

## SHARED SERVICES CANADA

### Invitation to Qualify for Government of Canada Cloud Service Procurement Vehicle (GC Cloud)

INVITATION TO QUALIFY No.	32099	DATE	SEPTEMBER 7, 2018
GCDOCS FILE No.		GETS REFERENCE NO.	PW-18-00841719

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	POSTAL ADDRESS	AS SET OUT FOR THE ISSUING OFFICE ABOVE
CLOSING DATE AND TIME (Please note the applicable closing date and time for each ITQ Stream)	STREAM 1	OCTOBER 11, 2018 AT 2PM
	STREAM 2	OCTOBER 25, 2018 AT 2PM
TIME ZONE	EASTERN DAYLIGHT TIME (EDT)	
DESTINATION OF GOODS/SERVICES	NOT APPLICABLE – PRE-QUALIFICATION PROCESS ONLY	
EMAIL ADDRESS FOR SUBMITTING YOUR RESPONSE BY THE CLOSING DATE	<a href="mailto:SSC.PVRCLOUD-ARFNUAGE.SPC@CANADA.CA">SSC.PVRCLOUD-ARFNUAGE.SPC@CANADA.CA</a>	

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#### TABLE OF CONTENTS

<b>1.</b>	<b>GENERAL INFORMATION.....</b>	<b>3</b>
1.1	INTRODUCTION.....	3
1.2	OVERVIEW OF THE PROJECT .....	3
1.3	OVERVIEW OF ANTICIPATED PROCUREMENT PROCESS.....	7
1.4	CONFLICT OF INTEREST OR UNFAIR ADVANTAGE.....	8
<b>2.</b>	<b>INSTRUCTIONS FOR RESPONDENTS.....</b>	<b>9</b>
2.1	STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	9
2.2	QUESTIONS AND COMMENTS .....	9
2.3	SUBMISSION OF ONLY ONE RESPONSE PER RESPONDENT FOR A PROPOSED COMMERCIALLY AVAILABLE CLOUD SERVICE .....	10
2.4	SECURITY CLEARANCE REQUIREMENT .....	11
<b>3.</b>	<b>PREPARING AND SUBMITTING A RESPONSE.....</b>	<b>12</b>
3.1	GENERAL INSTRUCTIONS.....	12
3.2	LANGUAGE FOR FUTURE COMMUNICATIONS .....	12
3.3	CONTENT OF RESPONSE.....	12
3.4	ELECTRONIC SUBMISSION OF RESPONSE .....	13
<b>4.</b>	<b>PROCESS FOR EVALUATING RESPONSES.....</b>	<b>16</b>
4.1	EVALUATION OF RESPONDENT QUALIFICATIONS .....	16
4.2	SHARED SERVICES CANADA INTEGRITY POLICY .....	16
4.3	BASIS OF QUALIFICATION.....	17
4.4	ITQ PHASE SECOND QUALIFICATION ROUNDS .....	17
	<b>Annex A – QUALIFICATION REQUIREMENTS .....</b>	<b>19</b>
	<b>Annex B – CLOUD SERVICE PROVIDER INFORMATION TECHNOLOGY SECURITY ASSESSMENT PROCESS .....</b>	<b>20</b>
	<b>Annex C – COMMON RESULTING CONTRACT TERMS .....</b>	<b>21</b>
	<b>Annex D – OVERVIEW OF THE SSC CLOUD BROKERING SERVICE .....</b>	<b>22</b>
	<b>Annex E – DEFINITIONS.....</b>	<b>23</b>
	<b>Annex F – RESPONSE SUBMISSION FORM.....</b>	<b>24</b>
	<b>Annex G – INTEGRITY CHECK FORM.....</b>	<b>26</b>

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### Invitation to Qualify for Government of Canada Cloud Service Procurement Vehicle (GC Cloud)

