



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

11 Laurier St./11, rue Laurier

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

## SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Shared Systems Division (XL)/Division des systèmes  
partagés (XL)

Terrasses de la Chaudière

4th Floor, 10 Wellington Street

4th etage, 10, rue Wellington

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Next Generation Litigation Software	
<b>Solicitation No. - N° de l'invitation</b> 19402-170015/B	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> 19402-170015	<b>Date</b> 2019-08-13
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$XL-117-36692	
<b>File No. - N° de dossier</b> 117xl.19402-170015	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-09-05</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chadha, Sampan	<b>Buyer Id - Id de l'acheteur</b> 117xl
<b>Telephone No. - N° de téléphone</b> (613) 794-7602 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## **Question and Answer – 2**

### **Question 4:**

Will Justice Canada consider moving the following criteria from mandatory?

**PM11:** The Processing solution must index any character, digit or symbol that can be rendered in Unicode, e.g. emojis. Proper indexing will recognize and preserve accents and other characters, e.g. the French word “thé” will be distinct from the English article “the”.

**PM12:** The Processing solution must allow a designated user to search using any character, digit or symbol of the Unicode character set, e.g. the ability to search with French characters or emojis within metadata and content.

**PR6:** The Processing Solution's document viewer should run in the browser, should not require any client-side install, and should be able to function if there is no current Internet connection.

**RM17:** The Review, Analysis and Production Solution must include an end-user user interface in both official languages (i.e. English and French) by Award Date plus 12 months. The UI help must be in both official languages.

**RM20:** The Review, Analysis and Production solution must not be dependent on resources outside of the department's infrastructure, i.e. the Internet. In the event that the solution requires initial license verification, the solution must allow the verification to occur without Internet access. All software updates and patches must be available in executable format independent of the Internet.

**RM21:** The Review, Analysis and Production solution must have a portable offline mode to enable users to access and work with all of the evidence or a subset of the evidence in a given case in the absence of network connectivity or the Internet.

**RM22:** The Review, Analysis and Production Solution must allow users to display the content of the evidence in image and its native format through a document viewer. The viewer must be able to function if there is no current Internet connection.

**RM42:** The Review, Analysis and Production solution must enable users to add, modify, rename, or delete annotations with ability to display a reason. Redactions must be available in black and white, with or without a border. Highlights must be available in a minimum of 16 different colours. If the solution has an annotation colour palette of less than 64 colours it must have the ability to create distinct annotations using the same colour. The solution must also enable users to convert highlights to redactions and redactions to highlights.

**RM44:** The Review, Analysis and Production Solution must allow users to annotate transcripts (e.g. by adding notes and issues), create links within the transcripts to evidence and generate reports from transcripts with links and metadata.

**RM45:** The Review, Analysis and Production Solution must allow designated users to report on the use of annotations within a case. Subject to user permissions, the report must include the page of the annotations, the nature or the appropriate label for the annotation, and the user who applied the annotation.

### **Answer 4:**

**PM11:** Justice Canada is not willing to change this mandatory requirement.

**PM12:** Justice Canada is not willing to change this mandatory requirement.

**PR6:** Justice Canada has stated that any solution must not be dependent on resources outside of the department's infrastructure. See PM6. Justice is not willing to change this rated requirement.

**RM17:** A bilingual UI by award date plus 12 months is required. Justice Canada is not willing to change this mandatory requirement.

**RM20:** Justice Canada is not willing to change this mandatory requirement.

**RM21:** Justice Canada is not willing to change this mandatory requirement.

**RM22:** Justice Canada is not willing to change this mandatory requirement.

**RM42:** Justice Canada is not willing to change this mandatory requirement.

**RM44:** For clarity, this requirement is to allow users to annotate transcripts that have been imported into the evidence repository. Justice is not willing to change this mandatory requirement.

**RM45:** For clarity, this requirement does not refer solely to transcripts. It applies to any evidence that has been annotated in the database. Justice is not willing to change this mandatory requirement.

**Question 5:**

On Page 6, Section 1.2.A: Would a Third Party Add-On Module with Integration to our proposed solution meet JC's definition of a "Commercial Off The Shelf" Solution?

**Answer 5:**

Justice Canada confirms that third-party add-on module with integration to a proposed solution would be considered COTS, provided that the add-on module forms part of the proposal and meets all the terms and conditions of the RFP, including terms related to licensing, support, maintenance, bilingualism and training.

**Question 6:**

On Page 71 – "RM7" is missing. Is there supposed to be an RM7?

**Answer 6:**

Justice Canada confirms that there is no RM7.

**Question 7:**

On Page 49 - Installation Services - How Many Environments? 3? But on Page 62 - CM9 it says 10 distinct environments. How many are there that we should be planning for?

**Answer 7:**

Point *ix*) *Installation Services* describes the installation services support required for 3 environments. It notes that installation services for additional environments may be requested by Justice on an "as-and-when-requested" basis when a Task Authorization is issued by Justice. CM9 indicates that the solution must be able to support up to 10 environments (3 in production). For planning purposes, Justice currently has 6 environments and that may grow in the next few years (see *Annex A, 6. Legacy Application Infrastructure*).

**Question 8:**

On Page 21 - Section 4.4, Item 1 - Last Paragraph: Canada states "Bids not meeting a), b), c) **and** d)...." We want to confirm that if a vendor fails in meeting any one (1) of those criteria, would that vendor be considered Non-Responsive?

**Answer 8:**

That is correct. A bid must meet all of a), b), c), and d) from section 4.4, paragraph 1 in order to be declared a responsive bid.

**Question 9:**

On Page 9 – Section 2.5.B - Can you confirm how we will find out answers (noted as “with copies to all Bidders”) to other interested suppliers public questions? (via Email, or via Public Post to RFP Site).

**Answer 9:**

Questions and answers from interested suppliers will be made public on the RFP posting site on Buyandsell.gc.ca through solicitation amendments, which can be downloaded in PDF format.  
<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-XL-117-36692>.

**Question 10:**

On Page 40 – Section 7.20 - Are there are any metrics related to support tickets that would allow us to develop and validate our proposed support model; with breakdown of calls based on language and area (Processing / Review Analytics Production)?

**Answer 10:**

Since the beginning of March 2019, Justice has logged 6 support tickets for the Processing and 12 for the Review, Analysis and Production legacy applications. These tickets were all logged in English.

**Question 11:**

How can we submit an electronic bid via ePost Connect?

**Answer 11:**

As mentioned in section 3.1 of the RFP, You can find instruction on how to submit a bid to our Bid Receiving Unit via ePost Connect in 2003 – Standard Instructions, which can be found here in paragraph 2: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/24#transmission-by-facsimile>