



SHARED SERVICES CANADA

Invitation to Qualify for the Procurement Process for Public Cloud Services

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Closing Date and Time	September 9, 2016 at 2PM	
Time Zone	Eastern Daylight Time (EDT)	
Destination of Goods/Services	Not applicable – Pre-Qualification Process Only	
Email Address for Submitting your Response by the Closing Date	ssc.pvrcloud-arfnuage.spc@canada.ca	



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1. General Information

1.1 Introduction

- a) **Phase 1 of Procurement Process:** This Invitation to Qualify (ITQ) is the first phase of a procurement process by Shared Services Canada (SSC) for Public Cloud Services (the “**Project**”). Suppliers are invited to pre-qualify in accordance with the terms and conditions of this ITQ in order to become “**Qualified Respondents**” for any later phases of the procurement process. Only Qualified Respondents will be permitted to bid on any subsequent solicitation issued as part of the procurement process.
- b) **Further Evaluation of Qualified Respondents:** Even though certain suppliers may be pre-qualified by Canada as a result of this ITQ, Canada reserves the right to re-evaluate any aspect of the qualification of any Qualified Respondent at any time during the procurement process.
- c) **ITQ is not a Bid Solicitation:** This ITQ process is not a solicitation of bids or tenders. No contract will be awarded as a result of the activities during the ITQ phase. Canada reserves the right to cancel any of the preliminary requirements included as part of the Project at any time during the ITQ phase or any other phase of the procurement process. Given that the ITQ process may be partially or completely cancelled by Canada, it may not result in any of the subsequent procurement processes described in this document. Respondents and Qualified Respondents may withdraw from the procurement process at any time. Therefore, suppliers who submit a response can choose not to bid on any subsequent solicitation.

1.2 Overview of the Project

- a) **Overview of Project:** Canada has a requirement for Commercially Available Cloud Services which service may be used across a broad spectrum of government organizations. Respondents are requested to review a draft copy of Annex D – Statement of Requirements for additional information.
- b) **Scope of Anticipated Procurement:**
 - i) **Potential Client Users:** This ITQ is being issued by SSC. It is intended that any contracts or supply arrangements resulting from any subsequent solicitation would be used by SSC to provide shared services to one or more of its clients. SSC’s clients include SSC itself, those government institutions for whom SSC’s services are mandatory at any point during the life of any resulting instrument(s), and those other organizations for whom SSC’s services are optional at any point during the life of any resulting instrument(s) and that choose to use those services from time to time. This process will not preclude SSC from using another method of supply for any of its clients with the same or similar needs, unless a subsequent solicitation for this Project expressly indicates otherwise.



- ii) **Number of Contracts or Supply Arrangements:** SSC is currently contemplating the award of multiple contract(s) or supply arrangement(s) as the contracting vehicles. At this time, it's SSC's intent to award multiple contracts, however we reserve the right to use an alternate method of supply at the solicitation phase.
- iii) **Term of Contracts or Supply Arrangements:** SSC is currently contemplating a period of two (2) years, plus two (2) additional option periods of one year each.
- c) **National Security Exception:** Canada has invoked the National Security Exception in respect of this requirement and, as a result, none of the trade agreements apply to this procurement.

1.3 Overview of Anticipated Procurement Process

This ITQ is the first phase in the procurement process for the Project. Although the procurement process remains subject to change (and even to cancellation, in accordance with SSC's Standard Instructions), Canada currently anticipates that the procurement process will be conducted in the following phases:

- a) **ITQ Phase:** This ITQ will be used to qualify Respondents to participate in any subsequent phases of the procurement process.
- b) **Review and Refine Requirements (RRR):** The RRR process with the Qualified Respondents may be held after the ITQ phase if Canada determines that this process is required.

The objective of the RRR phase is to obtain feedback from Qualified Respondents on Canada's preliminary requirements for the Project. It is intended to be a collaborative process and may involve interactions such as workshops, one-on-one sessions, and written questions and answers. Canada will consider the feedback provided by Qualified Respondents when refining the requirements and preparing its procurement documents for the Project. Further details regarding the RRR phase will be provided to those Respondents who qualify as a result of this ITQ phase.