## 1. GENERAL INFORMATION

### 1.1 Introduction

- a) **Phase 1 of Procurement Process:** This Invitation to Qualify (ITQ) is the first phase of a procurement process by Shared Services Canada (SSC) for the **Government of Canada Cloud Service Procurement Vehicle** (the “**Project**”). Suppliers are invited to pre-qualify in accordance with the terms and conditions of this ITQ in order to become “**Qualified Respondents**” for any later phases of the procurement process. Only Qualified Respondents will be permitted to bid on any subsequent solicitations issued as part of the procurement process.
- b) **Further Evaluation of Qualified Respondents:** Even though certain suppliers may be pre-qualified by Canada as a result of this ITQ, Canada reserves the right to re-evaluate any aspect of the qualification of any Qualified Respondent at any time during the procurement process.
- c) **ITQ is not a Bid Solicitation:** This ITQ phase of the procurement process is not a solicitation of bids or tenders. No contract will be awarded as a result of the activities during the ITQ phase. Canada reserves the right to cancel any of the preliminary requirements included as part of the Project at any time during the ITQ phase or any other phase of the procurement process. Given that the ITQ process may be partially or completely cancelled by Canada, it may not result in any of the subsequent procurement processes described in this document. Respondents and Qualified Respondents may withdraw from the procurement process at any time. Therefore, suppliers who submit a response can choose not to bid on any subsequent solicitation.
- d) **National Security Exception:** The national security exceptions provided for in the trade agreements to which Canada is a party, current and future, have been invoked with respect to this procurement. Therefore, this procurement is excluded from all of the obligations of the trade agreements, for each and all purposes.

### 1.2 Overview of the Project

- a) **Overview of Project:** In 2016 the Government of Canada (GC) released the IT Strategic Plan and the Cloud Adoption Strategy. These documents focused on identifying principles and departmental roles for cloud adoption, while also highlighting the GC’s need for multiple cloud deployment models to support the GC’s cloud adoption efforts.

Following the release of these documents, SSC initiated a competitive procurement process to establish an initial (and interim) source supply of cloud services for unclassified data. The

solicitation process concluded in the spring of 2018 with the establishment of twenty-six contracts with qualified vendors offering public cloud services from eight different Cloud Service Providers (CSPs).

As the GC continues its efforts to expand its adoption of cloud-based services, an increasing demand is emerging for a source of supply capable of fulfilling public cloud services requirements above the unclassified data level.

During the GC Cloud First Day in February 2018, it was announced that initiatives would be launched to establish standard and common sources of supply for the GC's expanding need of public cloud services for various data classification levels.

b) **Scope of Anticipated Procurement:**

- i) **Potential Client Users:** This ITQ is being issued by SSC. It is intended that the procurement vehicle resulting from any subsequent solicitation would be used by SSC to provide shared services to one or more of its clients. SSC's clients include SSC itself, those government institutions for whom SSC's services are mandatory at any point during the life of any resulting instrument(s), and those other organizations for whom SSC's services are optional at any point during the life of any resulting instrument(s) and that choose to use those services from time to time. This process will not preclude SSC or Public Services and Procurement Canada (PSPC) from using another method of supply for any of its clients with the same or similar needs, unless a subsequent solicitation for this Project expressly indicates otherwise.
- ii) **Number of procurement vehicles:** SSC is currently contemplating the award of a multiple procurement vehicle structure that will be awarded to multiple Qualified Respondents who remain qualified at the time the bid solicitation(s) are released. The exact procurement vehicle structure will be presented at the solicitation phase.
- iii) **Term of procurement vehicle:** SSC is currently contemplating a procurement vehicle that will be available for an undetermined period of years. SSC reserves the right to use an alternative approach at the solicitation phase.
- iv) **Number of Procurement Streams:** This ITQ is focused on establishing two Procurement Streams ("Streams"). Each Procurement Stream aims to address a specific level of cloud assurance required for GC requirements, which are categorized by tier in Figure 1 below:


Increasing levels of assurance 		
Requirements	Tier 1	Tier 2
GC Impact	Low	Moderate
Categorization	Up to and including Protected A, Low Integrity Low Availability	Up to and including Protected B, Medium Integrity Medium Availability
Data Residency	Anywhere (approved by the GC)	In Canada
Location	Off-premise	Off-premise

Figure 1 – Various levels of cloud assurance by Tier

The two Procurement Streams within scope for this ITQ are summarized below:

- (A) **Stream 1:** Aims to establish a source of supply capable of fulfilling GC Public Cloud Services requirements that require Tier 2 cloud assurance.

**Note:** For Stream 1, the Respondent must be the Cloud Service Provider of the proposed Commercially Available Cloud Service.

**Respondents who qualify for Stream 1 will automatically qualify for Stream 2.**

- (B) **Stream 2:** Aims to establish a source of supply capable of fulfilling GC Public Cloud Services requirements that require Tier 1 cloud assurance.

Additional streams that address additional cloud assurance tiers may follow in a subsequent solicitation(s) issued by SSC and/or PSPC.

