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Instructions: See Herein

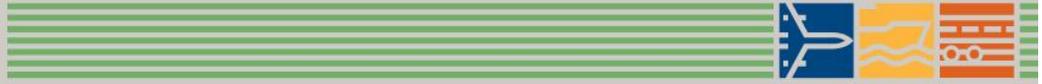
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REQUEST FOR INFORMATION

FLIGHT OPERATIONS and DATA MANAGEMENT SYSTEM

FOR

**TRANSPORT CANADA
AIRCRAFT SERVICES DIRECTORATE**



Table of Contents

1. Scope.....	2
2. Background.....	3
3. Process.....	4
4. Objective	5
5. Requirements	5
6. References.....	8
7. Data conversion and Integration.....	9
8. System Demonstration.....	10
8.1 Demonstration Content	10
8.2 Demonstration Process.....	10
8.3 ASD Participants.....	11
8.4 Responses	11
9. Questions.....	12
10. Abbreviations.....	12
10. Abbreviations.....	Error! Bookmark not defined.



1. Scope

The purpose of this RFI is to assist Transport Canada (TC) Aircraft Services Directorate (ASD) in completing the development of requirements to acquire a Commercial-off-the Shelf (COTS) Flight Operations Solution to capture information from its flight operations. As an approved Air Operator, ASD is using a mix of Software applications as well as electronic and paper forms to ensure that TC and the Canadian Coast Guard (CCG) flight operations are conducted in a safe and efficient manner as required by the Canadian Aviation Regulations (CAR 700 series) and its Operating Certificates.

ASD is seeking information from Industry in support of an efficient and robust COTS web-based Flight Operations solution that can be accessed, preferably through a cloud (SaaS) platform, from multiple locations across Canada including CCG icebreakers and from flights originating from Iqaluit, Nunavut to conduct flight patrols of the Canadian Arctic water.

More specifically, ASD is seeking information from Industry, to assist in the development of the requirements and to meet the ASD as follows:

- Plan flight operations (Booking/Scheduling);
- Record flying activities (Pre, In and Post flight phases);
- Manage TC pilots' training records to ensure that they meet Canadian Aviation Regulations (CARs) for the 700 series to fly;
- Track pilot Flight and Duty Times in a manner that is in accordance with the regulatory requirements;
- Generate customized as well as ad hoc reports from all the information collected to address management as well as internal and external client's requests for information;
- Facilitate the exchange of aircraft logbook information with the ASD aircraft maintenance systems;
- Facilitate the exchange of information related to aircraft maintenance schedule status with the Flight Operations system; and
- Facilitate the exchange of pilot training information from the ASD Training system with the Flight Operations system.



2. Background

ASD is an approved Air Operator under the 700 series of the Canadian Aviation Regulations (CARs) (CARs Part VII 702/703/704). ASD operates Type C and D operational control systems with pilot self-dispatch. By regulations, ASD is required to maintain compliance with the CARs and processes approved to demonstrate that compliance. Furthermore, ASD is required to report on its activities in a manner that meets departmental requirements as well as external clients' needs. A component of this activity is to collect and record accurate information related to flying activities, recurrent dates related to pilot medical certificates, training and currency requirements, and other non-regulatory training that needs to be tracked.

ASD operates a mixed fleet of fixed wing aircraft (19) and helicopters (26) supporting different activities (Training, marine safety and security, VIP, equipment and personnel transfer, etc.) for different clients (Civil Aviation, TC National Aerial Surveillance Program (NASP) and the Canadian Coast Guard (CCG)). The rotary wing fleet is composed of Bell 206, 407, 412 and 429 helicopters where the majority of them (22) are flown for the CCG operations. The fixed wing fleet is composed of King Air C-90, Cessna C-550, Dash 7 and Dash 8. All flights are conducted by TC pilots (250). Flights conducted for Civil Aviation (3,900 hours per year) are normally operated on weekdays during regular hours, while flights conducted for the NASP (3,100 hours per year) and the CCG (7,000 hours per year) are operated seven days a week including night flights.