- c) **Bid Solicitations - Request for Proposals (RFP) or Request for Supply Arrangements (RFSA) Phase:** Canada anticipates releasing either an RFP or an RFSA to those Qualified Respondents who remain qualified at the time the bid solicitation is released.
- d) **SCSI Assessment:** Qualified Respondents will be required to submit "Supply Chain Security Information" (SCSI) for assessment by Canada in relation to supply chain integrity. Further details regarding the SCSI Assessment will be provided to Qualified Respondents at a later phase.

2. Instructions for Respondents

2.1 Standard Instructions, Clauses and Conditions

- a) SSC's Standard Instructions for Procurement Documents No. 1.0 ("**SSC's Standard Instructions**") are incorporated by reference into and form part of the ITQ as though they were expressly set out here in full. If there is a conflict between the provisions of SSC's Standard Instructions and this document, this document prevails. SSC's Standard Instructions are attached in 0.



- b) All other instructions, clauses and conditions identified in this document or any of its attachments by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. These instructions, clauses and conditions are incorporated by reference and they form part of this document as though they were expressly set out here in full.
- c) If there is a conflict between the provisions of this document and any documents that are incorporated into it by reference as set out above, this document prevails.
- d) With respect to SSC's Standard Instructions:
 - i) There will be a conference for interested suppliers.
 - ii) There will not be a site visit.
- e) By submitting a response, the Respondent is confirming that it agrees to be bound by all the instructions, clauses and conditions of the ITQ.

2.2 Questions and Comments

- a) Questions and comments about this ITQ can be submitted in accordance with the Section of SSC's Standard Instructions entitled "**Communications**". However, instead of the deadline specified in those Standard Instructions, there will be 2 question periods, as follows:
 - i) **Question Period 1:** questions should be submitted by August 13, 2016 at 2:00 PM and Canada will respond to these questions by August 18, 2016.
 - ii) **Question Period 2:** questions should be submitted by August 29, 2016 at 2:00 PM and Canada will respond to these questions by September 2, 2016. Question Period 2 is intended for questions and comments about Canada's responses issued during the Question Period 1 and any amendments issued resulting from the conference for interested suppliers. All other questions and comments may not be answered.
- b) Draft copies of the Statement of Requirements (Annex D) and the proposed contract clauses for the resulting contract (Annex C) are attached herein in advance for the Qualified Respondents to provide written feedback during the next procurement phase. Specific enquiries on these two (2) draft documents will not be answered during the ITQ phase. QRs will have the opportunity to ask questions about these documents at a later phase of the solicitation.
- c) **Improvements to preliminary procurement requirements (Requested at ITQ closing date)**

Suppliers are asked to provide comments and suggestions on the Statement of Requirements, attached at Annex D, and the proposed contract clauses for the resulting contract, attached at Annex C and/or identify areas that would benefit from additional clarification by Canada within their Response. SSC will consider this feedback and have the right to accept or reject any or all suggestions, when refining the requirements and preparing the documentation for subsequent phases of the procurement process. It is requested that these suggestions be provided within the Response and not the Questions under this subsection (a).

2.3 Conference for Interested Suppliers



A conference for interested suppliers will be held at the following place and time:

Date	August 18, 2016
Time	10:00 a.m. to 12:00 p.m.
Location	John G. Diefenbaker Building Confederation room 111 Sussex Drive, Ottawa, ON K1N 5A1

For further information, please see SSC's Standard Instructions.

2.4 Submission of Only One Response per proposed Cloud Service Provider

- a) A Respondent can be an individual, a sole proprietorship, a corporation, a partnership, or a joint venture.
- b) Each Respondent (including related entities) will be permitted to qualify only once per proposed Cloud Service Provider (CSP).
- c) If a Respondent or any related entities participate in more than one response for any proposed CSP n (participating means being part of the Respondent, not being a subcontractor), Canada will provide those Respondents with 2 working days to identify the single response to be considered by Canada. Failure to meet this deadline may result in all the affected responses being disqualified or in Canada choosing, in its discretion, which of the responses to evaluate.
- d) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is an individual, corporation, partnership, etc.) an entity will be considered to be "related" to a Respondent if:
 - i) they are the same legal entity as the Respondent (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - ii) the entity and the Respondent are "related persons" or "affiliated persons" according to the *Canada Income Tax Act*;
 - iii) the entity and the Respondent have now or in the two years before the ITQ closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - iv) the entity and the Respondent otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- e) Any individual, sole proprietorship, corporation, or partnership that is a Respondent as part of a joint venture cannot submit another response on its own or as part of another joint venture.