The criteria defined in this ITQ are strictly for qualification purposes and the criteria and Streams for future bid solicitations will be further defined at a subsequent Review and Refine Requirement phase (RRR). Respondents may submit responses for one or both Streams. Canada will evaluate each Stream separately. The ITQ evaluation criteria for each Stream will focus on the Respondent's qualifications to deliver the requirements of that Stream. Respondents who meet the mandatory ITQ experience requirements of a Stream will qualify to proceed to the subsequent phase of the procurement process for that Stream. Respondents who do not successfully qualify at the ITQ Phase for a Stream will not be able to participate in subsequent procurement phases for that Stream. SSC at its discretion may complete some or all evaluation activities for one Stream before or concurrently with another Stream.

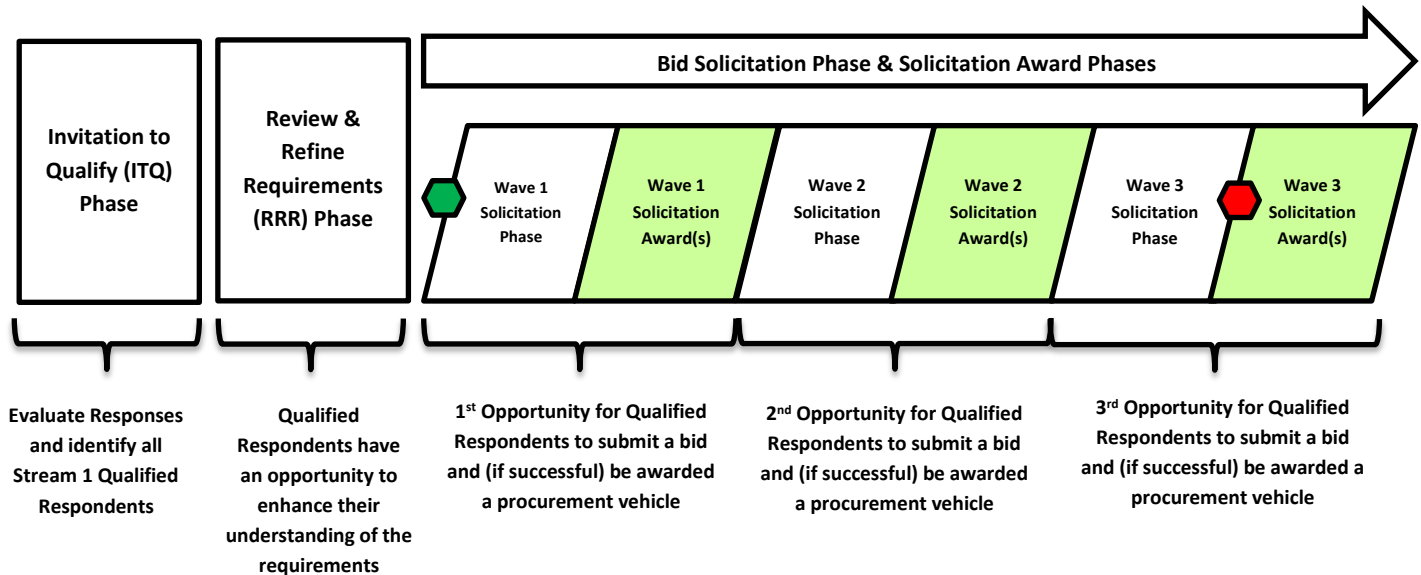
Canada reserves the right to cancel or combine or separate one or more Streams at any time during the ITQ phase or any other phase of the procurement process. Given

that this ITQ or the subsequent bid solicitation may be cancelled by Canada in part or in its entirety at any time in accordance with the applicable terms, it may not result in the subsequent procurement process described in this document. Because the ITQ is not a request for a proposal, suppliers who submit a response have no obligation to bid on any subsequent solicitation.

