



CMHC File No. RFX000100

Closing Date: May 29, 2019

Advance Contract Award Notice (ACAN)

Enterprise Security Screening Solution

1. Introduction

An ACAN is a public notice indicating to the supplier community that a Federal Government Department, Agency or Crown Corporation intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a Statement of Capabilities. If no supplier submits a Statement of Capabilities that meets the requirements set out in the ACAN, on or before the closing date and time stated in the ACAN, the CMHC Procurement Advisor may then proceed with the award to the pre-identified supplier.

2. Background

Canada Mortgage and Housing Corporation (CMHC) intends to enter into a contract with Gambit IT Solutions Inc., for the purpose of acquiring a solution to successfully collect, store and process information required for managing security screening services in a cloud-based environment. This solution includes, but is not limited to, the ability to perform background checks and perform fingerprinting and criminal record checks. It will also perform credit file checks, education checks and will to integrate with other CMHC applications in CMHC's cloud environment while being securely accessible from locations compatible with CMHC's work environment.

3. Definition of Requirements

A minimum Protected B certified cloud-based solution is required to carry out CMHC Security Screening processes which must provide the following:

- i) Hardware required to perform the functions described in this Section 3;
- ii) Applications required to perform the functions described in this Section 3;
- iii) Network management;
- iv) Storage management;
- v) Forms Management:
 - Automates TBS forms process, including full validation and address complete;
 - Facilitates capturing additional documents such as out of country police checks;
 - Provides visibility of the form process: sent; partially completed; and completed;
 - Automatically sends fingerprinting invite when form is completely validated;
 - Makes demographic data available for importing by fingerprinting system;
- vi) Fingerprinting:
 - Eliminate double entry and barcode scanning by reusing TBS form data;



CMHC File No. RFX000100

Closing Date: May 29, 2019

- Integrated scheduling with configurable offices and times;
 - Provide visibility of the fingerprinting process: invited; scheduled; and fingerprinted;
 - Provide visibility of security screening status without providing detail;
 - Does not leave latent prints after each image, meaning operators do not have to wipe scanner;
 - RCMP-certified fingerprint scanner that can be moved to various locations.
- vii) File Management:
- HR/Security File Management;
 - Ability to export files to an acceptable format;
 - Automatically pulls credit file;
 - Automatically pulls Criminal Record Check (CRC) results;
 - Automatically scans for credit file and CRC adverse conditions;
 - Automatically checks Education files;
 - Sends results of checks to other systems (cloud based) such as HR System;
 - Generates TBS 330-47 form;
 - Tasks PERSEC Officer when adverse conditions with attached files so officer can review situation;
 - Includes an integrated document management system that can store files on a Protected B certified environment.

4. Definition of Deliverables

CMHC has a requirement for a complete solution to automate and manage the workflow required to complete HR/security clearance processes for staff and employment applicants from various locations across Canada. These locations can be in major cities or more rural settings, some will be in remote areas of the country.

5. Milestones

Once CMHC has tested and accepted a functional system, the following milestones and delivery dates must be met:

- i) **December 31st 2019** - Delivery of a fully tested solution within Protected B certified data centre with a cloud type environment; online workflow that integrates with CMHC HR Systems; RCMP/SSC DSB-accredited secure direct connect; full Canada Mortgage and Housing Corporation security clearance and authority to operate as well as a fully accredited electronic credit agency solution.
- ii) **December 31st 2019** – Delivery of six (6) RCMP vendor-certified FAP50 mobile fingerprint scanners and licenses.
- iii) **December 31st 2019** - Preparation of documentation and training materials, printing and shipping in preparation for office opening.



CMHC File No. RFX000100

Closing Date: May 29, 2019

6. Criteria for Assessment of the Statement of Capabilities

Any interested supplier must clearly demonstrate by way of a Statement of Capabilities how their proposed solution meets each of the following requirements:

- 6.1** To successfully complete the project and provide required services, CMHC requires an existing solution that must:
- i) Provide through purchase or lease approximately six (6) RCMP vendor-certified FAP50 mobile fingerprint scanners for use by CMHC to capture digital fingerprints. The fingerprint scanners must be able to connect to a Canada Mortgage and Housing Corporation supplied laptop (requires at least Intel i7, 8GB SDRAM, 256GB SSD) and capture applicant fingerprints. The scanners must resist abrasion and be able to capture quality fingerprints from hands that are dry, moist or dirty from both young and older subjects. The scanners must resist latent prints, meaning the platen does not need to be cleaned between captures. The scanners must be resistant to heat, humidity, sunlight and extreme cold typically encountered in Canada's weather profiles. The fingerprint FAP50 device must be certified for ruggedness based on the following tests:
 - a. Drop and Shock test - passed MIL-STD-810G 516.6 Procedure IV- Transit Drop (6 feet drop onto concrete surface and device still working);
 - b. Water test on entire surface - sensor platen does not leak and scanner still functions normally after test;
 - c. Operating temperature - -10C to +55C
 - d. Storage temperature - MIL-STD 810G 501.5 Procedure 1 (80C) and 502.5 Procedure 1 (-40C)
 - ii) Validate the information provided on identification documents i.e. drivers, license, etc. against the information submitted via a web service;
 - iii) Import configurable applicant data from an external cloud based as well as file based Canada Mortgage and Housing Corporations Data and use it to automatically generate an email that includes a link to TBS330-23, Personnel Screening, Consent and Authorization Form. The email must be applicant specific;
 - iv) Provide a cloud based secure web application that allows applicants to complete Form TBS330-23 which gives the authorization required to conduct the credit check and security screening;
 - v) Automatically validate applicant data for completeness as it pertains to the mandatory information required for security screening;
 - vi) Electronically submit digital fingerprints securely from any location with internet connectivity across Canada using an RCMP-accredited direct connect as approved by the RCMP Departmental Security Branch (DSB);



