

**106208.181 – CCC RFP
Schedule 1 to APPENDIX A**

Business and Non-Functional Requirements

1. General Requirements

No.	Requirement	Question	Vendor Response
1.	Ability to connect to an Exchange server to receive a document	Can the solution connect to an Exchange server to receive emailed PDF documents to CCC by its Suppliers?	
2.	Document temporary storage	Can PDF documents received by CCC be temporarily stored prior to data conversion (e.g., in a SharePoint site)?	
3.	Ability to import information	Can an end-user start a PDF import process when needed (ad-hoc) or schedule a job to import the information at a pre-determined time?	
4.	Ability for a user to import for a single or multiple documents into Unit4	Can a user select single or multiple PDF documents to be imported?	
5.	Ability to distinguish between a Contract, Delivery Order, Modification and Invoice	Would your solution be able to distinguish between a Contract, Delivery Order, Modification or Invoice? What characteristics or meta-data would be needed for this identification to be automated?	
6.	Ability to convert a document from a PDF file format into a Unit4 accessible format	Would your solution be able to convert PDF text documents into an Unit4 ERP accessible format?	
7.	Ability to recognize PDFs that are electronically signed or manually signed/scanned.	Is your solution able to distinguish between a text PDF and a scanned PDF, and extract information from both?	
8.	Ability to input data from the document into Unit4 ERP	Is your solution able to input extracted data from PDF into Unit4 ERP v7.9 and/or later versions?	

No.	Requirement	Question	Vendor Response
9.	Ability to apply the appropriate update process	<p>We are looking for a solution that can auto-update or suggest updates in Unit4 ERP based on the information contained in the Document.</p> <p>Is your solution able to apply appropriate document update processes depending on the Document Type (i.e., Contract, Delivery Order, Modification or Invoice)?</p> <p>As well, does your solution provide a mechanism(s) for an end-user or administrator to over-write a suggestion from your solution.</p>	
10.	Ability to generate reports	<p>Please describe the types of out of the box or user-configurable reports that are available from your solution. We are interested in reports that would present the number of transactions, number of documents uploaded, success/pass rates, and other relevant metrics. We are also interested in learning about other types of reports your solutions can provide.</p>	
11.	Ability to perform audits of all transactions	<p>Please briefly share how your solution supports the ability of customers to perform audits of all transactions that are imported from PDF documents and transactions that are then entered into Unit4 ERP.</p>	

2. High-Level Business Requirements with respect to Contracts

No.	Requirement	Question	Vendor Response
1.	Extract Contract Data	Ability to extract data from Contracts	
2.	Perform calculations and data verification on Project Master File	The solution should be able to perform calculations and data verifications in the Project Master File of Unit4 ERP. The solution may also be required to create a Project in the Project Master File in Unit4 ERP.	
3.	Create Work Order in Unit4	The solution should be able to create a Work Order in Unit4 once the Project is created in the Project Master File	

4.	Perform calculations and data verifications on Work Order	The solution should be able to perform calculations and data verifications in the Work Order	
5.	Ability to differentiate between Standalone or BOA Contract	The solution should be able to differentiate between Standalone and Basic Ordering Agreement (BOA) contract types	
6.	Perform data entry in Work Orders	The solution should be able to enter data from the contract into the appropriate Work Orders, depending on if it is a Standalone or BOA contract	
7.	Create a Purchase Order in Unit4	Ability to create a Purchase Order	

3. High-Level Business Requirements with respect to Contract Modifications

No.	Requirement	Question	Vendor Response
1.	Extract Contract Modification Data	Ability to extract data from Contract Modifications	
2.	Match the Contract in a Contract modification document with a Project Master File in Unit4	The solution should be able to match the Contract listed in the Contract modification with a corresponding & existing Project Master File in Unit4 and Work Order.	
3.	Perform calculations and data verification on Project Master File	The solution should be able to perform calculations and data verifications in the Project Master File	
4.	Perform calculations and data verifications on Work Order	The solution should be able to perform calculations and data verifications in the Work Order	
5.	Ability to differentiate between Standalone or BOA Contract	The solution should be able to differentiate between Standalone and Basic Ordering Agreement (BOA) contract types	
6.	Perform data entry in Work Orders	The solution should be able to use data from the Contract Modification to update a Work Order(s) in Unit4 ER, depending on if it is a Standalone or BOA contract	
7.	Update the related Purchase Order	The solution should be able to update the related Purchase Order	

