



In a recent evaluation by Public Works and Government Services Canada (PWGSC), AINS, Inc.'s (AINS) ATIPXpress™ software was found to meet all of the 272 mandatory technical requirements established by PWGSC's ATIP-focused File, Imaging and Records Management software procurement process (EN578-0700398/A). The following provides the full listing of these requirements.

No.	Feature/Requirement	Compliant Y/N
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1.1 – Compatibility

1.1.1	Work and interoperate with the proposed Imaging and Redaction component solution. Specific information that must be communicated from the File Tracking and Management component to the proposed Imaging and Redaction component: 1. Request number 2. Associated Acts 3. List of Contacts for consultation	Yes
1.1.2	The solution must be bilingual in French and English with both accessing the same database. Including: 1. The functionality to display and enter all French and English characters 2. The functionality to work with French and English GUI interfaces	Yes

1.2 - Correspondence Management

The solution must deliver, enable and support all of the following Correspondence Management Functionalities:

1.2.1	Functionality for automatic correspondence generation from information saved in the system database.	Yes
1.2.2	Functionality to populate pre-defined templates for letters, e-mails, certificates, memos and other document types with profile information contained in request. Including: 1. All request specific fields 2. All Request Type specific fields 3. All action specific fields 4. All Responsible Contact specific fields	Yes
1.2.3	Functionality to generate mailing labels via any Windows driven label printer connected to client workstations for any contact in the system including requesters, internal responsible contacts and external responsible contacts.	Yes
1.2.4	Functionality for a minimum of 200 templates for all correspondence generation.	Yes
1.2.5	Functionality to automatically attach generated correspondence to a request for reference.	Yes
1.2.6	Functionality for correspondence and documentation generated outside the application to be attached to a request such as scan and attach the original request letter from the requester.	Yes
1.2.7	Functionality to request and track documents from other program offices and agencies.	Yes
1.2.8	Functionality to send correspondence to requester(s) electronically regarding request status, fee(s), document delivery from within the system.	Yes

No.	Feature/Requirement	Compliant Y/N
1.2.9	Functionality for users to specify a language preference for a requester in order to call up a template using the requestor's language of preference.	Yes
1.2.10	Functionality for users to specify a correspondence-type preference for a requester such as email, fax and letter in order to communicate with the requester in their preferred manner.	Yes
1.2.11	Functionality for the management of request correspondence such as create, store and manage a repository of documents for use search and retrieval.	Yes
1.2.12	Functionality to maintain a Correspondence Log.	Yes
1.2.13	Functionality to generate letters, based on configurable templates, that do not require programming knowledge, in word processor formats including: 1. MS Word 2003 (.doc) 2. WordPerfect 2002 (.wpd) 3. Rich Text Format (.rtf)	Yes
1.2.14	Functionality to generate email, based on configurable templates, that do not require programming knowledge, in the following applications: 1. Microsoft Outlook 2003 2. Novell GroupWise 5.5 & 6.5 3. IBM Domino 7	Yes
1.3 - Fees & Cost processing		
The solution must deliver, enable and support all of the following Fees and Cost Processing Functionalities:		
1.3.1	Functionality for automated calculation of fee(s) and payment(s) (as entered by ATIP officers) and generation of invoices from information saved in the system database in word processor, spreadsheet and email formats.	Yes
1.3.2	Functionality to automatically calculate all fees and costs across all requests in generation of the Annual Report.	Yes
1.3.3	Functionality for users to estimate costs prior to working on request.	Yes
1.3.4	Functionality to automatically generate cost estimates for transmittal to requester.	Yes
1.3.5	Functionality to track payment(s), including partial payment(s).	Yes
1.3.6	Functionality to process, track, and report on refund and incurred fee value calculations.	Yes
1.3.7	Functionality to track types of payments made by cheque, money order, cash, credit card and other payment types.	Yes
1.3.8	Functionality to track and process fee waivers.	Yes
1.3.9	Functionality to be configurable by the system administrator to agency-specific fee structures and accounting rules, without programming knowledge.	Yes
1.3.10	Functionality for multiple fee types, including fixed and per unit types.	Yes
1.3.11	Functionality to for the creation and management of fee groups.	Yes
1.3.12	Functionality for the use of fees charged per unit, such photocopy and search fees.	Yes
1.3.13	Functionality to include automated fees calculation based on request types. For example, as you select a formal Access to Information request the case management/tracking system should automatically add the Application Fee in the list of fees as we will not pursue until we	Yes

No.	Feature/Requirement	Compliant Y/N
	get a payment - or . This could be set-up so that if other types ever have fee requirements this could be added and automated. Any added fees to a given request should be calculated also.	
1.3.14	Functionality to track pending fees per request.	Yes
1.3.15	Functionality to automatically generate invoices from actual costs.	Yes
1.3.16	Functionality to track the amount that the requester is willing to pay per request.	Yes
<i>1.4 - Workflow and Approval</i>		
The solution must deliver, enable and support all of the following Workflow and approval Functionality:		
1.4.1	Functionality for a configurable workflow, without programming knowledge, that allows the user to easily change workflow actions, while maintaining correct date calculations	Yes
1.4.2	Functionality of putting the request on hold based on the creation and completion of selected actions.	Yes
1.4.3	Functionality to automatically calculate due dates for actions.	Yes
1.4.4	Functionality to define an optional default due date calculations for each action by the administrator. The functionality must be flexible enough to allow calculations based on calendar days and work days.	Yes
1.4.5	Functionality to auto count the statutory due date (based on calendar date) taking into account the weekends, statutory holidays, period(s) when the request is put on hold as well as legal extensions.	Yes
1.4.6	Functionality for a minimum of 200 definable request types associated with one of the following: 1. <i>Access to Information Act</i> 2. <i>Privacy Act</i> 3. No associated legislation.	Yes
1.4.7	Functionality for at least 50 action groups such as Consultation, Fee, Closing, etc.	Yes
1.4.8	Functionality for at least 200 actions for every action group.	Yes
1.4.9	Functionality to track requested and granted extensions for individual requests.	Yes
1.4.10	Functionality for manual (worker-generated) generation of request of any and all action codes.	Yes
1.4.11	Functionality to integrate user notifications with the email systems described in 1.2.14.	Yes
1.4.12	Functionality to re-assign requests to other user(s) without loss of request status information.	Yes
1.4.13	Functionality of associating an indefinite number of complaints to a request.	Yes
1.4.14	Functionality of associating an indefinite number of corrections to a request.	Yes
1.4.15	Functionality of associating an indefinite number of Federal Court Reviews to a request.	Yes