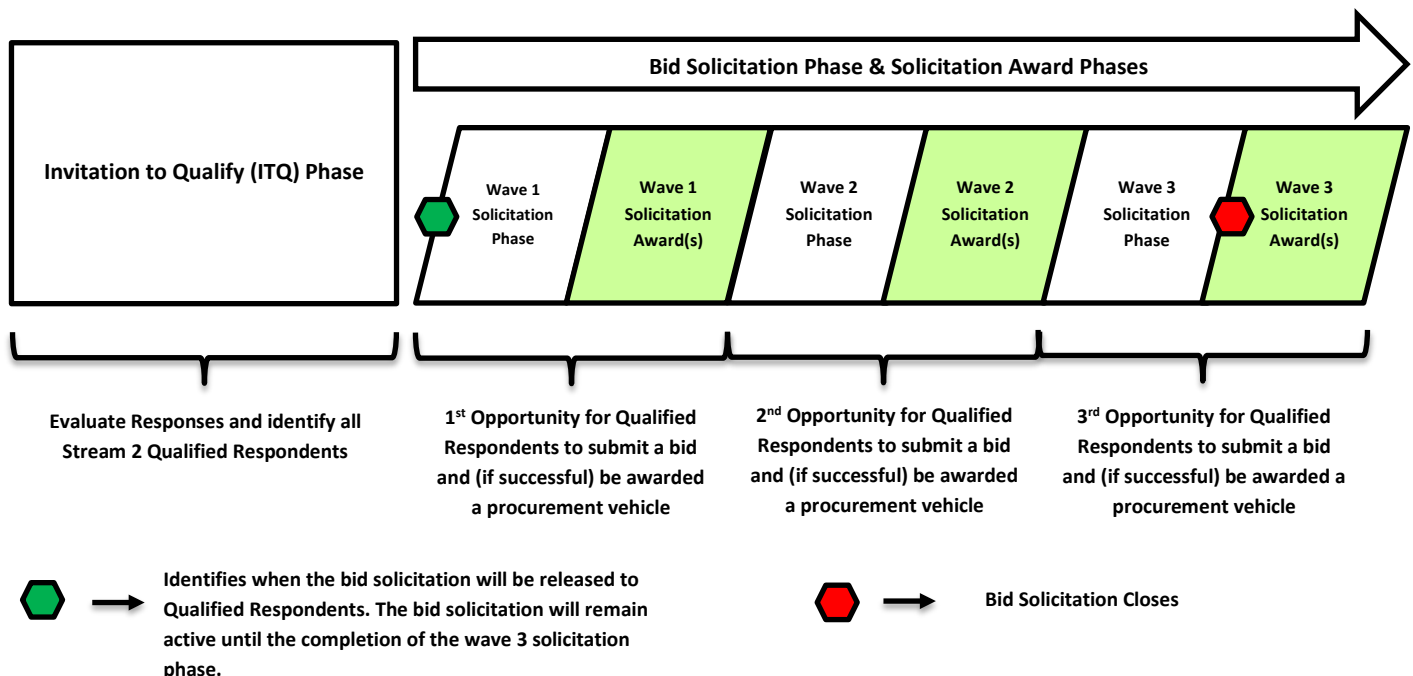
### 1.3 Overview of Anticipated Procurement Process

The anticipated multi-phase Collaborative Procurement Approach (CPA) process is shown below in Figure 2 and Figure 3 (summarized below). This approach for each Stream will allow Canada to conduct due diligence with respect to the requirements with Qualified Respondents before issuing bid solicitation(s).

**Figure 2: Procurement Approach for Stream 1**



**Figure 3: Procurement Approach for Stream 2**



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

- a) **Invitation to Qualify (ITQ) Phase:** This ITQ will be used to qualify Respondents by Stream to participate in any subsequent phases of the procurement process.
- b) **Review and Refine Requirements (RRR) Phase:** The RRR process with the Qualified Respondents may be held after the ITQ phase.

The objective of the RRR phase is to obtain feedback from Qualified Respondents on Canada's preliminary requirements for the Project. Canada may also at that time discuss procurement vehicle structure options being contemplated for the bid solicitation phase.

It is intended to be a collaborative process and may involve interactions such as workshops, one-on-one sessions, and/or written questions and answers. Canada will consider the feedback provided by Qualified Respondents when refining the requirements and preparing its procurement documents for the Project. Further details regarding the RRR will be provided to those Respondents who qualify as a result of this ITQ.

- c) **Bid Solicitation Phase:** Canada anticipates releasing any solicitation(s) to those Qualified Respondents who remain qualified at the time a solicitation is released. Canada is contemplating multiple procurement vehicle options for the bid solicitation(s).

Qualified Respondents will be required to demonstrate in the bid solicitation phase that the Cloud Service Provider of the proposed cloud service has successfully completed the Cloud Service Provider Information Technology Security Assessment.

- d) **Solicitation Award Phase:** Any procurement vehicle will be awarded after completion of the Bid Solicitation Phase and any necessary internal approvals have been received. SSC anticipates awarding a procurement vehicle to all Qualified Respondents who participate and successfully comply with the requirements outlined in the bid solicitation phase. SSC may potentially establish multiple procurement vehicles for each Stream that may or may not offer the Services of the same Cloud Service Provider.