ASD flights operate from a main base located at the Ottawa International Airport which is also ASD Headquarters and from five regional bases located at the following airports: Moncton, Montreal, Hamilton, Winnipeg and Vancouver. ASD Air Operations centres are located at each base where dispatchers are responsible for the daily monitoring of aircraft flight operations. CCG air operations are conducted from 9 regional bases located across Canada or by CCG vessels. Operational tasking is provided by CCG Regional Operations Centers in St. John's, Montreal and Victoria or ship's Captains when helicopters are onboard CCG vessels.

As part of maintaining Operational Control in all aspects of its operations and ensuring pilots are properly trained and qualified for flight duties, ASD is responsible for the maintenance of up-to-date crew information related to certificates, training, currency, flight and duty times and rest periods.

ASD uses FlightPak and FLT Duty XLS as the main tools to capture flight operation activities. These software packages are over 20 years old. They are used by ASD to:

- Schedule aircraft and record actual flight activities;
- Maintain pilot's training and currency records as required by CAR 702.77, 703.99 and 704.117;
- Maintain records of pilot's flight and duty times as required by CAR 700.14, 700.15 and 700.16;
- Generate alerts related to expiring pilot qualifications; and
- Generate reports on flight activities and pilot training and currency.



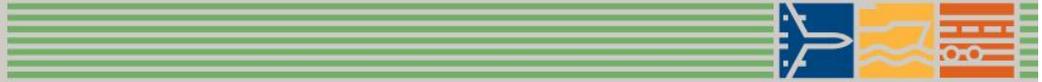
FlightPak is hosted on TC servers and available through Citrix while FLT DUTY XLS is installed on individual computers. The current legacy applications are outdated and no longer supported. They cannot be modified to address evolving regulations or business requirements nor provide access to the data in a timely fashion. This limits the benefits provided with today flight operations systems where the entire flight activities can be collected electronically from pilots as well as dispatchers' inputs, thus ensuring that the information is captured once and shared rapidly and efficiently to all concerned organizations, sections and personnel.

TC also hosts for the DND 412 Squadron, located at Ottawa airport, a separate instance of FlightPak to allow the squadron to schedule their VIP flight operations in support of the Prime Minister Office, Governor General and high level military personnel. Presently, this data is not shared or exchanged between the ASD and DND instances and must remain so with any new COTS system.

3. Process

FlightPak is used to collect information about flight activities conducted by the Civil Aviation and the NASP. The process to collect flight information can be resumed as followed:

- a. The pilot books a flight directly through a on duty dispatcher via email or verbally the day prior or the day of the flight, unless, it is a VIP flight as the latter requires more preparations;
- b. The pilot fills the Flight Authorization and Request section of the Flight Authorization and Request / Flight report (FAR) form and submits it to the dispatcher just prior to the flight. This section of the form, provided in a paper copy, captures pre-flight information;
- c. The dispatcher verifies that the aircraft is available and serviceable, reviews any paperwork provided, confirms crew currency through the FlightPak application and, if all is in orders, authorizes the crew to operate by signing the appropriate block in the FAR form;
- d. The pilot conducts the planned flight and communicates to the dispatcher any changes to the itinerary, schedule, aircraft status or any other events requiring communication or actions;
- e. The dispatcher monitors the progress of the flight from the commencement to its termination and notes relevant information generated or exchanged with the pilot. The In flight monitoring is captured in the Flight Following Log, provided in a paper copy. The information captured is mostly hand-written. This form remains part of the paperwork kept at the end of a flight;
- f. At the end of a flight the pilot completes and signs the Aeroplane or Helicopter Journey Log, provided in a paper copy, containing information for the ASD Maintenance section. The Journey log is hand-written by pilots and returned to ASD Maintenance. He also completes and signs the Flight Report section of the FAR form providing factual data about the flight and information to update crew currency and pilot's Flight and Duty Times. The FAR is returned to the dispatcher with any other paperwork; and



- g. The dispatcher captures/updates the FlightPak application with the latest information provided in the FAR, ensure that the flight folder is completed and then stores the file that must be kept for three years.

Note that other paper forms are used to gather information about a flight such as the Aircraft Flight Dispatch Report provided in a paper copy and used to record fuel information or the Flight Training Record form provided in a paper copy and used during flight training missions. The amount and type of paperwork generated for a flight operation will vary based on the nature of the flight. While some of these forms may still be used, the new system should be able to associate these documents to the flight mission to facilitate retrieval of information when required.