4.0 High-Level Business Requirements with respect to Delivery Orders

No.	Requirement	Question	Vendor Response
1.	Extract Delivery Order Data	Ability to extract data from Delivery Orders	
2.	Match the Contract in a Delivery Order document with a Project Master File in Unit4	The solution should be able to match the Contract listed in the Delivery Order with a corresponding & existing Project Master File in Unit4	
3.	Create Work Order	The solution should be able to create a Work Order in Unit4	
4.	Perform calculations and data verification in the Work Order Master File	The solution should be able to perform calculations and data verifications in the Work Order Master File	
5.	Update information in the Work Order Master file	The solution should be able to update information in the Work Order Master file in Unit4 using information contained in the Delivery Order	
6.	Validate information entered in the Work Order Master file matches the Delivery Order	The solution should be able to ensure that information in the Delivery Order matches what was entered in the Unit4 Work Order Master File	
7.	Create a Purchase Order	Ability to create a Purchase Order	

5. High-Level Business Requirements with respect to Invoices

No.	Requirement	Question	Vendor Response
1.	Data verification	The solution should be able to validate and verify information received in an Invoice against the terms for the Project Master File, Work Order and Purchase Order.	
2.	Update Goods Receipt	The solution should be able to create and update a Goods Receipt in Unit4	
3.	Update Delivery Invoice Registration	The solution should be able to update the Delivery Invoice Registration information in the Work Order.	
4.	Data Entry Corrections	Ability for an end user to reverse any data inputs done by the system (e.g., to the Goods Receipt window or to the Delivery Invoice Registration page)	
5.	Capture Accounts Payable (AP) Number	The solution should be able to capture the Accounts Payable (AP) number generated by Unit4	

No.	Requirement	Question	Vendor Response
6.	Capture Accounts Receivable (AR) Number	The solution should be able to capture the Accounts Receivable (AR) number generated by Unit4	
7.	Reporting and Notification	The solution should be able to support reporting requirements related to the Invoice processing steps and actions, as well as sending notification to appropriate users during the process	
8.	Invoice Auditing	Ability to support to Invoice Audit requirements	
9.	AP Form Generation	Ability to create a Receiving Report and save it to a pre- defined location in the CCC eco-system (e.g., SharePoint site)	

6. Non-Functional Requirements

Category	Non- Functional Requirement No	Question	Vendor Response
Auditing	1.1	Logging and auditing of permission changes: Please describe how the solution will provide for the ability to conduct auditing and traceability, including date, time, action type, etc.	
Auditing	1.2	Logging and auditing of permission changes: Please describe how changes to the security or permissions associated with a record will be captured and retained as metadata in a solution and/or audit log.	
Authentication and Authorization	2.1	User Authentication via direct or identity federation: Please describe how the solution will integrate with our Unit4 platform and our existing identity solutions, where required	
Authentication and Authorization	2.2	The solution shall be able to associate user privileges and restrictions with specific functions.	
Authentication and Authorization	2.3	The solution shall provide authorized users the ability to manage permissions at an individual, role based or group- based access to records	
Authentication and Authorization	2.4	The solution shall provide authorization based on Active Directory defined groups assigned to the platform's role- based access control.	