## 1.4 Conflict of Interest or Unfair Advantage

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



## 2. INSTRUCTIONS FOR RESPONDENTS

### 2.1 Standard Instructions, Clauses and Conditions

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

### 2.2 Questions and Comments

- a) Questions and comments applicable to Stream 1 of this ITQ can be submitted in accordance with the Section of SSC's Standard Instructions entitled "**Communications**". However, instead of the deadline specified in those Standard Instructions:
  - i) **ITQ Stream 1** – All questions should be submitted by **September 21, 2018 at 11:59 PM** and Canada will respond to these questions by **October 4, 2018**. If Canada does not respond by the date and times indicated, Canada will extend the closing date by the same duration as the delay(s).
  - ii) **ITQ Stream 2** – All questions should be submitted by **September 27, 2018 at 11:59 PM** and Canada will respond to these questions by **October 11, 2018**. If Canada does not respond by the date and times indicated, Canada will extend the closing date by the same duration as the delay(s).

Bidders should reference in any submitted question the applicable Procurement Stream their questions and/or comments apply to.

If Canada does not respond by the date and times indicated, Canada will extend the closing date by the same duration as the delay(s).

- b) **Additional comments and feedback (Requested at ITQ closing date)**

Canada has included key standard terms and conditions that are currently used in SSC's current Public Cloud Services contracts (attached in Annex C). Canada has also included an

Overview of the SSC Cloud Brokering Service (attached in Annex D). Specific enquiries on these two (2) draft documents will not be answered during the ITQ phase.

Suppliers are asked to provide any comments and suggestions on Annex B and Annex C with their ITQ response along with any additional comments, clarifications or feedback deemed beneficial to future phases of the procurement process. It is requested that these suggestions be provided within the Response and not as Questions during the ITQ phase.

SSC will consider this feedback and have the right to accept or reject any or all suggestions, when refining the requirements and preparing the documentation for subsequent phases of the procurement process.

## 2.3 Submission of Only One Response per Respondent for a proposed Commercially Available Cloud Service

- a) A Respondent can be an individual, a sole proprietorship, a corporation, a partnership, or a joint venture.
- b) For each Procurement Stream, Canada will permit the following:
  - i) **Procurement Stream 1** – For Stream 1, the Respondent **must** be the Cloud Service Provider of the proposed Commercially Available Cloud Service. Alternative Service Providers of the proposed Commercially Available Cloud Service will not be permitted as a Respondent for Stream 1.
  - ii) **Procurement Stream 2** – For Stream 2, the Respondent can be either
    - (A) the Cloud Service Provider of the proposed Commercially Available Cloud Service; **or**
    - (B) an authorized Alternative Service Provider of the proposed Commercially Available Cloud Service; **or**
    - (C) a Cloud Reseller of the proposed Commercially Available Cloud Service.

**Please note:** For both Stream 1 and Stream 2, the role and qualification requirements for any CSP's Alternative Service Providers and Cloud Resellers will be addressed by Canada in a subsequent phase of the procurement process.

Respondents who qualify for Stream 1 will automatically qualify for Stream 2.

- c) A Respondent (including related entities as defined in subsection (d) below) will be permitted to qualify only once per Procurement Stream for a proposed Commercially Available Cloud Service (CSP). If a Respondent or any related entity participate in more than one response for any given Stream (participating means being part of the Respondent, not being a subcontractor), Canada will provide those Respondents with 2 working days to identify the single response to be considered by Canada. Failure to meet this deadline may result in all the affected responses being disqualified or in Canada's discretion, which of the responses to evaluate.
- d) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is an individual, corporation, partnership, etc.) an entity will be considered to be "related" to a Respondent if:

- i) they are the same legal entity as the Respondent (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
- ii) the entity and the Respondent are “related persons” or “affiliated persons” according to the Canada *Income Tax Act*;
- iii) the entity and the Respondent have now or in the two years before the ITQ closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
- iv) the entity and the Respondent otherwise do not deal with one another at arm’s length, or each of them does not deal at arm’s length with the same third party.

Any individual, sole proprietorship, corporation, or partnership that is a Respondent as part of a joint venture can submit another response on its own or as part of another joint venture.

Example 1: Supplier A does not itself have all the experience required by the ITQ. However, Supplier B has the qualifications that Supplier A lacks. If Supplier A and Supplier B decide to team up to submit a response together as a joint venture, both entities are together considered the Respondent. **Both Supplier A and Supplier B will be permitted to team up with another supplier to submit a separate response.**

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

- e) A Respondent may act as a subcontractor to another Respondent. However, subcontractors **may not** be permitted to participate in the subsequent procurement phases with the Qualified Respondent for whom they will be doing subcontracting work.
- f) By submitting a response, the Respondent is certifying that it does not consider itself to be related to any other Respondent.

## 2.4 Security Clearance Requirement

A Respondent must meet the security clearance requirements contained in Annex A in order to become a Qualified Respondent.