ASD flight operations are still heavily supported with information being captured through paper forms where at times the same information is being captured on different forms to address the needs of different clients (For example, information required by ASD Maintenance and Air Operation section). This is also complicated by the fact that the information provided on these forms is often hand written.

While CCG flight operations are coordinated by CCG Operation Centres or CCG vessels, the process and information captured to manage these flights are similar to the ASD. CCG flight operations information is also captured using a combination of paper/electronic forms and documents. ASD is responsible to maintain and monitor the crew flight time, flight duty time, rest period and to keep training and currency records up to date so that pilots' eligibility to fly can be monitored. This is done using Flight Duty XLS.

4. Objective

The main objective of this RFI is to fact find and seek information from Industry respective of what COTS Flight Operations Solutions are available.

The scope of the product is expected to evolve over time during its use by Transport Canada (TC), yet remain in scope.

The duration of the contract does not indicate the period of the business relationship with Transport Canada. TC will continue to use the product/solution as long as it makes good business sense.

The RFP may include a multi-department aspect meaning other Government departments may procure licenses to use the software through this contract. The services provided by the selected bidder will only be available to the original client at TC.

Reserve the right to identify the solution as a departmental or enterprise standard for this use and similar uses.



5. Requirements

The following section provides high level functional and non-functional requirements that the Flight Operation:

Functional Requirements: Industry should consider the following functional requirements:

- a. Provide to ASD flight operations regulatory compliancy to CARs 700 series;
- b. Capture booking and scheduling by capturing aircraft, crew, itinerary, passengers, fuel, and other information related to catering, hotel bookings, etc. as required;
- c. Display flight schedules in different format (By ASD bases, aircraft, pilots and by day, week or month);
- d. Prepare trip sheets for VIP flights;
- e. Capture easily flight details at the Pre, In and Post flight stages and transmit information to key personnel and organizations;
- f. Capture/Maintain/Monitor flight time and duty times and calculate automatically resting period for each crew member, track compliancy requirements and provide automatic warnings and alerts to crew members and managers when approaching or exceeding limits;
- g. Capture/Maintain/Monitor training dates, track compliancy requirements and provide automatic warnings and alerts to crew members and managers when approaching or exceeding limits;
- h. Capture/Maintain/Monitor currency events, track compliancy requirements and provide automatic warnings and alerts to pilots and managers when approaching or exceeding limits;
- i. Be able to customize “Next Due Date” related to flight, duty and rest times, training and currency;
- j. Generate/Print customized and ad hoc reports where filters can be applied to retrieve specific and accurate information to address management and internal and external client needs;
- k. Provide bilingual screens and on-line help support;
- l. An application that will reduce paperwork, expedite data entry, facilitate the administration of flight operations by streamlining the flight operation process including the ability to support an electronic Journey Logbook;
- m. Provide and update automatically information related to airports, FOBs, CARs, time zones, etc.;



- n. Use electronic signature technology to meet acknowledging and verification control requirements;
- o. Provide administrative functions to create/maintain users and to allocate appropriate roles and privileges, to manage list of values pertinent to ASD and to manage detailed information related to the application users, ASD bases, aircraft, crew, passengers, etc.;
- p. Customize the information displayed in the different screens through filters that should be available to users;
- q. Locate and obtain detailed information about airports, FOBs and other logistic organizations;
- r. Ability to estimate the cost of a flight operation;
- s. Capture expenses and associated details that have occurred during a flight including ability to assign/track expenses by specific client;
- t. Provide the ability to add notes/remarks/observations/comments throughout the screens presented to capture the flight information or training records including attaching related documents. This should include specific mission planning pages. In all cases the author and time the notes were made should be recorded;
- u. Store different types of attachments (Documents, pictures, emails, scanned documents, Flight Following Log, Flight Training Record, Aircraft Flight dispatch Report, etc.) and link these attachments to a specific flight or training record;
- v. Eliminate, where feasible, the re-entry of data from one system to another one;
- w. Eliminate, where feasible, the insertion of the same information in different forms to address different needs;
- x. Capture remaining paperwork related to a flight so that these documents are kept within a flight record to facilitate the retrieval of information, when required;
- y. Automatically ensure that Operation Specifications 092, 093 and 094 are in effect and automatically applies to standards and allow modifications, if the default is not appropriate;
- z. Implement automatically calculations related to CARs 700.14, 700.15, 700.16, 700.17, 700.18, 700.19, 700.20, 700.21, 700.22, 700.23; and
- aa. Provide a separate instance of the Flight Operations system to DND 412 Squadron with no data sharing capability;

