TREASURY BOARD OF CANADA SECRETARIAT
ADVANCE CONTRACT AWARD NOTIFICATION (ACAN)

Description of Work

The Financial Management Community and Development (FMCD) team is dedicated to helping the Government of Canada's finance community enhance their skills and grow in their career through recruitment initiatives, development programs and learning and networking events. In order to keep the community connected, we need to use a comprehensive platform for managing digital content and generating bilingual web profiles, websites and reports.

As a team working within a bilingual government department, Treasury Board of Canada Secretariat (TBS), it is essential for FMCD to have a system that can provide content in both official languages: English and French. It also requires software that helps users discover information published by colleagues and provides opportunities for collaboration with co-workers with similar interests or matching needs and wants. Additionally, the software must be designed to meet web accessibility standards, which means that all the websites and web profiles generated by the application will be accessible to all users, including those with disabilities. This is essential as it demonstrates the government's commitment to inclusion and accessibility.

FMCD currently has a contractor, Proximify, that fulfills all these requirements with ease. They provide us with a comprehensive platform for managing bilingual content, generating bilingual websites and reports, and facilitating collaboration among members. Additionally, its existing CMS software can be gradually scaled over time to other departments.

Requirements

The Financial Management Community and Development (FMCD) has requirements for its web services. The scope includes:

- Enterprise-level hosting

- Maintenance of the application and host server, including bug fixes, technical support, security updates, and backups every two hours.

- Web Component creation: Web development professionals will create custom web components that meet the specific needs of the department.

- Hosting and Management of the CMS Software: The hosting and management of the CMS software, ensuring that the dedicated software instance remains secure and up to date.

- Hosting and Management of Websites: The hosting and management of the websites created with the CMS software, ensuring that they remain up to date for changes in web standards and web technologies.

- Custom Solutions for Internal Workflows: The CMS software and web development services will be used to create solutions for internal workflows and processes (e.g., the Financial Officer Recruitment and Development program), including the creation of private web profiles for individuals and their careers.

- Website Creation: Contractor will help TBS members use the CMS software to create modern, bilingual, and accessible websites for the department, including the publishing of blog articles.

- Collaboration: Professional web developers, graphic designers, and project coordinators provide insight and expertise needed for advanced website projects, spanning every stage of the creation process.

- Premium support: Provide premium customer support by bringing us within an email, Team's channel, or phone call away from achieving the maximum results possible with their web tool.

- Custom widgets and templates**:** Provide the ability to create our own custom widgets and to request the services of software engineers to create custom widgets and webpage templates, according to our specifications.

- Third-party integration: Provide email automation software, survey tools, and online cloud platform that can all be integrated

Trade Agreements and Comprehensive Land Claims Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada Korea Free Trade Agreement (CKFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CColFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), *the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)* and the Canadian Free Trade Agreement (CFTA).

Justification

FMCD has determined that Proximify Web Services is the only source capable of successfully performing the work as they possess the expertise and experience relating to this project. In addition, Proximify Web Services is the owner and creator of the Uniweb CMS Software and holds exclusive Intellectual Property rights to the technology. No other distributor is legally authorized to distribute the technology.

Limited tendering of this requirement is consistent with the provisions of the Government Contracts Regulations (GCRs) Section 6, where only one firm is capable of performing the contract and additionally, as per the Canadian Free Trade Agreement Article 506 Section 12, where only one supplier is able to meet the requirements of a procurement; as per the Canada Korea Free Trade Agreement (CKFTA) Article 1016 Section 2(b), where, for works of art, or for reasons connected with the protection of patents, copyrights or other exclusive rights, or proprietary information or where there is an absence of competition for technical reasons, the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists; and as per Canada-Colombia Free Trade Agreement (FTA) and Canada-Peru Free Trade Agreement Article 1409 Section 1. (b)(ii), where the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute goods or services exist for any of the following reasons: the protection of patents, copyrights or other exclusive rights and as per World Trade Organization-Agreement on Government Procurement (WTO-AGP) section XV.1(b), when, for works of art or for reasons connected with protection of exclusive rights, such as patents or copyrights, or in the absence of competition for technical reasons, the products or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists.

Intellectual Property

The intellectual property created during the course of the contract will vest with the contractor. In other words, the ownership of the application and host server will vest with the contractor.

Contract Period

The web development services, spanning every stage of the creation process, are required for one (1) initial 1-year period with four (4) 1-year option periods.

Estimated Value

The estimated value of the initial contract is $12,000.00 CAD + Ontario HST tax.

Submission of Statement of Capabilities

Suppliers who consider themselves fully qualified and available to meet the specified requirements may submit a statement of capabilities in writing 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.

Minimum Essential Requirements

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

1. The contractor must have an existing CMS (Content Management Systems) software that provides a comprehensive platform for managing digital content and generating bilingual web profiles, websites, and reports conducive to enterprise-level hosting. The existing software must provide a bilingual platform in both official languages (French and English) and provide opportunities for collaboration with co-workers with similar interests or matching needs and wants. The existing software must also be designed to meet web accessibility standards to ensure that all websites and web profiles generated by the application are accessible to all users.

2. The contractor's existing CMS software must provide an interface to create, edit, manage and publish the following digital content without requiring manual coding: text, media, users, template and version control.

3. The contractor must enlist their web development professionals (Resources) to create custom web components that meet the specific needs of the department.

4. The contractor must host and manage the existing CMS software to ensure that the dedicated software instance remain secure and up to date.

5. The contractor must host and management the websites created with the CMS software to ensure that they remain up to date for changes in web standards and web technologies.

6. The contractor must use the existing CMS software and web development services to create custom solution for internal workflows and processes (e.g., the FORD program), including the creation of web profiles for individuals and their careers.

7. The contractor must offer unlimited website drafts and versioning history and unlimited storage of data collected from websites.

8. The contractor must maintain the existing CMS software (e.g., application and host server), including bug fixes, technical support, security updates and backups every two hours.

9. The contractor and its resources must have a minimum of three (3) years of experience performing enterprise-level hosting and maintenance of the CMS software within the federal government.

Security Requirements

The Contractor's resources must have a valid security clearance at the level of Reliability.

Name and Address of Proposed Contractor

Proximify Web Services
7-170 Cathcart Street
Ottawa ON K1N 5B9

The closing date and time for accepting statements of capabilities is:

March 24, 2023 EST 14:00pm

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

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