1.5 - Reporting and Search

The solution must deliver, enable and support all of the following Reporting and Search Functionalities:

No.	Feature/Requirement	Compliant Y/N
1.5.1	Functionality for Ad-Hoc reporting with the following functionality: 1. report templates that can be defined, save and re-used 2. reports that can be defined as user specific and available for use by all users 3. enable users to perform a single search and subsequently narrow the search 4. work, use data information to and form (interoperate) with third-party reporting tools including Crystal Report and Lotus Notes 7 5. must permit searches based on any information captured in the system	Yes
1.5.2	Functionality for users to select the following time frames for any and all reports: 1. current fiscal year, calendar year, quarter, month and week 2. previous fiscal year, calendar year, quarter, month and week 3. user define time period	Yes
1.5.3	Functionality for the configuration of institutional headers on reports, without programming knowledge.	Yes
1.5.4	Functionality to exporting any report to the following file formats 1. Adobe Acrobat file (.PDF) 2. Coma Separated Values file (.CSV) 3. Rich Text Format file (.RTF)	Yes
1.5.5	Functionality to generate the following reports as defined in Annex 1. 1. Information Commissioner's Questionnaire 2. Performance Report, Summary 3. Performance Report, Detailed 4. Deadline List 5. New Request Report 6. Workload Report 7. Active Request by Officer 8. Case Action List 9. Cash Management Report 10. Complaint Summary 11. Court Case Summary 12. Outstanding Fees Summary 13. Closing Report 14. Progress Report 15. Situation Report 16. Status report 17. Time Analysis report 18. Weekly status report 19. On-time Moving Average Report 20. Statistical Summary Report	Yes
1.5.6	Functionality to generate an up-loadable Coordination of Access to Information Request (CAIR) System report. This is defined in the Treasury Board Secretariat document: Flat File Layout for CAIR System as detailed in Annex 2.	Yes
1.5.7	Functionality to automatically generate the Annual Reports to Parliament for Privacy and Access to Information requests, as defined by the Treasury Board Secretariat in forms "TBS/SCT 350-62 (Rev. 1999/03)" and "TBS/SCT 350-63 (Rev. 1999/03)".	Yes
1.5.8	Functionality for a verification component that permits the identification of errors in the data base that could lead to errors in the Annual Reports to Parliament.	Yes

1.5.9	Functionality for the configuration of the appearance of the reports and statements including branded templates, logos and letterhead information with no programming knowledge.	Yes
1.5.10	Functionality for quality assurance that permits users to identify closed files with incomplete, inaccurate and missing information including: 1. Outstanding fees 2. Pending actions 3. Missing number of pages reviewed/release 4. Missing method of access 5. Missing disposition 6. Request on hold after closing 7. Actions that were completed before being created 8. Request was closed before it was received 9. Number of pages release is greater than number of pages reviewed 10. Number of days taken for an actions or a request is less than zero (0)	Yes
1.5.11	Functionality of producing a schedule for consultation with the Privy Council Office in regards to the application of Section 69 of the Access to Information Act, as described in Annex 1.	Yes

1.6 - Application Security

The solution must deliver, enable and support all of the following Application Security Functionalities:

No.	Feature/Requirement	Compliant Y/N
1.6.1	Functionality to create at least 5 user security groups which will provide access rights to all required functions listed in this document. These access rights are to be assigned by the system administrator without any programming knowledge (ref. 2.6.4)	Yes
1.6.2	Functionality for the System Administrator to have the following administrator rights: 1. Create, modify and deactivate user accounts, WITHOUT loss of request information 2. Create and modify user groups with associated rights and the level of access 3. Create audit report 4. Create and modify Document Types 5. Create and modify new Request Types 6. Create and modify entries in the following lists: a. Categories b. Keywords c. Dispositions: Entries must be referable to standard sources listed in the Annual Reports to Parliament identified in 1.5.8 d. Methods of Delivery e. Methods of Payments f. Method of Access: Entries must be referable to standard sources listed in the Annual Reports to Parliament identified in 1.5.8 g. Types of Translation: Entries must be referable to standard sources listed in the Annual Reports to Parliament identified in 1.5.8 h. Currency i. Fee Types j. Responsible Contacts k. Coordination Access to Information Requests (CAIR) departments l. Corrections Made m. Correction Notification n. Action Groups	Yes

	<ul style="list-style-type: none"> o. Prefixes p. Requester Sources: Entries must be referable to standard sources listed in the Annual Reports to Parliament identified in 1.5.8 q. Reasons for Complaints r. Versions associated with Actions (see 1.9.18) s. Unit Costs t. Information & Privacy Commissioners findings <p>7. Create and modify of Action Codes with the option to assign default durations based on calendar days and work days</p> <p>8. Create and modify entries in the list of Institutional Levels of Authority</p> <p>9. Create and modify correspondence letter templates</p> <p>10. Define statutory holidays</p>	
1.6.3	<p>Functionality for multi-level security which protects the integrity of the system from any potential intruders, including:</p> <ul style="list-style-type: none"> 1. User validation against a directory server (Microsoft Windows Active Directory) in real time using single sign-on authentication mode. 2. Configurable password rules, without programming knowledge, including: <ul style="list-style-type: none"> a. Minimum length b. Maximum allowable character repetition c. Minimum number of character types (uppercase, lowercase, numbers and symbols) d. Customizable password expiry 3. Automatic logoff after a configurable period of inactivity, without programming knowledge 4. Limit access to individual requests configured based on user rights, without programming knowledge 5. Locked-out function after a configurable number of failed login attempts, without programming knowledge 	Yes
1.6.4	Functionality for access to reports to be configured, without programming knowledge, based on user permissions.	Yes
1.6.5	<p>Functionality to generate an audit log of:</p> <ul style="list-style-type: none"> 1. Actions taken 2. Key dates 3. Responsible parties 4. Complaints 5. Appeals 6. Federal Court proceedings <p>The Audit log must be searchable by request, office and date. The audit log must also be exportable to the word processor listed in 1.2.13.</p>	Yes
1.6.6	Functionality to track all authentications attempts whether successful and not in a central audit.	Yes
1.6.7	Functionality for the administrator to grant limited and specific administrative rights to users without compromising system validation.	Yes