Non-Functional Requirements: Industry should consider the following non-functional requirements:



- a. A COTS web-based application that could run in a Cloud (SaaS) platform as the preferred Government of Canada (GoC) environment where the data storage **MUST** be on Canadian soil and **MUST** meet GoC Security Requirements for Protected “B” level;
- b. An application accessible from anywhere, running on various devices (Desktops, notebooks, tablets, etc.) using different operating systems (Windows, IOS, etc.);
- c. An application accessible while offline to record multiple flight operations for the same aircraft where data synchronization will automatically occur after reconnecting with the internet;
- d. Have a possibility to provide a two-way interface with the ASD Maintenance and Inventory system, currently undergoing replacement, to supply data relevant to aircraft maintenance and to update flight schedules in the Flight Operations system based on updated maintenance schedules;
- e. Have a possibility to interface with the ASD Training system to supply crew training information in the Flight Operations system used for monitoring and checking crew eligibility to fly, when training of crew members is updated in the ASD Training system;
- f. Have a possibility to interface with the departmental financial system to submit flight expenses as required;

6. References

This section contains a list of websites providing information about preferred architecture and the security requirements related to this architecture.

ID	Reference	Remarks
1	https://www.canada.ca/en/treasury-board-secretariat/services/information-technology/cloud-computing/government-canada-cloud-adoption-strategy.html	Provide cloud adoption strategy for the Government of Canada
2	https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/security-identity-management/direction-secure-use-commercial-cloud-services-spin.html	Direction on the Secure Use of Commercial Cloud Services : Security Policy Implementation Notice
3	https://www.canada.ca/en/treasury-board-secretariat/services/information-technology/policy-implementation-notice/direction-electronic-data-residency.html	Data residency strategy for utilization of cloud environment



ID	Reference	Remarks
4	https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/security-identity-management/direction-secure-use-commercial-cloud-services-spin.html	Discuss security policy requirements in the context of cloud computing.
5	https://www.canada.ca/en/treasury-board-secretariat/services/information-technology/cloud-computing/government-canada-security-control-profile-cloud-based-it-services.html	Discuss Government of Canada Security Control Profile for Cloud-based GC Services
6	https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12755	Discuss Policy on Management of Information Technology (See section 6.2.6 relating to Cloud).
7.	https://www.canada.ca/en/government/publicservice/modernizing/government-canada-digital-standards.html	Government of Canada Digital Standards

7. Data conversion and Integration

The following section should assist potential responders to understand the complexity of integrating the existing data into the new system.

FlightPak is used by the ASD nationally for flight scheduling, crew management, crew currency management, and reporting for the purposes of client billing and capturing flying hours.

Twenty-five ASD personnel access this application at the national level and mostly through ASD Dispatch centres. Information related to the product manufacturer can be found at this web site: www.universalweather.com. The development language is Visual Foxpro 9 and the application run in Windows.

FlightPak is used also by the Department of National Defence’s DND 412 helicopter squadron for flight scheduling, flight hours, crew management, and reporting. This is an exact replication of the FlightPak application; however, DND is not connected to the TC Citrix network, thus standalone. It is presently installed on local ASD server.

FLTDUTY XLS is used by the ASD to meet Canadian flight duty requirements. The program records the pilot's schedule and make calculations to show current status with respect to the CARs (Canadian Aviation Regulations) in terms of accumulated flight time, flight duty time and rest. All entries are checked against the CARs requirements Part VII for Commercial operations, Division II, for compliance and for options available under the Standards.

