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## **ADVANCE CONTRACT AWARD NOTICE: (ACAN) # 01B68-19-0203**

The Department of Agriculture and Agri-food Canada (AAFC) has a requirement for Active Navigation consulting services to ensure the software is implemented correctly, thereby significantly reducing the labour effort to prepare content for migration to SharePoint and GCDocs, and will enable AAFC to migrate electronic business records to the corporate repository in keeping with policy requirements.

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to;

MetaData Solutions ABC Ltd.  
61 Cartier Street  
Ottawa, ON  
K2P 1J4

Before awarding a contract, however, the government provides other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this Notice, by submitting a statement of capabilities during the fifteen calendar day posting period.

If other potential suppliers submit a statement of capabilities during the fifteen calendar day posting period that meet the requirements set out in the ACAN, the government will proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

If no other supplier submits, on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the pre-selected supplier.

### **BACKGROUND & SCOPE OF WORK**

Government of Canada Departments, Agencies and Crown Corporations are mandated to migrate their electronic business records to the individual Departmental corporate repository.

It is not an option to leave business records in the legacy systems, or simply migrate them to the platform without adequately screening for sensitive files, relevance and duplication. Migrations undertaken without adequate cleanup increase long-term storage costs, retain records beyond their retention period, and reduce staff productivity. However, manual clean-up efforts made without adequate procedures or policies in place to support the transition are also wasteful and long, risking delays to data migration.

Agriculture and Agri-Food Canada (AAFC) procured Active Navigation software to facilitate the migration of the Department's electronic business records stored on network shared drives and eDOCS to the corporate repository in SharePoint and GCDocs.

### **ESTIMATE OF COSTS**

The proposed contract period will be from the date of signing until March 31, 2020. The estimated value of the contract is \$84,750.00 (applicable taxes included).

## **MINIMUM ESSENTIAL REQUIREMENTS**

Any interested supplier must demonstrate by way of a statement of capabilities that it has the capacity to provide the following;

The phases of the engagement are as follows:

- 1) Discover.** Deployed within the local network environment, Active Navigation's Discovery Center uses fast indexing capabilities to discover, inventory and classify unstructured information stored in connected repositories. It then presents graphical reports which enable authorized information or data managers to review and understand very large volumes of content. The results of this activity provide previously unavailable insight into the extent and nature of the unit's unstructured information with the following outcomes:

- A clear and understandable picture of content dates, volumes and distribution.
- A profile of potentially Redundant Obsolete and Trivial (ROT) information and content unsuitable for migration.
- The ability to design fact-based policies for unstructured information governance.
- The ability to plan content clean up or migration based upon actual content knowledge.

- 2) Create Content Inventory and Perform Initial Cleansing.** With the profile and nature of the business unit's unstructured Electronically Stored Information (ESI) properly understood and practical fact-based information policies agreed, the project team can then document a managed content cleansing process that will identify and quarantine ROT. Integrated with the Discovery Center, Active Navigation's Action Pack deletes or quarantines bulk content with no value or which violates the unit's information policies. The results of cleansing are:

- Removal (or quarantine) of ROT and duplicated content from the cleansed repositories.
- Reduced time to backup and increased available storage space.
- Reduced document count improving staffs' ability to navigate and location valuable content.
- Reduced cost and time to prepare content for migration or archival.

Active Navigation will provide best practice remediation and policy documents to be reviewed and used during the Project

- 3) Prepare and Migrate.** Having reduced content volumes, Active Navigation's Analysis Pack enables the Discovery Center to analyze the text content of remaining files so they can be tagged with new metadata and organized either in place or as part of a migration. This stage results in:

- Identification and remediation of incorrectly stored or leaked sensitive data.
- Identification of records and their re-structuring for archival.
- The generation of new metadata for migration to the destinations.
- Migrated information more readily searchable by users.

## **GOVERNMENT OF CANADA REGULATIONS EXCEPTION**

The Treasury Board's Government Contract Regulations, Part 10.2.1 Section 6 states there are four exceptions that permit the contracting authority to set aside the requirement to solicit bids. This includes:

- d. "only one supplier person or firm is capable of performing the contract."

## **LIMITED TENDERING PROVISIONS IN ACCORDANCE WITH THE TRADE AGREEMENTS**

The North American Free Trade Agreement, the World Trade Organization - Agreement on Government Procurement, and the Agreement on Internal Trade permit the contracting authority to set aside the requirement to solicit bids under the following condition:

- b) "For works of art, reasons connected with protecting patents, copyrights, other exclusive rights, or proprietary information or where there is an absence for technical reasons, the goods or services can be supplied by a particular supplier and no reasonable alternative or substitute exists"

## **JUSTIFICATION FOR THE PRE-SELECTED SUPPLIER**

AAFC's ability to successfully migrate electronic business records to SharePoint and GCDocs will rely on comprehensive and relevant content and metadata reports, which requires the proper setup, configuration, and operation of Active Navigation software that is currently licensed by AAFC. Active Navigation is the sole developer and manufacturer of the Active Navigation products. As a result, it is the sole company with direct access to the staff required to provide product support and integration. In addition, they have direct experience with the installation and implementation of Active Navigation Server and services within Government of Canada organizations and using Canadian Government file plans and taxonomies.

MetaData Solutions has the exclusive rights for service offerings of Active Navigation within the Government of Canada.

## **SUPPLIERS RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES**

Suppliers who consider themselves fully qualified and available to meet the specified requirements may submit a statement of capabilities by email to the Contracting Authority 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.

### **The closing date and time for accepting statements of capabilities is July 05, 2019 at 12:00 pm**

Inquiries and statements of capabilities are to be directed via email to:

Agriculture and Agri-Food Canada (AAFC)  
Central Material Management Centre (CMMC)  
Professional Services Contracting Unit  
1285 Baseline Road, T5-2-339  
Ottawa, Ontario K1A 0C5

**Attention: David Hickman, Senior Contracting Specialist**  
**Solicitation Number:** ACAN: 01B68-19-0203  
**Email:** [david.hickman@canada.ca](mailto:david.hickman@canada.ca)

Statements of capabilities must be sent on or before the closing date/time. Statement of capabilities received on or before the closing date will be considered solely for the purpose of deciding whether or not

to conduct a more extensive tendering process. Information provided will be used by the Crown for technical evaluation purposes only with respect to a decision to proceed to a further competitive process.

Suppliers that have submitted a statement of capabilities will be notified in writing of AAFC's decision to proceed to award the contract without a further additional tendering process.

The Crown retains the right to negotiate with suppliers on any procurement. Documents may be submitted in either official language of Canada.

Should you have any questions concerning this requirement, contact the Contracting Officer identified above by email by or before the closing date.