1.7 - Workload and File management

The solution must deliver, enable and support all of the following Workload and Request management Functionality:

No.	Feature/Requirement	Compliant Y/N
1.7.1	Functionality for users to create new Requests based on information provided by the requester.	Yes
1.7.2	Functionality to associate Responsible Contacts to a Request.	Yes

1.7.3	Functionality to identify similar requests in the system in order to reduce the risk of creating duplicate requests.	Yes
1.7.4	Functionality for an unlimited copying of requests for quick data entry.	Yes
1.7.5	Functionality to automatically assign sequential request numbers based on a configurable file numbering scheme, without programming knowledge.	Yes
1.7.6	Functionality for both users and administrators to create new requests by importing information from an existing request.	Yes
1.7.7	Functionality for users to have a navigable view of Request correspondence associated with the request.	Yes
1.7.8	Functionality for the system to list active requests sorted by officer with file numbers and include the following information: 1. Due today 2. Due this Week 3. Late actions 4. Indicator that the request is late or on time	Yes
1.7.9	Functionality to provide users with status information for requests assign to them, at a glance, and must include: 1. Request number 2. Fees due 3. Last action taken 4. Due date 5. Requester's name 6. Number of pages to review 7. Request category 8. Number of days taken 9. Number of days allowed 10. Summary of the request	Yes
1.7.10	Functionality for the following fields to be included in the Request table: 1. File number 2. Requester 3. Date on request 4. Date initially received 5. Date that the request was deemed completely received 6. Type of Request 7. Due Date 8. Full text of the request 9. Summary of the request 10. Keyword(s) 11. Assigned officer 12. Decision maker 13. Jacket number	Yes
1.7.11	Functionality for workflow in order to track and manage several types of Requests that involve specific work process steps, approval processes, templates, users and roles.	Yes
1.7.12	Functionality for a visual reference for any outstanding request actions.	Yes
1.7.13	Functionality to store, create and modify contact information for all requesters and responsible contacts that have ever been used in the system.	Yes
1.7.14	Functionality for users to create comments that are associated with a specific action. The text field must be at least 100 characters long.	Yes
1.7.15	Functionality to link requests to one another.	Yes
1.7.16	Functionality for request actions to be assigned to responsible contacts (SEE 1.9.14 for more details) within and outside the organization for their participation in the workflow.	Yes

1.7.17	Functionality for record owners or Offices of Primary Interest to obtain status information on requests to which they are associated.	Yes
1.7.18	Functionality of disposing of old files based on a predetermined and modifiable disposal schedule. -The proposed File Tracking and Management component can identify request that are ready for disposal as determine by the approved disposal schedule. It can also delete information in requests and provides the option of deleting the documents stored within the Imaging and Redaction component associated to the identified requests.	Yes

1.8 Configuration

The solution must deliver, enable and support all of the following Configuration Functionalities:

No.	Feature/Requirement	Compliant Y/N
1.8.1	Functionality for Fiscal Year to be configured per agency's fiscal year start and end dates.	Yes
1.8.2	Functionality for both centralized and decentralized request processing, and any combination of these.	Yes
1.8.3	Functionality for automatic and manual methods of refreshing the information on display.	Yes
1.8.4	Functionality to incorporate any change to legislation, regulation and policy with respect to articles of law, reports, disposition and business practices.	Yes

1.9 GUI Interface Requirements

The solution must deliver, enable and support all of the following GUI Interface Functionalities:

No.	Feature/Requirement	Compliant Y/N
1.9.1	Functionality for a Complaints GUI interface that enables the user to enter and track Complaint information. The following fields that must be included are: <ol style="list-style-type: none"> 1. Date the complaint is received in the ATIP office 2. Officer assigned, selected from a list of active users 3. Complainant number 4. Date the complaint was received at the Office of the Commissioner 5. Commissioner's file number 6. Complainants name 7. Complaint text 8. Reason for the complaint, selected from an editable pre-defined list 9. Investigator's name 10. Finding date 11. Finding, selected from an editable pre-defined list 12. Result, selected from an editable pre-defined list 13. Date closed 	Yes

1.9.2	<p>Functionality for a Personal Information Corrections GUI interface that enables the user to enter and track Personal Information Correction information. The fields that must be included are:</p> <ol style="list-style-type: none"> 1. Date the correction is requested 2. Officer assigned, selected from a list of active users 3. Type of corrections made, selected from an editable pre-defined list 4. Date the corrections are made 5. Date the notation is attached 6. Full text of correction 7. Statement of disagreement 8. Date correction closed 9. Number of statements of disagreement that were attached to the information 10. Number of notification of the changes sent to third parties 	Yes
1.9.3	<p>Functionality for a Federal Court Reviews GUI interface that enables the user to enter and track Federal Court Review information. The fields that must be included are:</p> <ol style="list-style-type: none"> 1. Date the application for the review was filed in court 2. Date the ATIP office was advised of the application to the court 3. Officer assigned, selected from a list of active users 4. Court file number 5. Justice file number 6. Justice Litigator's name 7. Justice Litigator's phone number 8. Name of requester or third party seeking judicial review and the section of the Act under which they are requesting the Federal Court Review 9. Date the decision was made 10. Comments 	Yes
1.9.4	<p>Functionality for an Extensions GUI interface which must have the ability to enter the number of days extended pursuant to each paragraph of section 9 of the Access to Information Act and sub-paragraph section 15 of the Privacy Act (Search, Third Party Notification, Consultation and Translation)</p>	Yes
1.9.5	<p>Functionality for an Exemptions and Exclusions GUI interface which must contain a list of all the exemptions and exclusions of the Access to Information Act and Privacy Act and identify which have been applied to records during the processing of the request.</p>	Yes
1.9.6	<p>Functionality for a Requests GUI interface that enables the user to enter and modify Request information. The fields that must be included are:</p> <ol style="list-style-type: none"> 1. Type of request, selected from an editable pre-defined list 2. Name of requester, selected from the list of all active requesters 3. Officer assigned, selected a list of active users 4. Decision maker selected from an editable pre-defined list 5. Date on request 6. Date the request was received in the ATIP office 7. Date the request is deemed to be complete 8. Full text of the request 9. Requester's file number 10. Jacket number 11. Request summary 12. Category, selected from an editable pre-defined list 13. CAIR coordination 14. Keyword(s), selected from an editable pre-defined list 15. Active links to associate requests as described in 1.7.15 	Yes
1.9.7	<p>Functionality to modify any of the information described in 1.9.6 after the request has been created.</p>	Yes