Information related to the product manufacturer can be found at this web site: www.flt-duty.ca. The development language is Visual Basic 6.0 and the application run in Windows. The data are stored in comma delimited text files arranged by date in sequence from Day 1. Files can be opened in Notepad, however most fields are Boolean (1's or 0's) or Text and cannot easily be interpreted by other applications.



8. System Demonstration

Respondents to this RFI will be provided the opportunity to demonstrate how their proposed system meets the ASD requirements and that would assist in developing and refining the requirements for an eventual Request for Proposal (RFP). ASD would expect that such presentation will be concentrated in demonstrating the capability of the system to meet ASD requirements.

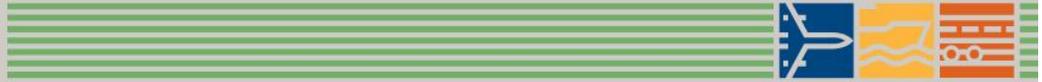
8.1 *Demonstration Content*

Ideally, the demonstration should demonstrate the ability of the vendor's solution to:

- a. Comply with CARs 700 series;
- b. Assign specific roles and privileges to users to control data being captured;
- c. Maintain lists of values;
- d. Move personnel or aircraft to other bases;
- e. Book an aircraft by pilots or dispatchers;
- f. Authorize flights;
- g. Display different views of schedules;
- h. Gather Pre, In and Post flight information;
- i. Capture and retrieve emails, forms, documents (MS Word, PDF, Excel), pictures related to a flight;
- j. Maintain crew members flight and duty times, rest period, training, certificates and currency recurrent dates;
- k. Warn and/or alert when limits for crew are approaching or exceeding; and
- l. Exchange data with other systems such as a maintenance or training system.

8.2 *Demonstration Process*

Respondents acknowledging their intention to demonstrate their product(s) could conduct this demonstration at ASD in Ottawa or remotely via video conferencing. As stated previously, the demonstration should concentrate on ASD requirements. The demonstration should not exceed 40 minutes. A Questions and Answers (Q&A) session limited to 30 minutes would be held at the end of the demonstration to allow ASD personnel to clarify aspects of the demonstration.



8.3 ASD Participants

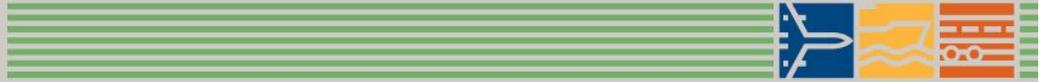
The ASD evaluation panel will be composed of fixed and rotary pilots, dispatchers, ASD management personnel responsible for flight operations, maintenance and training, and personnel from TC Enterprise Architecture and IM/IT Security.

8.4 Responses

All responses should be sent electronically to Brock Flemming:

Brock.flemming@tpsgc.pwgsc.gc.ca

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.



9. Questions

Annex A – Questions to Industry, This section seeks information and feedback from Industry. Respondents are encouraged to provide detailed comments and responses as required to properly answer the questions.

10. Abbreviations

Abbreviation	Full form
ASD	Aircraft Services Directorate
CAR	Canadian Aviation Regulations
CCG	Canadian Coast Guard
COTS	Commercial off the Shelf
DND	Department of National Defense
FAR	Flight Authorization and Request
GoC	Government of Canada
NASP	National Aerial Surveillance Program
TC	Transport Canada



Annex A – Questions to Industry

General

- Q1. Is the proposed solution your company provides a commercially available product?
- Q2. Is your company the publisher or integrator of the proposed solution?
- Q3. What is the name(s) of the COTS solution your company is proposing to meet ASD flight operation requirements?

Flight Operations

- Q4. Does the proposed solution support fixed wing as well as rotary fleets?
- Q5. Describe the administrative functions that an ASD user with administrator role can perform?
- Q6. Is the aircraft standard configuration data already incorporated within the proposed solution for the ones that ASD is flying? Can they be modified? If so, would the system retain them so that they do not have to be re-entered?
- Q7. Briefly describe how Canadian Aviation Regulations would be supported in the proposed solution?
- Q8. Explain how the proposed solution will warn/alert crewmembers when their limits for flying are approaching or have been exceeded and how dispatchers and management would be informed?
- Q9. What additional functions in the proposed solution would improve upon the current processes under Section 3 – Process?
- Q10. Does the proposed solution allow the capture of flight operation data while not being connected to the internet to accommodate operations from icebreakers or remote areas?
- Q11. Does the proposed solution allow synchronization of the data with the Flight Operations system when reconnecting with the internet? If no, please respond to question 15.
- Q12. If the data cannot be captured while disconnected from the Internet, what alternate measure(s) could be implemented as part of the proposed solution?