Category	Non- Functional Requirement No	Question	Vendor Response
Authentication and Authorization	2.5	The solution shall provide the ability to define a user's permissions to only work on specific records, windows, reports, etc.	
Cyber Security and Privacy	3.1	CCC related data must be stored and always remain within Canada.	
Cyber Security and Privacy	3.2	Data must remain under the complete ownership of CCC per the Microsoft Data Policy.	
Cyber Security and Privacy	3.3	Any processing of CCC data must take place on servers located within Canada. That is, the system shall ensure that CCC data remains in Canada at all times. This includes CCC business information (i.e., invoices, contracts, etc.) and metadata	
Cyber Security and Privacy	3.4	Please describe how your solution encrypts data at rest and in motion.	
Cyber Security and Privacy	3.5	The solution meets industry standards of cyber security and compliance.	
Cyber Security and Privacy	3.6	The solution does not require lowering of security standards to integrate with our on-premises systems.	
Cyber Security and Privacy	3.7	The vendor must meet basic compliance standards established by CCC.	
Data Import	4.1	The solution shall be able to import large amounts of data, with minimal intervention or oversight.	
Data Import	4.2	An administrator or designated user shall be notified of any exception to the data import or verification process. The granularity and frequency of alerts and notifications shall be configurable. All exceptions shall be logged and available for inspection and reporting.	
Data Import	4.3	Automatic ingestion of data from a known set of sources, both internal and external to the enterprise, should be possible in a scheduled and automatic manner.	
Data Import	4.4	Ability to launch an update in the solution, either based on solution rules or user generated action(s)	

Category	Non- Functional Requirement No	Question	Vendor Response
Data Import	4.5	The solution shall be able to generate contemporary and retrospective reports on any Import actions. Reporting shall be available for individual runs and for cumulative statistics over the lifetime of any given job. At a minimum, reporting shall cover: <ul style="list-style-type: none"> - Overall completion time - Completion time for each step in the job - Wait time for each step - Cumulative wait time - Work in progress - Overall workload for a given user or user group 	
Data Import	4.6	It shall be possible for trained CCC staff to define criteria or to reorder steps in the Import job, without the need for an external party	
Data Import	4.7	An administrator or other authorized user shall be able to terminate any data import during execution.	
Data Import	4.8	The solution shall provide a means to monitor the progress of all data import jobs as they execute. The current state of any job shall be available from the monitoring interface.	
Data Import	4.9	Either CCC or the vendor should be able to modify the list of fields to be identified, converted and imported into the CCC Unit4 BusinessWorld instance	
Data Import	4.10	The solution should be able to extract data from PDF documents that are text PDF files (not scanned documents), extract the data and write to the ERP system.	
Data Import	4.11	The solution should be able to convert a PDF file into a Unit4 accessible format (if required)	
File Support	5.1	Ability to support standard file types that are supported by Unit4 BusinessWorld	
Integration	6.1	CCC operates on a Microsoft platform and uses the Unit4 Business World ERP system, which is currently on premises. Please describe how your solution will integrate with our instance of Unit4 (we are currently on version 7.9)	
Integration	6.2	CCC may migrate our solution from our current on-premise version (7.9) to a newer on-premise version or migrate to the Cloud. Please describe if your solution would support our migration plans.	

Category	Non- Functional Requirement No	Question	Vendor Response
Integration	6.3	Our Microsoft platform, Microsoft SQL Server, ERP Unit4 Business World will be hosted in Azure in the future. Please describe how your solution will support this.	
Integration	6.4	We require that the OCR tool (if applicable) used by the solution not be a third-party solution. Please describe how your solution would meet this requirement	
Performance and Availability	7.1	The solution should be capable of caching frequently accessed content for rapid retrieval.	
Performance and Availability	7.2	The solution should not affect or diminish the performance of our current on premises ERP systems.	
Performance and Availability	7.3	The solution should be scalable to meet the needs of small-medium enterprise organization.	
Performance and Availability	7.4	The solution should have a minimum level of acceptable uptime / availability.	
Solution Operating system	8.1	The solution should be compatible with our enterprise client OS, Windows 10, as delivered on the semi-annual channel. Which means that solution shall support at least an annual Windows 10 release cycle	
Support and Maintenance	9.1	The solution should be easy to upgrade, and have a clear release roadmap for future releases	
User Interface	10.1	The solution should have the ability to restrict menu access based on roles and permissions	
User Interface	10.2	The solution should have to ability to display features in both English and French versions	
Notifications	11.1	The system should notify/alert a human if there's an error or a document wasn't processed. The system should recognize that a document was not processed or was processed incorrectly and notify a human for manual intervention.	
Notifications	11.2	It should be possible to configure the solution so that appropriate error handling and notifications can be done.	
Maintenance and Support	12.1	With the high impact the proposed solution will have on CCC processes, up-time and providing maintenance and support for the Licensed Software during the Contract Period is required. Pricing to include: 1. Problem reporting and response procedures. 2. Escalation procedures. 3. On-site and off-site support availability. 4. Any enhancements to the basic requirements that the Bidder is offering.	
Training	13.1	With the high impact the proposed solution will have on CCC processes, task-based training materials and reference documentation appropriate to various	