1.9.8	<p>Functionality for a GUI interface to enter and track Response and Closing information. The fields that must be included are:</p> <ol style="list-style-type: none"> 1. Date the decision was communicated 2. Date the request was closed 3. Number of pages reviewed 4. Number of pages released 5. Disposition, selected from an editable pre-defined list 6. Method of access, selected from a pre-defined list 7. Method of delivery, selected from an editable pre-defined list 8. Type of translation, selected from a pre-defined list 9. Comments 	Yes
1.9.9	<p>Functionality for a Fees GUI interface which must have the ability to enter an indeterminate number of fee entries with the following fields:</p> <ol style="list-style-type: none"> 1. Date the fee is charged/received 2. Fee/payment type selected, from an editable pre-defined list 3. Unit quantity charged 4. Amount charged 5. Amount deposited 	Yes
1.9.10	<p>Functionality for a GUI interface to enter and track Costing information. The fields that must be included are:</p> <ol style="list-style-type: none"> 1. Date 2. Cost type selected from an editable pre-defined list 3. Unit 4. Quantity 5. Total cost 6. Comments 	Yes
1.9.11	<p>Functionality for a GUI interface for Searching Requesters. Must include the following search fields:</p> <ol style="list-style-type: none"> 1. Requester's last name 2. Organization 3. Province of mailing address, select from a pre-defined list 	Yes
1.9.12	<p>Functionality for a GUI interface to add and modify Requester information, which must include the following fields:</p> <ol style="list-style-type: none"> 1. Prefix, selected from an editable pre-defined list 2. First name 3. Last name 4. Source, selected from an editable pre-defined list 5. Title of the requester 6. Name of the organization 7. Street address 8. City 9. Province or state, selected from an editable pre-defined list 10. Country 11. Postal code 12. Preferred language of communication, selected from a pre-defined list 13. ID number 14. Telephone number 15. Telephone number extension 16. Alternate phone number 17. Fax number 18. Email address 19. Print Label Command 	Yes

1.9.13	<p>Functionality for a GUI interface for searching Responsible Contacts. Must include the following search fields:</p> <ol style="list-style-type: none"> 1. Contact's last name 2. Organization 3. Province of mailing address, select from a pre-defined list 	Yes
1.9.14	<p>Functionality for a GUI interface to add and modify Responsible Contacts, which must include the following fields:</p> <ol style="list-style-type: none"> 1. Type of responsible contact, selected from an pre-defined list 2. Prefix, selected from an editable pre-defined list 3. First name 4. Last name 5. Institutional entities (Institutional levels of Authority, second level) selected from an editable pre-defined list 6. Title, in English 7. Title, in French 8. Name of the organization 9. Street address 10. City 11. Province or state, selected from a pre-defined list 12. Country 13. Postal code 14. Preferred language of communication, selected from a pre-defined list 15. (Deleted) 16. ID number 17. Telephone number 18. Telephone number extension 19. Alternate phone number 20. Fax number 21. Email address 22. CC name 23. CC email 24. Print Label Command 	Yes
1.9.15	<p>Functionality for a GUI interface to enter and track Retrieval action information. This interface is also to be use to create and send correspondence. The fields that must be included are:</p> <ol style="list-style-type: none"> 1. Primary responsible contact(s), which can be entered by completing one of the following fields: <ol style="list-style-type: none"> a. Name, selected from a pre-defined list b. Title c. Institutional entity selected from an editable predefined list 2. Memo selection box, for each primary contact 3. Reference selection box, for each primary contact 4. Secondary responsible contact(s) (to be copied on correspondence), which can be entered by completing one of the following fields <ol style="list-style-type: none"> a. Name b. Title c. Institutional entity selected from an editable predefined list 5. Retrieval correspondence to be sent to the selected primary contact. Including: <ol style="list-style-type: none"> a. Action name, selected from a list of all active actions in the Retrieval action group b. Date action is created c. Date that the action is due d. Ability to add action to request action list 	Yes

1.9.16	<p>Functionality for a GUI interface to enter and track Consultation action information. This interface is also to be use to create and send correspondence. The fields that must be included are:</p> <ol style="list-style-type: none"> 1. Selected consultation contacts retrieved from Imaging and Redaction component 2. Consultation correspondence to be sent. Including: <ol style="list-style-type: none"> a. Action name, selected from a list of all active actions in the Consultation action group b. Date action is created c. Date that the action is due d. Ability to add action to request action list 	Yes
1.9.17	<p>Functionality for a GUI interface to enter and track Approval action information. This interface is also to be use to create and send correspondence. The fields that must be included are:</p> <ol style="list-style-type: none"> 1. Primary responsible contact(s), which can be entered by completing one of the following fields: <ol style="list-style-type: none"> a. Name, selected from a pre-defined list b. Title c. Institutional entity selected from an editable predefined list 2. Memo selection box, for each primary contact 3. Secondary responsible contact(s) (to be copied on correspondence), which can be entered by completing one of the following fields <ol style="list-style-type: none"> a. Name b. Title c. Institutional entity selected from an editable predefined list 4. Retrieval correspondence to be sent to the selected primary contact. Including: <ol style="list-style-type: none"> a. Action name, selected from a list of all active actions in the Approval action group b. Date action is created c. Date that the action is due d. Ability to add action to request action list 	Yes
1.9.18	<p>Functionality for a Request Tracking GUI which lists all actions taken during the processing of the request. This interface is also to be use to create, modify and delete actions and send correspondence associated with the actions. The fields associate to the actions that must be included are:</p> <ol style="list-style-type: none"> 1. Action name, selected from an editable list of active actions 2. Action Version (short text field) 3. Responsible Contact, selected form and editable pre-defined list 4. Created/Sent date 5. Due date 6. Completed date 7. Option to put request on hold pending completion of action 8. Comments 	Yes
1.9.19	<p>Functionality to search and retrieve information entered relating to:</p> <ol style="list-style-type: none"> 1. Requests, including requester information 2. Actions, including responsible contact information 3. Complaints 4. Corrections 5. Federal Court Reviews 	Yes
1.9.20	<p>Functionality for a graphic user interface (GUI) that is fully displayable in 1024x768 screen resolution without scrolling.</p>	Yes
1.9.21	<p>Functionality for a Home Screen GUI which lists all active requests by officer sorted by file numbers and showing the following:</p> <ol style="list-style-type: none"> 1. Due today 2. Due this week 3. Late actions 	Yes