### 3. PREPARING AND SUBMITTING A RESPONSE

#### 3.1 General Instructions

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

#### 3.2 Language for Future Communications

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

#### 3.3 Content of Response

A complete response to this ITQ consists of all of the following:

- a) **Response Submission Form (Requested at ITQ Closing)**: Respondents are requested to include the Response Submission Form included in Annex F with their responses for each applicable Stream. It provides a common form in which Respondents can provide information required for evaluation, such as a contact name, the Respondent's Procurement Business Number, the language for future communications with Canada about this procurement process, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information requested by the Response Submission Form is incomplete or requires correction, Canada will provide the Respondent with an opportunity to provide the additional information or make the correction. Providing the information when requested during the evaluation period is mandatory.
- b) **Integrity Form (Requested at ITQ Closing, Mandatory upon request by the Contracting Authority during evaluation)**: Respondents are requested to include the Integrity Form with their bids for each applicable Stream. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information requested by the Integrity Form is incomplete or requires correction, Canada will provide the Respondent with an opportunity to provide the additional information or make the correction. Providing the information when requested during the evaluation period is mandatory.
- c) **Specific Responses to the Qualification Requirements at Annex A (Mandatory at ITQ Closing)**: For each Procurement Stream, the response must include all the information required by Annex A.
- d) **Confirmation of registration for the Cloud Service Provider Information Technology Security Assessment (STREAM 1 ONLY) (Mandatory at ITQ Closing for Stream 1)**: The response must include documentation confirming that the Cloud Service Provider of the proposed cloud services is registered for the Cloud Service Provider Information Technology Security Assessment Process as described in Annex B.
- e) **Certifications (Requested at ITQ Closing)**:
  - i) By submitting a response, the Respondent is providing the certifications identified below as required. The content of each certification is set out in SSC's Standard Instructions in the section entitled "**Deemed Certifications from Each Bidder**":

Equipment and Software is "Off-the-Shelf"	Not required
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System is "Off-the-Shelf"	Not required
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- ii) If the table below indicates that a certification is required, the Respondent is required to provide the following certifications described in SSC's Standard Instructions. Although all these certifications are requested at ITQ closing, if Canada determines that any certification is missing, incomplete or requires correction, Canada will provide the Respondent with an opportunity to provide the required information. Providing the certification when requested during the ITQ evaluation period is mandatory. If the Respondent fails to provide the requested information or certification within 5 working days (or a longer period provided by the Contracting Authority), Canada will disqualify the Respondent.

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

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

### 3.4 Electronic Submission of Response

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

Respondents that submit attachments in other formats do so at their own risk.

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

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



(C) a combination of soft and hard copies,

provided that any pricing tables that were provided by SSC to be completed by the Respondents are submitted as a soft copy.

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

## 4. PROCESS FOR EVALUATING RESPONSES

### 4.1 Evaluation of Respondent Qualifications

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

### 4.2 Shared Services Canada Integrity Policy

- a) The Public Services and Procurement Canada *Ineligibility and Suspension Policy* (the "Policy") in effect on the date the ITQ solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the ITQ solicitation. The Respondent must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
- b) Under the Policy, 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 Services and Procurement Canada (PSPC) 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 Policy describes how enquiries can be made regarding the ineligibility or suspension of suppliers.
- c) In addition to all other information required in the ITQ solicitation, the Respondent must provide the following:
  - i) by the time stated in the Policy, all information required by the Policy described under the heading "Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement"; and
  - ii) 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 Policy. 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](#).
- d) Subject to subsection e), by submitting an ITQ Response, the Respondent certifies that:
  - i) it has read and understands the [Ineligibility and Suspension Policy](#);
  - ii) it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - iii) it is aware that Canada may request additional information, certifications, and validations from the Respondent or a third party for purposes of making a determination of ineligibility or suspension;



- iv) it has provided with its Response 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 Policy;
  - v) none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - vi) it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- e) Where a Respondent is unable to provide any of the certifications required by subsection d), it must submit with its Response a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).

Canada will declare non-responsive any Response 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 Respondent provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Respondent to be ineligible for award of a contract for providing a false or misleading certification or declaration.