Example 1: Supplier A does not itself have all the experience required by the ITQ. However, Supplier B has the experience that Supplier A lacks. If Supplier A and Supplier B decide to team up to submit a response together as a joint venture, both entities are together considered the Respondent. Neither Supplier A nor Supplier B can team up with another supplier to submit a separate response, because each is already part of a Respondent.



Example 2: Supplier X is a Respondent. Supplier X's subsidiary, Supplier Y, decides to team up with Supplier Z to submit a response as a joint venture. Suppliers Y and Z, as well as Supplier X, will all be asked to determine which one of the two responses will be considered by Canada. Both responses cannot be submitted, because Supplier Y is related to Supplier X as an affiliate.

- f) By submitting a response, the Respondent is certifying that it does not consider itself to be related to any other Respondent.

2.5 Security Clearance Requirement

A Respondent is not required to have security clearance in order to become a Qualified Respondent. Security clearance and other security requirements will be identified at a later stage of the procurement process.



3. Preparing and Submitting a Response

3.1 General Instructions

SSC's Standard Instructions include instructions with respect to responses, which apply in addition to those described in this document.

3.2 Language for Future Communications

Each Respondent is requested to identify, in its Response Submission Form, which of Canada's two official languages it chooses to use for future communications with Canada regarding this ITQ and any subsequent phases of the procurement process.

3.3 Content of Response

Respondents are permitted to propose multiple CSPs. It is a mandatory requirement of this ITQ that Respondents submit a separate response for each proposed CSP.

A complete response to this ITQ consists of all of the following:

- a) **Response Submission Form (Requested at ITQ Closing):** Respondents are requested to include the Response Submission Form with their responses. It provides a common form in which Respondents can provide information required for evaluation, such as a contact name, the Respondent's Procurement Business Number, the language for future communications with Canada about this procurement process, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information requested by the Response Submission Form is incomplete or requires correction, Canada will provide the Respondent with an opportunity to provide the additional information or make the correction. Providing the information when requested during the evaluation period is mandatory.
- b) **Specific Responses to the Qualification Requirements at Annex A (Mandatory at ITQ Closing):** The response must provide all the information required by 0. The use of the form provided in Annex A is not mandatory, but it is recommended.
- c) **Certifications**
 - i) If the table below indicates that a certification is required, the Respondent is required to provide the following certifications described in SSC's Standard Instructions. Although all these certifications are requested at ITQ closing, if Canada determines that any certification is missing, incomplete or requires correction, Canada will provide the Respondent with an opportunity to provide the required information. Providing the certification when requested during the evaluation period is mandatory.

Federal Contractors Program for Employment Equity Certification	Required – please provide the information in the Response Submission Form
Former Public Servants Certification	Required – please provide the information in the Response Submission Form
Regulatory Certifications set out in Regulatory Forms A, B, C and D of SSC's Standard Instructions	Not required



Respondents should note that certain certifications that are not required at the ITQ stage may be required at a later stage of the procurement process.

- d) Improvements to preliminary procurement requirements (Requested at ITQ closing date)

3.4 Electronic Submission of Responses

- a) **Email Submission of Response:** Subject to Subsection (j), Respondents must submit their responses by email in accordance with this Section by the date and time of closing to the email address identified on the cover page of this document as the “Email Address for Response Submission”.
- b) **Format of Email Attachments:** The approved formats for email attachments are any combination of:
 - i) PDF attachments; and
 - ii) documents that can be opened with either Microsoft Word or Microsoft Excel.

Respondents that submit attachments in other formats do so at their own risk.