	4. Indicator that the request is late or on time	
1.9.22	French and English GUI must be laid out the same with accurate translation	Yes
1.9.23	Functionality for a quick view of the ATIP Office workload by officers assigned providing the following information: 1. the request number, 2. a summary of the request, 3. the last action that was carried out, 4. the statutory deadline and 5. the category of the request	Yes
1.9.24	Functionality for easily identifiable visual references (i.e. something that would quickly communicate these items to the user) for: 1. Status of the request (late and on time) 2. Outstanding actions 3. Outstanding Fees 4. Request on Hold 5. Complaints on file 6. Federal Court review on file 7. Corrections on file	Yes

1.10 Performance Measures

The solution must deliver, enable and support all of the following Performance Measures Functionalities:

No.	Feature/Requirement	Compliant Y/N
1.10.1	Functionality for a minimum of 100 personnel to work within the system at the same time with no performance degradation from a user's perspective.	Yes
1.10.2	Functionality for an auto refresh with a delay that will not to slow the system down lag more than 2 seconds. The auto refresh frequency must be modifiable by the Administrator.	Yes
1.10.3	Functionality to prevent the loss of data during entry as a result of the auto refresh function.	Yes



IMAGING AND REDACTION REQUIREMENTS:

ATIPXpress met all the requirements needed to support all of the following Imaging and Redaction Functionalities:

2.1 – Compatibility

The solution must deliver, enable and support all of the following Compatibility Functionalities:

No.	Feature/Requirement	Compliant Y/N
2.1.1	Work and interoperate with the proposed File Tracking and Management component within the software solution. Specific information that must be communicated from the Imaging and Redaction component to the File Tracking and Management component are: 1. Pages Reviewed for each request 2. Pages Released for each request 3. Disposition of each request 4. Exemptions and Exclusions applied to the records within a request 5. Contacts being consulted for a request 6. Record Group information	Yes
2.1.2	The solution must be bilingual in French and English with both accessing the same database. Including: 1. The functionality to display and enter all French and English characters 2. The functionality to work with French and English GUI interfaces	Yes

2.2 - Document Capture and Import

The solution must deliver, enable and support all of the following Document Capture and Import Functionalities:

No.	Feature/Requirement	Compliant Y/N
2.2.1	Work and interoperate with any and <i>all</i> document formats for import, without reliance on third party converter; OR Work and interoperate with any and all document formats for import using a third party converter fully supported and maintained by the bidder.	Yes
2.2.2	Functionality to Import document(s) to a specific request with the ability of associating it to a work stack within the request.	Yes
2.2.3	Operate in all aspects with documents of the following colour formats: 1. Black and white 2. Halftone 3. Greyscale 4. 24-bit colour	Yes
2.2.4	Functionality to work and interoperate with scanners using Windows TWAIN drivers.	Yes
2.2.5	Functionality to work and interoperate with scanners using Windows ISIS drivers.	Yes
2.2.6	Functionality to work and interoperate with Kodak 3000DSV-E microfilm scanner.	Yes
2.2.7	Functionality to improving readability when scanning documents such as: 1. Option to straighten pages automatically 2. Option to straighten pages based on horizontal and vertical lines proposed by user	Yes

2.2.8	Functionality to remove blank pages from a scanned document, if required.	Yes
2.2.9	Functionality to import at least 100 TIFF files in one operation.	Yes
2.2.10	Functionality for the relocation and insertion of additional pages into existing documents.	Yes
2.2.11	Functionality for the insertion of additional documents into existing request stacks.	Yes
2.2.12	Functionality of importing images from one request into another with all associate redactions, articles, stamps and annotations.	Yes
2.2.13	Functionality for the identification of the contact that provided the documents.	Yes
2.2.14	Functionality for users to delete documents, individually and in bulk, within requests assigned to them.	Yes
2.2.15	Functionality for user to delete individual pages within a document.	Yes

2.3 Document Print and Export

The solution must deliver, enable and support all of the following Document Print and Export Functionalities:

No.	Feature/Requirement	Compliant Y/N
2.3.1	Functionality to interface with any Windows driven high capacity printers	Yes
2.3.2	Functionality for an Optical Character Recognition (OCR) for all English and French characters.	Yes
2.3.3	Functionality for users to produce secure, redacted electronic files ready for release that cannot be un-redacted.	Yes
2.3.4	Functionality to export documents to TIFF format.	Yes
2.3.5	Functionality to export documents to PDF format.	Yes
2.3.6	Functionality to export documents to PNG format.	Yes
2.3.7	Functionality to print and export all records, within a request, identified for consultation to a specific contact person as a single operation.	Yes
2.3.8	Functionality for multiple printing and exporting options including the following: 1. Original document 2. With and without unique page and document identifiers 3. With and without pagination numbers 4. With and without notes 5. With and without highlights 6. With exemption redactions as transparent , translucent and opaque 7. With exclusion redactions as transparent, translucent and opaque 8. With and without a watermark indicating that the record is being release under the authority of the Access to Information Act and the Privacy Act as appropriate for the request type.	Yes
2.3.9	Functionality to automatically split-up large print jobs into several small print jobs in order to reduce network congestion and slowdown.	Yes
2.3.10	Functionality to export electronic, editable and encrypted (128-bit minimum) consultation packages, which can be re-imported, without duplicating documents, once the consultation is complete.	Yes

2.4 User Interface and Navigation

The solution must deliver, enable and support all of the following User Interface and Navigation Functionalities:

No.	Feature/Requirement	Compliant Y/N
2.4.1	Functionality to view the disposition of every page of every document within a request.	Yes
2.4.2	Functionality to view the disposition of every document within a request.	Yes
2.4.3	Functionality to navigate within a request, document by document.	Yes
2.4.4	Functionality for a pop-up menu, accessible by use of a right click on the mouse, and toolbars with the following review actions: 1. Selection of page disposition 2. Selection of the redaction tool(s) 3. Selection of exemption(s) and exclusion(s) 4. Selection of the highlight tool 5. Selection of user-defined stamp.	Yes
2.4.5	Functionality for users to add and remove toolbar buttons	Yes
2.4.6	Functionality to see two documents on the same screen	Yes
2.4.7	Functionality to automatically manage document redactions versions, without requiring user to manage file names.	Yes
2.4.8	Functionality to navigate the records in the system by Request, Document and Page.	Yes
2.4.9	When reviewing records, the functionality to provide the following:: 1. Zoom 2. 90° page rotation, 3. Straighten page automatically 4. Straighten page based on horizontal and vertical line proposed by user	Yes
2.4.10	Functionality for several viewing options for working with image documents as a sequence of pages in order to provide the user with a navigable view of the documents and the document's contents.	Yes

2.5 Document Compatibility & Performance

The solution must deliver, enable and support all of the following Document Compatibility and Performance Functionality:

No.	Feature/Requirement	Compliant Y/N
2.5.1	Functionality to paginate and re-paginate requests at user's control.	Yes
2.5.2	Functionality for user to move documents and pages to any location in the request.	Yes

2.5.3	Functionality for documents to be sequentially re-ordered (based on metadata) within the request.	Yes
2.5.4	Maintain full functionality for request with over 100,000 pages.	Yes
2.5.5	Functionality to provide for management of disposition status by request, document and page including articles of law applied. Disposition must include: 1. Not reviewed, 2. Release, 3. Disclose in part, 4. Withheld, 5. Not Relevant, 6. Duplicate, 7. For consultation, 8. Release after consultation, 9. Disclosed in part after consultation, AND 10. Withheld after consultation.	Yes
2.5.6	Functionality to automatically assign a unique identifier for each page and document within the system.	Yes
2.5.7	Functionality to extract annotations in order to populate reports, including: Comments, Notes and user-defined stamps.	Yes
2.5.8	Functionality for the separation of a request into multiple work stacks, and re-assembly for release.	Yes
2.5.9	Functionality for work stacks to be named and re-named as need.	Yes
<p>2.6 Application and Document Security</p> <p>The solution must deliver, enable and support all of the following Application and Document Security Functionalities:</p>		
2.6.1	Functionality to automatically remove metadata from documents to be released to requester(s).	Yes
2.6.2	Functionality for Document Security Feature that provides the System Administrator to configure user roles and privileges for document viewing, redaction processing and control of system output, without programming knowledge, at the following levels: 1. User 2. Team/Group 3. Administrator 4. Folder 5. File 6. Document	Yes
2.6.3	Functionality for search component that automatically recognizes access security associated with documents and contents, to prevent unauthorized users access to documents (contents) they are not authorized to view.	Yes
2.6.4	Functionality to configure user profiles for access rights and privileges, without programming knowledge.	Yes
2.6.5	Functionality for the System Administrator with the following rights: 1. Activate, modify and deactivate user accounts, WITHOUT loss of request status information. 2. Create and modify user profiles with different access rights and privileges 3. Create and modify pre-defined print and export options (such release package, working package and consultation package) 4. Access to the audit log (as described in 2.9.3) with the ability to search by document, request, request type and date range 5. Create and modify access rights in the Document Security Feature (see 2.6.2) 6. Create and modify entries in the Document Type list	Yes

2.6.6	Functionality to extract document metadata information from an external Oracle database and associate it to records in the Imaging and Redaction components.	Yes
2.7 Redaction and Annotation Requirement		
The solution must deliver, enable and support all of the following Redaction and Annotation Functionalities:		
No.	Feature/Requirement	Compliant Y/N
2.7.1	Functionality for users to add Notes to documents and pages.	Yes
2.7.2	Functionality for users to input the following metadata for each document: 1. Subject 2. Originator 3. Destinator 4. Document type, selectable from a pre-defined list 5. Date	Yes
2.7.3	Functionality for users to redact electronic documents stored in the Imaging and Redactions component.	Yes
2.7.4	Functionality for users to apply a disposition to multiple pages as a single operation, such as flag multiple pages for release, consult, exempt, and exclude at once.	Yes
2.7.5	Functionality for users to apply exemptions across multiple documents as a single operation.	Yes
2.7.6	Functionality for users to specify the specific article(s) of law applied to a redaction.	Yes
2.7.7	Functionality to include all Access to Information Act rights of access, exemptions and exclusions (sections 4, 12 to 26, 35, 68, 69 and 69.1 including all sub-sections, paragraphs and sub-paragraphs).	Yes
2.7.8	Functionality to include all Privacy Act permissible disclosures, rights of access, exemptions and exclusions (sections 8, 12, 18 to 28, 69, 70 and 70.1, including all sub-sections, paragraphs and sub-paragraphs).	Yes
2.7.9	Functionality for users to define, save and re-use stamps that can be applied to any page.	Yes
2.7.10	Functionality for redactions to be undone and redone as required without reverting to a previous version of the document.	Yes
2.7.11	Functionality for users to highlight a portion of text in a color different than that of the redactions.	Yes
2.7.12	Functionality for user to add and precisely place backgrounds, watermarks, headers and footers on pages for printing and exporting purposes.	Yes
2.7.13	Functionality to keep the annotation utility active until a different utility is selected.	Yes
2.7.14	Functionality to configure the pagination location relative to page, document and request orientation, without programming knowledge.	Yes
2.7.15	Functionality for multiple stamps and user defined stamps per page.	Yes
2.7.16	Functionality for multiple stamps exemptions and exclusions per page.	Yes
2.7.17	Functionality for a “last used” article(s) of respective Act that would allow the user to repeatedly apply the same exemptions and exclusions.	Yes
2.7.18	Functionality for requests in the system, once released, to be write protected unless authorized by the departmental Coordinator and any other person designated by the Coordinator. The right to use this functionality is to be provided to individual user accounts by the system Administrator.	Yes