#### 4.3 Basis of Qualification

- a) Each Respondent whose response meets all the requirements of this ITQ will become a Qualified Respondent for the next stage of the procurement process.
- b) Canada reserves the right to re-evaluate the qualification of any Qualified Respondent at any time during the procurement process. For example, if a particular security clearance is a requirement of this ITQ and the Respondent's security clearance changes or lapses, so that the Respondent no longer meets the requirements of this ITQ, Canada may disqualify that Qualified Respondent. Similarly, if information comes to the attention of Canada that calls into question any of the Qualified Respondent's qualifications under this ITQ, Canada may re-evaluate that Qualified Respondent. If Canada re-evaluates the qualification of any Qualified Respondent, Canada may request further information and, if the Qualified Respondent fails to provide it within 5 working days (or a longer period provided by the Contracting Authority), Canada may disqualify the Qualified Respondent.
- c) Unsuccessful Respondents will not be given another opportunity to participate or be re-evaluated for the subsequent phases of the procurement process, unless Canada determines, in its sole discretion, that the circumstances require such a change.
- d) Canada will provide written notice to each Respondent regarding whether or not they have qualified.

#### 4.4 ITQ Phase Second Qualification Rounds

- a) Canada reserves the right, in its sole discretion, to conduct a second qualification round for one or more Streams among the unsuccessful Respondents if, in Canada's opinion, the first qualification round results in an insufficient number of Qualified Respondents.

- b) If Canada determines that unsuccessful Respondents will be given a second opportunity to qualify, Canada will provide written information to all unsuccessful Respondents on the same day regarding the reasons they were unsuccessful during the first qualification round.
- c) Any Respondent who does not qualify as a result of any second qualification round conducted by Canada will not be given another opportunity to participate or be re-evaluated for any subsequent phases of this procurement process.
- d) For any Stream that results in a sufficient number of Qualified Respondents, Canada may choose, in its own discretion, to proceed to subsequent phases while Canada runs a second qualification round for other Streams.

## ANNEX A – QUALIFICATION REQUIREMENTS

**Note to Respondents:** Annex A, Qualified Requirements provided in separate attachments (Annex A, Appendix 1 for Stream 1 and Annex A, Appendix 2 for Stream 2).

Respondents are reminded to review and adhere to Section 1.8 (k) of SSC's Standard Instructions when providing their ITQ response.

In their ITQ response, Respondents must demonstrate their understanding of the requirements contained in this ITQ and explain how they will meet these evaluation criteria. Respondents must demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. The response must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the response will be evaluated. Simply repeating the statement contained in the response is not sufficient.

In order to facilitate the evaluation of the response, Canada requests that Respondents address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Respondents may refer to different sections of their response by identifying the specific paragraph and page number where the subject topic has already been addressed.

## ANNEX B – CLOUD SERVICE PROVIDER INFORMATION TECHNOLOGY SECURITY ASSESSMENT PROCESS

**Note to Respondents:** Annex B, Cloud Service Provider Information Technology Security Assessment Process is provided in a separate attachment.

## ANNEX C – COMMON RESULTING CONTRACT TERMS

**Note to Respondents:** SSC anticipates providing the proposed contract clauses for the resulting contract later in the ITQ process.

## ANNEX D – OVERVIEW OF THE SSC CLOUD BROKERING SERVICE

**Note to Respondents:** SSC anticipates providing the proposed contract clauses for the resulting contract later in the ITQ process.

## ANNEX E – DEFINITIONS

Term	Definition
Cloud Service Provider (CSP)	A Cloud Service Provider is the originator of the <b>Cloud Services</b> described in the Cloud Computing definition using different service models and deployments models.
Alternative Service Provider	<p>An entity (can include one or more natural persons, corporations, partnerships, limited liability partnerships, etc.) that a Cloud Service Provider deems authorized to offer and deliver Commercially Available Cloud Services.</p> <p>An Alternative Service Provider is not a Cloud Reseller.</p>
Cloud Reseller	<p>An entity that acquires Cloud Services from a Cloud Service Provider and resells them commercially to its clients. A Cloud Reseller typically:</p> <ul style="list-style-type: none"> <li>a) Provides clients with billing and consumption reporting,</li> <li>b) provides clients with access to the Commercially Available Cloud Services of the Cloud Service Provider's cloud services;</li> <li>c) provides SSC with access to initial master account; and</li> <li>d) Does not have access to a client tenant or client master accounts.</li> </ul>
Service Level Agreement (SLA)	Service Level Agreement is a contract between a service provider (either internal or external) and the end user that defines the level of service expected from the service provider.
Cloud Computing	<p>Cloud computing is a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.</p> <p><b>Definition taken from the Institute of Standards and Technology (NIST) definition of Cloud Computing, located in SP 800-145 at the following link:</b></p> <p><a href="http://csrc.nist.gov/publications/PubsSPs.html#800-145">http://csrc.nist.gov/publications/PubsSPs.html#800-145</a></p>
Cloud Services	Cloud Services refers to a shared pool of configurable <b>Cloud Computing</b> service models made available to users as a rapid, on demand, elastic self service via the Internet from a Cloud Service Provider's servers as opposed to being provided from a company's own on-premises servers.
Commercially Available	A product and/or service available to the public to obtain for use or consumption.
Services	The proposed Commercially Available Cloud Services offered by the Cloud Service Provider.