- c) **Email Size:** Respondents should ensure that they submit their response in multiple emails if any single email, including attachments, will exceed 15 MB. Except as expressly provided below, only emails that are received at the Email Address for Response Submission by the closing date and time will be considered part of the response.
- d) **Email Title:** Respondents are requested to include the ITQ No. identified on the cover page of this document in the “subject” line of each email forming part of the response.
- e) **Time of Receipt:** All emails received at the Email Address for Response Submission showing a “received” time before the response closing date and time will be considered timely. In the case of a dispute regarding the time at which an email arrived at SSC, the time at which the response is received by SSC will be determined:
 - i) by the delivery time stamp received by the Respondent if the Respondent has turned on Delivery Status Notification for the sent email in accordance with RFC 1891 established by the Internet Engineering Steering Group (SMTP Service Extension for Delivery Status Notification); or
 - ii) in accordance with the date and time stamp on the SMTP headers showing the time of first arrival on a server used to provide the Government of Canada with email services, if the Respondent has not turned on Delivery Status Notification for the sent email.
- f) **Availability of Contracting Authority:** During the two hours leading up to the closing date and time, an SSC representative will monitor the Email Address for Response Submission and will be available by telephone at the Contracting Authority’s telephone number shown on the cover page of this document (although the SSC representative may not be the Contracting Authority). If the Respondent is experiencing difficulties transmitting the email to the Email Address for Response Submission, the Respondent should contact SSC immediately at the Contracting Authority’s coordinates provided on the cover page of this document.



- g) **Email Acknowledgement of Receipt by SSC:** On the closing date, an SSC representative will send an email acknowledging receipt of each response (and each email forming part of that response, if multiple emails are received) that was received by the closing date and time at SSC's Email Address for Response Submission.
- h) **Delayed Email Bids:** SSC will accept an email response received in the first 24 hours after the closing date and time only if the Respondent can demonstrate that any delay in delivering the email to the SSC Email Address for Response Submission is due to Canada's systems. Responses received by email more than 24 hours after the closing date and time will not be accepted under any circumstances. As a result, Respondents who have tried to submit a response, but have not received an email acknowledging receipt from SSC shortly thereafter should contact the Contracting Authority so that they can determine whether or not the response arrived at the SSC Email Address for Response Submission on time.
- i) **Responsibility for Technical Problems:** Canada will not be responsible for:
 - i) any technical problems experienced by the Respondent in submitting its response, including emails that fail to arrive because they exceed the maximum email size of 15 MB or that are rejected or quarantined because they contain malware or other code that is screened out by SSC's security services; or
 - ii) any technical problems that prevent SSC from opening the attachments to the email(s). For example, if an attachment is corrupted or otherwise cannot be opened or cannot be read, it will be evaluated accordingly. Respondents will not be permitted to submit substitute attachments to replace any that are corrupt or empty or submitted in an unapproved format.
- j) **Hand-Delivered Responses:** All Respondents must attempt to submit their responses electronically. However, SSC will accept a hand-delivered response (either instead of, or as a back-up in addition to, the email response), in which case the following applies:
 - i) The hand-delivered response can be:
 - (A) a soft copy on CD-ROM, or DVD;
 - (B) a hard copy (i.e., printed on paper); or
 - (C) a combination of soft and hard copies,provided that any pricing tables that were provided by SSC to be completed by the Respondents are submitted as a soft copy.
 - ii) The hand-delivered response must be delivered by a representative of the Respondent in person or by a courier. SSC will not accept any bids delivered by regular mail.
 - iii) The hand-delivered response must be received by an SSC representative before the closing date and time at the address shown on the cover page of this document (or an alternate location arranged with the Contracting Authority in writing).
 - iv) SSC will only accept a hand-delivered copy of the response if the Respondent has coordinated delivery of that response with the Contracting Authority. As indicated above, an SSC representative will be available at the Contracting Authority's telephone number during the two hours before the closing date and time, including for



the purpose of coordinating the receipt of hand-delivered responses (the Contracting Authority may also agree, at SSC's discretion, to be available at another time before the closing date and time to receive the response).

- v) The only circumstances in which SSC will accept a hand-delivered response after the closing date and time is if the Respondent can show that the SSC representative was unavailable to receive the hand delivered response at the coordinated time, or that no SSC representative was available at the Contracting Authority's telephone number (and no SSC representative responded to voicemail messages left at that telephone number) during the two hours leading up to the closing date and time.
- vi) SSC will consult the hand-delivered response only if there are problems with all or a portion of the response submitted by email by the closing date and time or if no email response is received by the closing date and time. If SSC consults the hand-delivered response, it will prevail over the electronically submitted response.