2.7.19	Functionality for free-hand or polygon redaction.	Yes
<p>2.8 Document Review, Consultation and Release Requirement The solution must deliver, enable and support all of the following Document Review, Consultation and Release Functionalities:</p>		
No.	Feature/Requirement	Compliant Y/N
2.8.1	Functionality to group all pages flagged for consultation to a specific contact within a request into a consultation package for printing and exporting. The resulting consultation package must include only those pages flagged for consultation to the specified contact.	Yes
2.8.2	Functionality for at least 50 consultations to be assigned to a request, document and page.	Yes
2.8.3	Functionality for multiple users to participate in reviews and provide feedback and comments as part of the processing of a request.	Yes
2.8.4	Functionality for a searchable Comments field in the metadata.	Yes
2.8.5	Functionality for user to identify what portion of the file has been reviewed and by whom.	Yes
<p>2.9 Reporting The solution must deliver, enable and support all of the following Reporting Functionalities:</p>		
2.9.1	Functionality to automatically generate a summary of applied articles of law by page, document and request for requester's attention.	Yes
2.9.2	Functionality to automatically generate a summary of request review and disposition.	Yes
2.9.3	Functionality for a viewable audit log, with capability to generate a report, for all user actions and redactions in the system including: <ol style="list-style-type: none"> 1. Action performed, 2. User who performed the action, 3. Date and time that the action was performed, 4. Request for which the action was performed, AND 5. Document and page on which the action was performed. 	Yes
2.9.4	Functionality to automatically compile all notes within a request into a single viewable report.	Yes
2.9.5	Functionality to formulate and produce reports, which summarizes the disposition of all requests closed during any given period of time including: <ol style="list-style-type: none"> 1. Total number of pages reviewed 2. Total number of pages scanned 3. Total number of pages not reviewed, 4. Total number of pages release, 5. Total number of pages disclose in part, 6. Total number of pages withheld, 7. Total number of pages not relevant, 8. Total number of pages duplicate, 9. Total number of pages for consultation, 10. Total number of pages release after consultation, 11. Total number of pages disclosed in part after consultation, 12. Total number of pages withheld after consultation, AND 13. List of articles of law applied. 	Yes

2.9.6	Functionality to formulate and produce reports which detail the disposition of the records reviewed within a request, by page and totals, for any given period of time including: 1. Pages reviewed 2. Pages scanned 3. Not reviewed, 4. Release, 5. Disclose in part, 6. Withheld, 7. Not Relevant, 8. Duplicate, 9. For consultation, 10. Release after consultation, 11. Disclosed in part after consultation, 12. Withheld after consultation, AND 13. Exemptions and exclusions applied.	Yes
2.9.7	Functionality for Ad-Hoc reporting with the following criteria: 1. report templates that can be defined, save and re-used 2. reports that can be defined as user specific and available for use by all users 3. enable users to perform a search of the repository and subsequently narrow the search 4. compatible with third-party reporting tools including Crystal Report and Lotus Notes 5. must permit searches based on any information captured in the system	Yes
<p>2.10 Document Management and Search The solution must deliver, enable and support all of the following Document Management Search Functionalities:</p>		
2.10.1	Functionality for users to search for records based on metadata, number of pages, disposition, articles of law and request type with the option to limit the search to a specific request and to search the entire database.	Yes
2.10.2	Functionality for users to search for duplicate documents within the same request based on metadata.	Yes
2.10.3	Functionality for users to search for records based on profile information and metadata with filters for any fields associated with records and requests.	Yes
2.10.4	Functionality to maintain search criteria after the search results have been displayed, in order to allow user to narrow search.	Yes
2.10.5	Functionality for users to use wildcards and pattern matching during search.	Yes
2.10.6	Functionality for users to re-use stamps and redactions from a previous request without having to re-create.	Yes
2.10.7	Functionality for users to search within a document and request for words, phrases, sentences, keywords and metadata.	Yes
2.10.8	Functionality for users to extract the results of the query to a printer, email and text file for reuse.	Yes
2.10.9	Functionality to retrieve documents found as a result of a search.	Yes
2.10.10	Optical Character Recognition (OCR) functionality to identify similar records. Component also provides the option of searching only those records in the open request and all records in the system.	Yes
2.10.11	Functionality of OCR to capture metadata information such that the software solution automatically enters metadata information with accuracy success of 50% or higher and that it allows the user to copy data from document and	Yes

	paste it to the metadata.	
2.11 Interface Requirements		
The solution must deliver, enable and support all of the following Interface Requirements Functionalities:		
No.	Feature/Requirement	Compliant Y/N
2.11.1	Have a graphic user interface (GUI) that is fully displayable in 1024x768 screen resolution with no scrolling required.	Yes
2.11.2	Functionality to view all images within a request in one continuous stream so that navigating to next page will work even if the next page is in a new document.	Yes

GENERAL AND ENTERPRISE INTEGRATION REQUIREMENTS

ATIPXpress met all the requirements to support all of the following Enterprise Integration Functionalities:

No.	Feature/Requirement	Compliant Y/N
3.1	Be Standard Query Language (SQL) compliant and interoperate with the following databases: 1. Microsoft SQL Server 2000, 2. Microsoft SQL 2005, 3. Oracle 9i, 4. Oracle 10g	Yes
3.2	Functionality to work and interoperate with the following databases: 1. Microsoft Access 2002 2. Ingres 1.2	Yes
3.3	Functionality to work and interoperate with Network Operating Systems that use: 1. Microsoft Active Directory Services 2. Novell Directory Services 3. Light Directory Application Protocol (LDAP)	Yes
3.4	The solution must work, install and deploy on central application servers running: 1. Windows 2000 2. Windows 2003 3. HP-UX 11i V2	Yes
3.5	The solution must be built on any combination of the above (points 3.1 to 3.4)	Yes
3.6	The solution must be built on either a Microsoft .Net or Sun Java compliant application framework.	Yes
3.7	Functionality for users to exchange and use documents, data and information from the following products and Government of Canada solutions: 1. Records and Document Information Management Solution (RDIMS) with Open Text (Hummingbird) Document Management. 2. Unified Portal Software Solution (UPSS) with Oracle Collaboration Suite 3. Content Management Solution (CMS) with Autonomy (Interwoven) 4. Secure Channel with Entrust Public Key Infrastructure (PKI)	Yes
3.8	Functionality for users to use a Storage Area Network (SAN) as the file repository.	Yes
3.9	Functionality for users to use a Shared Microsoft Windows network drive as the file repository.	Yes
3.10	Functionality for users to use a Shared Novell network drive as the file repository.	Yes