Reporting

- Q13. Briefly explain the type of reports that can be produced from the proposed solution.
- Q14. Does the proposed solution support the development of customized and had hoc reports using filters?

Support

- Q15. How many air operators does your company currently support under Canadian Aviation Regulations 700 series?



Q16. What type of support services does your company offer to your clients as part of the proposed solution?

Q17. Provide details explaining what is provided as part of the proposed solutions Software Maintenance and Support.

Q18. Does your company offer support services to convert/transfer data from an existing legacy application(s) into the proposed solution? If so, from your companies past experience(s), what is the estimated timeline associated with transferring/converting data from a legacy application(s) to the proposed solution?

Q19. How is the client notified of solution upgrades and big fixes? Is the client able to choose which upgrades they want to install?

Q20. When upgrades and bug fixes are added to the solution, what is the impact on the clients' environment?

Architecture

Q21. Describe how your solution is distributed (vendor hosted, cloud/SaaS hosted, or internal network)?

Q22. Describe how your solution is licensed and are perpetual/entity licenses available?

Q23. Describe what is needed to run your solution if used in a government environment (Hardware, Operating System (OS), .Net or Java environment, etc.)

Q24. Does the solution support devices both connected to the internet and not connected?

Q25. Does the solution support mobile devices such as Laptops and Tablets?

Security

Q26. Does your company currently hold a valid Government of Canada Security Clearance?

- If yes, please provide your organizations Security File Number, the level of security and document safeguarding your organization holds and the expiry date of your organizational clearance.
- If no, is your organization interested in obtaining a Government of Canada Security Clearance?

Q27. If you are a Foreign Organization and do not have a valid of Government of Canada Security Clearance, does your organization hold a valid Government Security Clearance within your home country or any other country?



- If yes, please indicate what country your organization holds this valid Government Clearance and at what level of security.

Q28. Does the proposed solution support electronic signature? If yes, briefly explain how it is integrated in the proposed solution and the benefits to an air operator?

Q29 Does your system support (2 Factor)second level authentication?

Q30. How does your organization plan to address Canada data residency policy?

Language

Q31. Is the proposed solution available in both English and French? If no, please explain how the proposed solution would be available in both official languages (English and French).

Q32. Is Technical Support available in both English and French? If no, please explain how Technical Support would be offered by your company in both official languages (English and French).

Data Exchange

Q33. Does the proposed solution interface with existing Aviation Maintenance environments? If yes, which environments?

Q34. Does the proposed solution allow for the ~~easy~~ export and import of data to and from other Aviation Maintenance environments? If yes, please explain?

Q35. Does the proposed solution interface with existing Training environments? If yes, which environments/solutions?

Q36. Does the proposed solution allow for the import of data from other Training environments? If yes, please explain?

Q37. Does the proposed solution interface with Corporate Financial System such as Oracle Enterprise Resource Planning (ERP) or other Corporate Financial Systems? If Yes, other than Oracle ERP, which one(s)?

Training

Q38. As part of the proposed solution, what initial training and ongoing training does your company offer as part of initial purchase of licenses, software version updates, and when a new user is added to the proposed solution?

Licensing Model



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Q39. What type of licensing options does your company provide (for example user, perpetual, and enterprise)?

Q40. What is your companies pricing methodology?

- Costs of licenses (user, perpetual, enterprise)
- Maintenance and Support Services
- Professional Services

Other Information

Other documents can be provided electronically as part of your response. In such case, the respondents are requested to provide a brief explanation about how the documentation would assist in developing the ASD requirements.

Q41. What other functions and advantages ~~is~~ are included in the proposed solution that has not been mentioned in this RFI? Please describe these additional functions and advantages?

Q42. Does your company provide trials of the proposed solution or links to a demo?