## ANNEX F – RESPONSE SUBMISSION FORM

Invitation to Qualify No. 32099 Response Submission Form (Part 1)			
<b>Respondent's full legal name</b> <i>In the case of a joint venture, please identify all members.</i>			
<b>Authorized Representative of Respondent for evaluation purposes</b> <i>(e.g., clarifications)</i>	<b>Name</b>		
	<b>Title</b>		
	<b>Address</b>		
	<b>Telephone #</b>		
	<b>Fax #</b>		
	<b>Email</b>		
<b>Respondent's Procurement Business Number (PBN)</b> <i>Please see SSC's Standard Instructions. Please make sure that your PBN matches the legal name under which you have submitted your response. If it does not, the Respondent will be determined based on the legal name provided, not based on the PBN, and the Respondent will be required to submit the PBN that matches the legal name of the Respondent.</i>			
<b>Respondent's proposed Cloud Service Provider</b>			
<b>Applicable ITQ Stream for the Response</b> <i>Place a checkmark for each applicable Stream</i>		<b>Stream 1</b> <input type="checkbox"/> <b>Stream 2</b> <input type="checkbox"/>	
<b>Former Public Servants</b> <i>Please see the Section of SSC's Standard Instructions entitled "Former Public Servants" for more information.</i> <i>If you are submitting a response as a joint venture, please provide this information for each member of the joint venture.</i>	Is the Respondent a Former Public Servant in receipt of a pension as defined in SSC's Standard Instructions? <b>If yes, provide the information required by the Section in SSC's Standard Instructions entitled "Former Public Servant"</b>	Yes	
		No	
	Is the Respondent a Former Public Servant who received a lump sum payment under the terms of the work force adjustment directive? <b>If yes, provide the information required by the Section in SSC's Standard Instructions entitled "Former Public Servant"</b>	Yes	
		No	
<b>Federal Contractors Program for Employment Equity Certification</b> <i>Please see the section of SSC's Standard Instructions entitled "Federal Contractors Program for Employment Equity" for more information.</i> <i>Please check one of the boxes or provide the required information. If you are submitting a response as a joint venture, please provide this information for each member of the joint venture.</i>	The Respondent certifies having no work force in Canada.		
	The Respondent certifies being a public sector employer.		
	The Respondent certifies being a federally regulated employer subject to the <i>Employment Equity Act</i> .		
	The Respondent certifies having a combined work force in Canada of fewer than 100 permanent full-time, part-time and temporary employees.		
	The Respondent has a combined workforce in Canada of 100 or more permanent full-time, part-time and temporary employees.		



Invitation to Qualify No. 32099 Response Submission Form (Part 1)		
	Valid and current Certificate number.	
	The Respondent certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour.	
<b>Requested language for future communications regarding this procurement process –</b> <i>Please indicate either French or English</i>		
<b>Requested Canadian province or territory for applicable laws</b>		
<b>Security Clearance Level of Respondent</b> <i>Please ensure that the security clearance matches the legal name of the Respondent. If it does not, the security clearance is not valid for the Respondent.</i>	Clearance Level	
	Date Granted	
	Issuing Entity (PWGSC, RCMP, etc.)	
	Legal name of entity to which clearance issued	
<p>On behalf of the Respondent, by signing below, I confirm that I have read the entire ITQ, including the documents incorporated by reference into the ITQ, and I certify and agree that:</p> <ol style="list-style-type: none"> <li>1. The Respondent considers itself and its products able to meet all the mandatory requirements described in the ITQ;</li> <li>2. All the information provided in the response is complete, true and accurate; and</li> <li>3. The Respondent agrees to be bound by all the terms and conditions of this ITQ, including the documents incorporated by reference into it.</li> </ol>		
<b>Signature of Authorized Representative of Respondent</b>		

## ANNEX G – INTEGRITY CHECK FORM

Invitation to Qualify No. 32099 Integrity Check Form	
Complete Legal Name of the Respondent	
Respondent's Address	
Respondent's Procurement Business Number (PBN)	
<b>Board of Directors</b> <i>Please use the format - first name last name. Please add additional lines for directors as required.</i>	
Complete Legal Name of the Respondent	
Respondent Address	
Respondent Procurement Business Number (PBN)	
1. Director	
2. Director	
3. Director	
4. Director	
5. Director	
6. Director	
7. Director	
8. Director	
9. Director	
10. Director	