No.	Feature/Requirement	Compliant Y/N
3.11	The solution must work, install and deploy in a Windows client operating system environment including the following version: 1. Microsoft Windows 2000 2. Microsoft Windows XP and 3. Microsoft Windows Vista (32 and 64 bit)	Yes
3.12	Functionality to work, install and deploy in the following minimum desktop configuration: 1. Intel Pentium 4 1.5GHZ 2. 512Mb RAM	Yes
3.13	Functionality for users to operate in a secure environment that includes implementations of the Entrust PKI and SSL connectivity.	Yes
3.14	Functionality work using static and dynamic IPs for servers and workstations.	Yes
3.15	Functionality to apply all requirements with a delay that will not slow the system down on a network link speed of 10Mbps with half duplex. The lag must never surpass 5 seconds	Yes
3.16	Functionality to automatically clear all cache and temp folder content used by the proposed software solution at least once per session	Yes
3.17	The architecture of the FIRM Software Solution must be aligned with the GoC Federated Architecture (http://www.cio-dpi.gc.ca/fap-paf). The FIRM Software Solution must be compliant with and be based on Treasury Board Secretariat standards, international standards, national technical regulations or recognized national standards, including, but not limited to: 1. Simple Object Access Protocol (SOAP), version 1.1 as a minimum; 2. Web Services for Remote Portlets (WSRP), version 1.0 as a minimum; 3. Universal Description, Discovery and Integration (UDDI), version 2.0 as a minimum; 4. HyperText Transfer Protocol (HTTP), version 1.1 as a minimum; 5. Web Services Description Language (WSDL), version 1.1 as a minimum; 6. HyperText Markup Language (HTML), version 4.01 as a minimum; 7. Wireless Markup Language (WML), version 2.0 as a minimum; 8. Extensible Markup Language (XML), version 1.0 as a minimum; 9. Lightweight Directory Access Protocol (LDAP), version 3 as a minimum. 10. Representational State Transfer (RESTful).	Yes
3.18	Functionality for the File Tracking system to support SOAP or REST (web services) protocols that exchanges File Tracking and Management data via structured XML.	Yes
3.19	The solution is user friendly and intuitive. The evaluation of this criterion will be done according to the evaluation grid in Annex 4 and passing mark is 18	Yes
3.20	The solution is user friendly and intuitive. To verify the quality of the product, these factors will require to be substantiated as being part of the software solution with professional services provided. 1. All functionalities with availability as defined within this document 2. Usability, understandability and reliability 3. Completeness, conciseness, consistency 4. Scalability and efficiency 5. Structurdeness and safety 6. Security, privacy and maintainability 7. Portability and transition 8. Teachability and testability 9. Survivability 10. Certifications	Yes
3.21	The solution is web-based thin client for its File Tracking and Management and Imaging and Redaction components.	Yes
3.22	Functionality for as many as five (5) users to access the same record simultaneously without data corruption.	Yes

No.	Feature/Requirement	Compliant Y/N
3.23	Functionality for users to open multiple instances of the application in order to work on multiple records at the same time.	Yes

REQUIREMENTS FOR THE RECORDS GROUP MODULE (OPTIONAL PURCHASE)

ATIPXpress met all the requirements to support all of the following Functionalities:

No.	Feature/Requirement	Compliant Y/N
4.1	Functionality at the request level to, <ol style="list-style-type: none"> 1. add Record Group entry and indicate the applied exemptions 2. Edit Record Group entry 3. copy existing Record Group entry 4. view existing Record Group entry details 5. search Record Group entries of current request and generate results report 6. customize Request Closing report 	Yes
4.2	Functionality while searching Record Groups to <ol style="list-style-type: none"> 1. allow for users with access to the Record Group functionality to be able to search pertinent Record Group fields as described in section 4.7 2. allow for the Record Group search to work in conjunction with the other search features as described under section 1.9 3. allow for search results table to list the requests details which meet the criteria entered 4. allow for search results output to be printable 5. be able to generate custom reports from the standard File Tracking and Management component data set as well as from the Record Group data set 	Yes
4.3	Functionality to provide and Administration Tab with the following requirements: <ol style="list-style-type: none"> 1. allow for the Record Group functionalities availability to be managed by an application setting (activated and deactivated) <ol style="list-style-type: none"> a. Setting Name must be: Enable Record Group Functionality b. Options must include: Enable, which allows for all users based on role property to access, and Disable, which means that the Record Group functionality is invisible to all users 2. allow for Role Properties to be set to: <ol style="list-style-type: none"> a. View Record Group b. Add/Copy Record Group c. Edit Record Group d. Delete Record Group 3. These properties must be enabled and editable for installations in which this functionality is activated. 	Yes
4.4	Functionality to process record group data which is separate from all other request data, stored in a separate database and with its own set of access rights and protection level (unprotected) as defined by the administrator.	Yes
4.5	Be capable of exporting record group data to.DOC, .XLS and .CSV formats.	Yes
4.6	In addition to requirement 1.5.6, the option module must have the functionality to generate the following reports as defined in Annex 1. <ol style="list-style-type: none"> 21. Record Group Closing Report 	Yes

No.	Feature/Requirement	Compliant Y/N
4.7	Functionality for a Records Group search GUI interface to search, report and display based on any of the following information: <ol style="list-style-type: none"> 1. Commenced 2. Group 3. Accession 4. File number 5. File Title 6. Comments 7. Completed 8. Series 9. Box 10. Part 11. Status selected from an editable pre-defined list 12. Volume 13. Reel 	Yes
4.8	Functionality for a GUI interface to enter, modify and delete Records Group information. The fields that must be included are: <ol style="list-style-type: none"> 1. Date Commenced 2. Date Completed 3. Status selected from an editable pre-defined list 4. Group 5. Series 6. Volume 7. Accession 8. Box 9. Reel 10. File number 11. Part 12. Number of pages reviewed 13. Number of pages released 14. File title 15. Comments 	Yes
4.9	In addition to requirement 1.9.19, the option module must have the functionality to search and retrieve information entered relating to: <ol style="list-style-type: none"> 6. Record Group Search 	Yes
4.10	In addition to requirements 1.1.1 and 2.1.1, the option module must work and interoperate with the proposed Imaging and Redaction component solution. Record Group information must be communicated from the File Tracking and Management component to the proposed Imaging and Redaction component.	Yes