4. Process for Evaluating Responses

4.1 Evaluation of Respondent Qualifications

Canada will evaluate whether each response satisfies all the mandatory requirements described in this ITQ (including information that this ITQ indicates is required, but the ITQ specifically states that it may be submitted upon request after the closing date). The provisions of SSC's Standard Instructions that relate to evaluation also apply. A response must comply with all the requirements of the ITQ in order to be declared compliant.

4.2 Basis of Qualification

- a) Each Respondent whose response meets all the requirements of this ITQ will become a Qualified Respondent in regards to the CSP identified in the response, for the next stage of the procurement process. Therefore, a Respondent may become a Qualified Respondent for multiple CSPs.
- b) Canada reserves the right to re-evaluate the qualification of any Qualified Respondent at any time during the procurement process. For example, if a particular security clearance is a requirement of this ITQ and the Respondent's security clearance changes or lapses, so that the Respondent no longer meets the requirements of this ITQ, Canada may disqualify that Qualified Respondent. Similarly, if new information comes to the attention of Canada that calls into question any of the Qualified Respondent's qualifications under this ITQ, Canada may re-evaluate that Qualified Respondent. If Canada re-evaluates the qualification of any Qualified Respondent, Canada may request further information and, if the Qualified Respondent fails to provide it within 5 working days (or a longer period provided by the Contracting Authority), Canada may disqualify the Qualified Respondent.
- c) Unsuccessful Respondents will not be given another opportunity to participate or be re-evaluated for the subsequent phases of the procurement process, unless Canada determines in its sole discretion to conduct a second qualification round.
- d) All Respondents will be notified in writing regarding whether or not they have qualified. The notification will identify the CSP's for the Respondent has qualified and it is a mandatory requirement of this procurement process that the CSP's cannot be altered in future phases of this procurement process.

4.3 ITQ Phase Second Qualification Round

- a) Canada reserves the right, in its sole discretion, to conduct a second qualification round among the unsuccessful Respondents if, in Canada's opinion, the first qualification round results in an insufficient number of Qualified Respondents.
- b) If Canada determines that unsuccessful Respondents will be given a second opportunity to qualify, Canada will provide written information to all unsuccessful Respondents on the same day regarding the reasons they were unsuccessful during the first qualification round.
- c) Any Respondent who does not qualify as a result of any second qualification round conducted by Canada will not be given another opportunity to participate or be re-evaluated for any subsequent phases of this procurement process.



ANNEX A – QUALIFICATION REQUIREMENTS

Respondents are reminded to review and adhere to Section 1.8 (k) of Annex B - SSC's Standard Instructions when providing their ITQ response.

Num.	Mandatory Requirement	Respondent Response
M1	The Respondent must identify the existing Cloud Service Provider (CSP), who's Commercially Available Cloud Services will be offered to Canada at the solicitation stage of this procurement process.	Name the proposed Cloud Service Provider (CSP): _____
M2	The Respondent must confirm that they are: a) an authorized provider of the Commercially Available Cloud Services offered by the CSP identified in M1; and b) capable of providing all Commercially Available Cloud Services of the proposed CSP identified in M1.	Provide written confirmation that confirms: a) The Respondent is an authorized provider of the Commercially Available Cloud Services offered by the CSP identified in M1; and b) The Respondent is capable of providing all Commercially Available Cloud Services of the proposed CSP identified in M1.



<p>M3</p>	<p>The Respondent must confirm that the Cloud Service Provider identified in M1, has information security policies and procedures that meet the following two certifications:</p> <ul style="list-style-type: none"> a) ISO 27001; and b) AICPA Service Organization Control (SOC) – SOC 1 and SOC 2 reports <p>The Respondent must provide a copy of their most recent certification documents for each of the two certifications listed above. Each certification document must identify:</p> <ul style="list-style-type: none"> a) the legal business name of the proposed CSP; and b) the current certification date and status 	<p>Does the Cloud Service Provider identified in M1, have information security policies and procedures that meet the following two certifications:</p> <ul style="list-style-type: none"> a) ISO 27001; and b) AICPA Service Organization Control (SOC) – SOC 1 and SOC 2 reports <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>It is requested that you identify the page number(s) within the Response where the certifications can be located. Page numbers: _____</p>
<p>M4</p>	<p>The Respondent must demonstrate that the Cloud Service Provider identified in M1, provides recommended pre-configured virtual machine templates categorized by:</p> <ul style="list-style-type: none"> a) development life cycle stage (development, test, staging, production); and b) size (small, medium, large, extra-large) what does the size link to? 	<p>The substantiation required for M4 cannot simply be a repetition of the mandatory requirement but must explain and demonstrate how the Cloud Service Provider meets the requirement. Respondents can provide screen captures and technical or end-user documentation to supplement their responses.</p> <p>Where Canada determines that the substantiation is not complete, the Respondent will be declared non-compliant. The substantiation may refer to additional documentation submitted with the Response, it is requested that Respondents indicate where in the Response the reference material can be found, including the title of the document, and the page and paragraph numbers.</p>



