

Notice of Proposed Procurement (NPP)
Off-Site Storage and Record Management Services for the Quebec Regional Office (QRO)

GSIN: V505A – Storage and Warehousing, UNSPSC # 78140000 - Transport services

Reference Number:	100031051-02	Solicitation Number:	RFP – OFFSITE RECORDS STORAGE - QRO
Organization Name:	Department of Justice Canada		
Solicitation Date:	December 8, 2023	Closing Date:	January 16, 2024
Anticipated Start Date:	April 1, 2024		
Contract Duration:	The initial period will be from April 1, 2024 until March 31, 2029 with the option to extend by five (5) additional one (1) year option periods..		
Solicitation Method:	Competitive, Open Request for Proposal		
Comprehensive Land Claim Agreement Applies:	No	Number of Contracts:	Up to 1 contract may be awarded

Applicable Trade Agreements:

- Canada Free Trade Agreement (CFTA)

Requirement Details

Tendering Procedure: Open, Request for Proposal

Description of Work:

The Department of Justice Canada (JUS) requires a Managed Services Provider (MSP) to store its paper-based records inventory and to provide records management services. The MSP must ensure that the JUS paper records inventory is identified, accessioned, physically stored, and made available to the department.

The Department of Justice Canada's mission is to administer justice under federal law, provide legal advice to the Government and federal government departments and agencies, represent the Crown in civil litigation and before administrative tribunals, and draft legislation and respond to the legal needs of federal departments and agencies. Pursuant to this mandate, JUS collects and creates physical records holdings, which include documents such as, but not limited to legal case files, consultations, agreements, and corporate records. These documents are managed according to the Department of Justice Canada's related legislation and must be retained and disposed of according to the retention and disposition scheduling requirements set out in the department's legislation and corporate policy.

JUS has a requirement to send its closed physical records to offsite warehouses for storage to be retained until their retention periods are met and the records can be disposed. Legal case file retention periods are typically 10 years or 23 years once they are in offsite storage. During this period of time, JUS may need to retrieve these files back to its offices in order to meet a range of operational requirements. Once closed files have met their retention periods and have received approval for disposition from

the originating business unit, JUS must be able to permanently withdraw the files from the MSP inventory in order to transfer them to the custody of Library and Archives Canada (aka archival transfer) or have them securely destroyed.

It is anticipated that there will be one contract awarded as a result of this Request for Proposal from April 1, 2024 until March 31, 2029 with the option to extend by five (5) additional one (1) year option periods.

There are security requirements associated with this requirement. For additional information, consult *Part 6 - Security, Financial and Other Requirements*, and *Part 7 - Resulting Contract Clauses*. For more information on personnel and organization security screening or security clauses, bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

Contracting Authority

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