authority – Autorité contractante</b> Name – Henrik Schwerdtfeger Address – Adresse - See herein / Voir dans ce document E-mail address – Adresse de courriel - See herein / Voir dans ce document	
<b>Telephone No. – No de téléphone</b> (613) 608-6997	
<b>Fax No. – No de télécopieur</b> (613) 948-2459	
<b>Destination - Destination</b> See herein / Voir dans ce document	
<b>THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT. LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.</b>	



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## SOLICITATION AMENDMENT # 002

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP; and
2. Amend the RFP.

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### 1. QUESTIONS AND ANSWERS

Q17: **Item 8.2, Operational Security Controls**, of the Request for Proposal entitled "Board of Management Secure Online Portal (1000340047)" states that this section identifies the operational security controls requirements of the BOMSOP:

*In point d:*

Protect (i.e., physically **control** and securely store) information system media containing Data, both **paper** and digital.

QUESTION 1

What do you mean by "**physically control**... information system media containing Data"?

QUESTION 2

We understand that the Canada Revenue Agency wants a secure online portal for the Board of Management. Will there also be paper (physical) documents to be taken into consideration for this project?

A17: QUESTION 1 :

This requirement is to ensure that the facility where the data is processed and stored is properly secured physically. The area must be controlled physically, i.e. access only granted to authorised and cleared personnel, using access cards, etc. All media must be stored securely, etc.

QUESTION 2 :

There are no paper documents to manage. This is an electronic (paperless) solution for Board members.

Q18: **Item 6.2.11, Annotation**, of the Request for Proposal entitled "Board of Management Secure Online Portal (1000340047)" states that this section identifies the operational security controls requirements of the BOMSOP:

In point b: The Annotation feature of the BOMSOP must work with all document formats that are stored on the BOMSOP.

QUESTION

What document formats are currently stored on the BOMSOP?

A18: The documents uploaded to the current solution are converted to PDF files.



Q19: Item 6.2.8, Synching, of the Request for Proposal entitled "Board of Management Secure Online Portal (1000340047)" states that this section identifies the operational security controls requirements of the BOMSOP:

In point a: The BOMSOP must allow users to perform one-way synching of the BOMSOP calendars with Microsoft Outlook. The synching will occur from the BOMSOP to the user's Microsoft Outlook account, and Apple, Android and Microsoft mobile calendars.

#### QUESTIONS

1. What do you mean by one-way synching?
2. Who will be synched?

A19: QUESTION 1:  
When an event is scheduled in the portal calendar (e.g. 10 a.m. EST) it must synch with the users personal device and time zone correctly (e.g. ipad in Newfoundland will add event at 8:30 a.m. to account for time zone differences). When the member travels to a new time zone, the meeting time must also be synchronized.

QUESTION 2:  
Synchronization must be done between the portal calendar and the user's calendar (Outlook, Apple, Android or MS Mobile). Please also refer to the response immediately above.

Q20: Item 10.0, Deliverables, of the Request for Proposal entitled "Board of Management Secure Online Portal (1000340047)" states, in point a:

Implementation of a BOMSOP meeting all requirements as stated in this Statement of Requirements and any attached annexes. The BOMSOP must be made available to the CRA's BOMSOP Administrator within seventy-two (72) hours of contract award.

QUESTION 1  
Is the 72-hour deadline to make the BOMSOP available to the Agency's BOMSOP Administrator firm, or can we have more time after the contract is awarded?

QUESTION 2  
What are the target dates or deadlines for the deliverables requested in this Request for Proposal (training, contract award, etc.)?

A 20: QUESTION 1:  
The BOMSOP must be made available to the CRA's BOMSOP Administrator within seventy-two (72) hours of contract award.

QUESTION 2:  
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.



## 2. AMENDMENTS TO THE RFP

M1. At Part 3 - Proposal Preparation Instructions under Section IV: Additional Information **within the English version of the RFP**,

**Delete:**

Section IV: Additional Information (one hard copy and one soft copy) (Text deleted)

**Replace with:**

Section IV: Additional Information (one hard copy and one soft copy).

M2. At Part 4 - Evaluation and Selection under Step 2 – Evaluation of Financial Proposals,

**Delete:**

Product Description	All inclusive Annual Fee (up to 40 users for a period of 12 months)	All inclusive Annual Fee (41+ users (period of 12 months)
Firm all-inclusive annual price for subscription to the Board of Management Secure Online Portal	\$_____ (A)	\$_____ per user (B)
Weight	90% (C)	10% (D)
Weighted cost	A*C (E)	B*D (F)
Total weighted evaluation cost for annual subscription services <b>(Bid Evaluation Price)</b>	E+F	

**Replace with:**

Product Description	All inclusive Annual Fee (up to 40 users for a period of 12 months)	All inclusive Annual Fee (41+ users (period of 12 months)
Firm all-inclusive annual price for subscription to the Board of Management Secure Online Portal	\$100 (A)	\$10 per user (B)
Weight	90% (C)	10% (D)
Weighted cost	\$90 (\$100*90%) (E)	\$1 (\$10*10%) (F)
Total weighted evaluation cost for annual subscription services <b>(Bid Evaluation Price)</b>	\$91 (E+F)	



M3. At 6.2.2 d) under Annex A - Statement of Work,

**Delete:**

Must provide the ability to upload one document or more than one document at a time.

**Replace with:**

Must provide the ability to upload more than one document at a time.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**