CMHC File No. RFX000100

Closing Date: May 29, 2019

- vii) Electronically submit requests to Equifax Canada or TransUnion Canada credit agencies without requiring any rekeying of applicant information;
- viii) Provide a readable file of the credit check results (for automation) and create a custom readable version (pdf) of credit information;
- ix) Allow working in offline mode in areas of the country with no internet connectivity with the ability to manipulate forms, information and submit digital fingerprints once connectivity is available;
- x) Allow collection of fingerprints and subsequent submission of only those fingerprints belonging to applicants;
- xi) Allow flagging of fingerprint submissions that require subsequent review by Canada Mortgage and Housing Corporation's Departmental Security Office (DSO);
- xii) Automatically identify adverse criminal record or credit check results;
- xiii) Automatically identify adverse education claims;
- xiv) Deliver results allowing the ability to search and prioritize both adverse and non-adverse results for action by Canada Mortgage and Housing Corporation's HR/Departmental Security Office (DSO);
- xv) Allow customization of the criteria for determining what defines adverse vs. non-adverse checks;
- xvi) Automatically send results via a web service when files show no adverse criminal record or credit check results, based on business rules provided by Canada Mortgage and Housing Corporation;
- xvii) Provide progress reporting on each stage of the process when required
- xviii) Provide training materials and documentation for the use of mobile scanners and associated software;
- xix) Provide a solution that services both official languages, English and French;
- xx) Provide technical support in both official languages from 7:00 am EST to 10:00 pm EST, 5 days of the week;
- xxi) Protected B certified.

6.2 The solution must be compliant with the following required functionalities:

- i) The solution must work and use data information to and from (interoperate with) all of the following platforms:
 - Operating systems: Windows 10 Professional
- ii) Interfaces to:
 - RCMP RTID System (to submit fingerprints);
 - CMHC E-Mail;
 - Equifax or Trans Union for Credit Verification;



CMHC File No. RFX000100

Closing Date: May 29, 2019

- Canada Mortgage and Housing Corporation HR Systems (i.e. Success Factors);
- As CMHC is in transition there may be further requirements to interface with other cloud and security services which may be negotiated as future needs arise;
- The solution must deliver, enable and support the functionality to perform encrypted file transfers;
- The solution must work, use data information to and from (interoperate with) Equifax or Trans Union current technical infrastructure;
- The solution must work, use data information to and from (interoperate with) RCMP's current and future technical infrastructure;
- The solution must work to ensure the security screening process meets the Government of Canada's standard on security screening.

7. Justification for the Pre-Identified Supplier

The only known supplier of a Protected B cloud based security screening solution which will meet all of the mandatory criteria and specifications required by CMHC and described in this document is Gambit IT Solutions Inc. Therefore, CMHC proposes to negotiate a contract with Gambit IT Solutions Inc. for Gambit's security screening solution.

8. Ownership of Intellectual Property

Ownership of any intellectual property arising out of the proposed contract will vest in the Supplier.

9. Period of the proposed contract and delivery date

The proposed contract will be for one (1) year commencing December 31, 2019, and will include four (4) one (1) year optional renewal periods for a total of five (5) years. During the initial contract period, the Supplier must meet the deliverables and delivery dates as described above in Section 4. Milestones.

10. Estimated Contract Value

The total estimated contract value is \$200,000.00 (excluding taxes) including the option period.

11. Name and address of the pre-identified supplier

Gambit IT Solutions Inc.
5420 Canotek Road,
Unit 105,
Ottawa, ON, K1J 1E9

12. Suppliers' right to submit a Statement of Capabilities



CMHC File No. RFX000100

Closing Date: May 29, 2019

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN may submit a Statement of Capabilities in writing to the contact person identified in this notice on or before the closing date of this notice. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements.

CMHC retains the right to negotiate with suppliers on any procurement.

Documents may be submitted in either official language of Canada.

Suppliers that have submitted a response will be notified in writing of CMHC's decision to continue with the non-competitive procurement or to compete the requirement.

13. Closing date for a submission of a Statement of Capabilities

The closing date and time for accepting Statements of Capabilities is:

May 29, 2019 at 2:00 pm ET

14. Inquiries and submission of the Statements of Capabilities

Submissions must be sent by e-mail to the following e-mail address:

EBID@cmhc-schl.gc.ca

The CMHC file number RFX000100 must appear in the subject line of the email transmission.

All inquires must be addressed to:

Christine Brown
Sr. Procurement Advisor
ccbrown@cmhc-schl.gc.ca
613-748-2534

You are hereby notified that CMHC intends to negotiate with one firm only as identified above. Should you have any questions concerning this requirement, contact the CMHC Procurement Advisor identified above.

An Advance Contract Award Notice (ACAN) allows GoC Departments, Agencies and Crown Corporations to post a notice, for no less than fifteen (15) calendar days, indicating to the supplier community that it intends to award a contract for goods, services or construction to a pre-identified contractor. If no other supplier submits, on or before the closing date, a Statement of Capabilities that meets the requirements set out in the ACAN, the CMHC Procurement Advisor may then proceed with the award. However, should a Statement of Capabilities be found to meet the



CMHC File No. RFX000100

Closing Date: May 29, 2019

requirements set out in the ACAN, then CMHC intends, in its sole discretion, to proceed to a full tendering process.