<p>M5</p>	<p>The Respondent must demonstrate that the Cloud Service Provider, identified in M1, uses open, published, and supported APIs to support interoperability between components and to facilitate migrating applications.</p> <p>The Cloud Service Provider must currently provide the following services:</p> <ul style="list-style-type: none"> a) Service provisioning b) Trouble ticketing c) User provisioning (e.g. to manage users and facilitate user creation and ongoing management) d) Authentication (e.g. to enable SSO experience) e) Service by monitoring (e.g. resource usage statistics, alerts); and f) Service state transitions (e.g. start, stop) 	<p>The substantiation required for M5 cannot simply be a repetition of the mandatory requirement but must explain and demonstrate how the Cloud Service Provider meets the requirement. Respondents can provide screen captures and technical or end-user documentation to supplement their responses.</p> <p>Where Canada determines that the substantiation is not complete, the Respondent will be declared non-compliant. The substantiation may refer to additional documentation submitted with the Response, it is requested that Respondents indicate where in the Response the reference material can be found, including the title of the document, and the page and paragraph numbers.</p>
<p>M6</p>	<p>The Respondent must demonstrate that the Cloud Service Provider identified in M1, provides support to all APIs it develops and/or provides.</p>	<p>The substantiation required for M6 cannot simply be a repetition of the mandatory requirement but must explain and demonstrate how the Cloud Service Provider meets the requirement. Respondents can provide screen captures and technical or end-user documentation to supplement their responses.</p> <p>Where Canada determines that the substantiation is not complete, the Respondent will be declared non-compliant. The substantiation may refer to additional documentation submitted with the Response, it is requested that Respondents indicate where in the Response the reference material can be found, including the title of the document, and the page and paragraph numbers.</p>



<p>M7</p>	<p>The Respondent must demonstrate that the Cloud Service Provider identified in M1, has a secure, web-based management interface that enables customers to remotely administer the cloud services.</p> <p>The Respondent must demonstrate that the Cloud Service Provider's Cloud Services have the following functions:</p> <ul style="list-style-type: none">a) the ability to manage users and associated data including provisioning and deprovisioning users, changing user permissions;b) providing health or status information and dashboard reporting on system performancec) real-time thresholds and alerts;d) real-time and historical performance against Service Level Agreements (SLA);e) usage and data tracking tools;f) providing configuration management reports and alerts (configuration audit reports, configuration change reports, inventory, file integrity monitoring reports; etc.); andg) trouble ticketing with notification email capabilities.	<p>The substantiation required for M7 cannot simply be a repetition of the mandatory requirement but must explain and demonstrate how the Cloud Service Provider meets the requirement. Respondents can provide screen captures and technical or end-user documentation to supplement their responses.</p> <p>Where Canada determines that the substantiation is not complete, the Respondent will be declared non-compliant. The substantiation may refer to additional documentation submitted with the Response, it is requested that Respondents indicate where in the Response the reference material can be found, including the title of the document, and the page and paragraph numbers.</p>
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ANNEX B – SSC'S STANDARD INSTRUCTIONS

(Attached Separately)



ANNEX C – PROPOSED CONTRACT CLAUSES FOR THE RESULTING CONTRACT

SSC anticipates providing the proposed contract clauses for the resulting contract later in the ITQ process.



ANNEX D – DRAFT STATEMENT OF REQUIREMENTS

SSC anticipates providing a draft statement of requirements later in the ITQ process.