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		<p>user roles must be provided:</p> <ol style="list-style-type: none"> 1. System Users 2. Technical Administrators 3. Technical Developers 4. Report Writers <p>The training material and documentation must cover all the information necessary to permit each role to perform all tasks and responsibilities pertaining to their roles. Training material and documentation must be of suitable quality to enable on-boarding training of new staff and include "As-Built" detail to allow future developer modifications.</p>	

7. Glossary

Please find below a Glossary of commonly used terms in this Request for Information (RFI).

Term	Definition
Buyer	The entity purchasing goods and/or services from CCC under its Prime Contractor service. Under the program, the Buyer is the US DoD.
Basic Ordering Agreement (BOA)	A US Government term meaning a written instrument of understanding, negotiated between an agency, contracting activity, or contracting office and a contractor. This contains (1) terms and clauses applying to future contracts (orders) between the parties during its term (2) a description of supplies and services to be provided, (3) methods of pricing, issuing and delivering future orders under the BOA. It provides for the issuance of delivery orders for the delivery of supplies during the period of the contract.
Contract	Primary document defining terms and conditions between CCC and foreign entity (also known as the Buyer). In the case of, the Contract is always with the US Department of Defense (DoD). The US DoD Prime Contract is usually written in a standardized contract format that outlines and facilitates all requirements and responsibilities.
Contract Modification	Also known as Contract Amendment. Variation to the original contract signed providing for additional or less work than originally agreed-upon terms and conditions, usually necessitating the consent of all parties to the Contract.
Delivery Order	A contract for supplies and/or services that procure or specify for a firm quantity of supplies (including for the minimum or maximum quantity)
DoD	US Department of Defense
DPISA	The Defence Production Sharing Agreement () is a bilateral defence trade agreement between Canada and the U.S. administered by CCC on behalf of the Government of Canada. It enables Canadian businesses to compete on equal terms for contracts as part of the U.S. Department of Defense (DoD) domestic supply base.
ERP	Enterprise Resource Planning system. At CCC, our ERP is Unit4 BusinessWorld
Supplier Invoice	See Receiving Report

Term	Definition
Receiving Report	The US DoD Receiving Report or DD Form 250 Material Inspection and Receiving Report (MIRR) is a multi-purpose report used 1) to provide evidence of US DoD contract quality assurance inspection at origin or destination, 2) to provide evidence of acceptance of the work at origin, destination or other, 3) as packing lists, 4) as receiving report, 5) for shipping, 6) in support of a commercial invoice support. The Receiving Report can be used as the Contractor invoice. For example, in the context of the DPSSA program, the Receiving Report is used as an Invoice from the Supplier that confirms the work has been performed per the terms of the Prime Contract. It triggers payment by CCC to the Supplier on delivery and acceptance of goods and/or services to the Buyer.
Supplier	Canadian Exporter, domestic organization, that has been sub-contracted to provide goods and/or services to the Buyer
UBW	Unit4 BusinessWorld ERP system. Currently CCC is on UBW M7U9 (7.9)