ANNEX E – DEFINITIONS

Term	Definition
Application Programming Interface (API)	A set of routines, protocols, and tools for building software applications. The API specifies how software components should interact and APIs are used when programming graphical user interface (GUI) components.
Cloud Computing	<p>Cloud computing is a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.</p> <p>Definition taken from the Institute of Standards and Technology (NIST) definition of Cloud Computing, located in SP 800-145 at the following link: http://csrc.nist.gov/publications/PubsSPs.html#800-145</p>
Cloud Services	Cloud Services refers to a shared pool of configurable Cloud Computing service models made available to users as a rapid, on demand, elastic self service via the Internet from a Cloud Service Provider's servers as opposed to being provided from a company's own on-premises servers.
Cloud Service Provider (CSP)	A Cloud Service Provider is the originator of the Cloud Services described in the Cloud Computing definition above using different service models and deployments models.
Commercially Available	A product and/or service available to the public to obtain for use or consumption.
Identity, Credential, and Access Management (ICAM)	Identity, Credential, and Access Management includes components of identity management such as background investigation and on-boarding which, via authoritative attribute sources, contribute to digital identity lifecycle management.
Service Level Agreement (SLA)	Service Level Agreement is a contract between a service provider (either internal or external) and the end user that defines the level of service expected from the service provider.



FORM 1 – RESPONSE SUBMISSION FORM

Invitation to Qualify No. 16-42051-0 Response Submission Form			
Respondent's full legal name <i>In the case of a joint venture, please identify all members.</i>			
Authorized Representative of Respondent for evaluation purposes (e.g., clarifications)	Name		
	Title		
	Address		
	Telephone #		
	Fax #		
	Email		
Respondent's Procurement Business Number (PBN) <i>Please see SSC's Standard Instructions. Please make sure that your PBN matches the legal name under which you have submitted your response. If it does not, the Respondent will be determined based on the legal name provided, not based on the PBN, and the Respondent will be required to submit the PBN that matches the legal name of the Respondent.</i>			
Former Public Servants <i>Please see the Section of SSC's Standard Instructions entitled "Former Public Servants" for more information.</i> <i>If you are submitting a response as a joint venture, please provide this information for each member of the joint venture.</i>	Is the Respondent a Former Public Servant in receipt of a pension as defined in SSC's Standard Instructions? If yes, provide the information required by the Section in SSC's Standard Instructions entitled "Former Public Servant"	Yes	
		No	
	Is the Respondent a Former Public Servant who received a lump sum payment under the terms of the work force adjustment directive? If yes, provide the information required by the Section in SSC's Standard Instructions entitled "Former Public Servant"	Yes	
		No	
Federal Contractors Program for Employment Equity Certification <i>Please see the section of SSC's Standard Instructions entitled "Federal Contractors Program for Employment Equity" for more information.</i> <i>Please check one of the boxes or provide the required information. If you are submitting a response as a joint venture, please provide this information for each member of the joint venture.</i>	The Respondent certifies having no work force in Canada.		
	The Respondent certifies being a public sector employer.		
	The Respondent certifies being a federally regulated employer subject to the <i>Employment Equity Act</i> .		
	The Respondent certifies having a combined work force in Canada of fewer than 100 permanent full-time, part-time and temporary employees.		
	The Respondent has a combined workforce in Canada of 100 or more permanent full-time, part-time and temporary employees.		
	Valid and current Certificate number.		
	The Respondent certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour.		



Invitation to Qualify No. 16-42051-0 Response Submission Form	
Requested language for future communications regarding this procurement process – please indicate either French or English	
Requested Canadian province or territory for applicable laws	
Security Clearance Level of Respondent <i>Please ensure that the security clearance matches the legal name of the Respondent. If it does not, the security clearance is not valid for the Respondent.</i>	Clearance Level
	Date Granted
	Issuing Entity (PWGSC, RCMP, etc.)
	Legal name of entity to which clearance issued
<p>On behalf of the Respondent, by signing below, I confirm that I have read the entire ITQ, including the documents incorporated by reference into the ITQ, and I certify and agree that:</p> <ol style="list-style-type: none"> 1. The Respondent considers itself and its products able to meet all the mandatory requirements described in the ITQ; 2. All the information provided in the response is complete, true and accurate 	
Signature of Authorized Representative of Respondent	