

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC  
11 Laurier St., / 11, rue Laurier  
Place du Portage, Phase III  
Core 0A1/Noyau 0A1  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Informatics Professional Services - EL  
Division/Services professionnels en informatique -  
division EL  
4C2, Place du Portage  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> TBIPS - MPMCT PROJECT	
<b>Solicitation No. - N° de l'invitation</b> W8474-12MP20/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> W8474-12MP20	<b>Date</b> 2012-08-28
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$EL-626-24744	
<b>File No. - N° de dossier</b> 626el.W8474-12MP20	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-09-11</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dubé, Jonah	<b>Buyer Id - Id de l'acheteur</b> 626el
<b>Telephone No. - N° de téléphone</b> (819) 956-0712 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

The Request for Proposal (RFP) Amendment 003 is raised to answer questions from industry and to amend an evaluation criterion.

## QUESTIONS AND ANSWERS

### Question #7:

Rated requirement R2a for the Business Analysts requires the resources to have over 11 years of experience in order to obtain the maximum points. As Level 2 TBIPS resources generally require 5 – 10 years of experience, would the Crown consider revising the category of the Business Analyst Level 2 resources to a Business Analyst Level 3?

**Answer:** The points under R.2a have been changed; see below.

### **1. AT SECTION 4. (c) of Attachment 2 of the RFP:**

#### **DELETE:**

<b>The Bidder SHOULD demonstrate that each proposed Level 2 Business Analyst has:</b>				
<b>CRITERIA</b>			<b>BIDDER'S RESPONSE</b>	
<b>ID</b>	<b>Requirement</b>	<b>Evaluation</b>	<b>Substantiation of Technical Compliance</b>	<b>Reference to Additional Documentation within the Bid</b>
R.1a	Experience performing Business Process Modeling using Business Process Modeling tools in a Business Transformation project.	Less than 1 year = 1 point  1 year to 3 years = 2 points  More than 3 years to 5 years = 3 points  More than 5 years = 4 points  Maximum points: 4 points.		
R.2a	Experience performing the following tasks as a Business Analyst on an upgrade project of an HRMS:	Less than 2 years = 1 point  2 years to 5 years = 2 points		

	<ol style="list-style-type: none"> <li>1. Gathering Business Process requirement;</li> <li>2. Analyzing Business Process requirements;</li> <li>3. Defining Business Process requirements;</li> <li>4. Documenting Business Process requirements;</li> <li>5. Conducting Business Process requirements, including the facilitation of working groups, interviews or one-on-ones.</li> </ol> <p>An upgrade refers to a new version of a software product that is already installed or in use.</p>	<p>More than 5 years to 8 years = 4 points</p> <p>More than 8 years to 11 years = 6 points</p> <p>More than 11 years = 8 points</p> <p>Maximum points: 8 points.</p>		
R.3a	Experience performing Business Process Fit-Gap Analysis between the AS IS and the TO BE Business Functions in a Business Transformation project.	<p>Less than 1 year = 1 point</p> <p>1 year to 3 years = 2 points</p> <p>More than 3 years to 5 years = 3 points</p> <p>More than 5 years = 4 points</p> <p>Maximum points: 4 points.</p>		
R.4a	Experience developing approved Business Process requirements document(s).  Approval must be from Business Process Owners and designated Stakeholders.	<p>Less than 2 years = 1 point</p> <p>2 years to 5 years = 3 points</p> <p>More than 5 years to 8 years = 5 points</p> <p>More than 8 years = 7 points</p> <p>Maximum Points: 7 points</p>		
R.5a	Experience working as a liaison among Stakeholders in order to obtain, analyze,	Less than 2 years = 1 point		

	communicate and validate Business Process requirements for changes to Business Processes specific to an HRMS.	2 years to 5 years = 3 points More than 5 years to 8 years = 5 points More than 8 years = 7 points Maximum Points: 7 points		
<b>MAXIMUM TECHNICAL POINTS</b>		<b>30</b>		
<b>MINIMUM POINTS REQUIRED</b>		<b>18</b>		
Note: Bids that do not meet the above minimum score of 18 points for each proposed BA resource will not be evaluated further.				

**INSERT:**

<b>The Bidder SHOULD demonstrate that each proposed Level 2 Business Analyst has:</b>				
<b>CRITERIA</b>			<b>BIDDER'S RESPONSE</b>	
<b>ID</b>	<b>Requirement</b>	<b>Evaluation</b>	<b>Substantiation of Technical Compliance</b>	<b>Reference to Additional Documentation within the Bid</b>
R.1a	Experience performing Business Process Modeling using Business Process Modeling tools in a Business Transformation project.	Less than 1 year = 1 point 1 year to 3 years = 2 points More than 3 years to 5 years = 3 points More than 5 years = 4 points Maximum points: 4 points.		
R.2a	Experience performing the following tasks as a Business Analyst on an upgrade project of an HRMS:  1. Gathering Business Process requirement;	<b>Less than 2 years = 1 point</b>  <b>2 years to 4 years = 2 points</b>		

	<p>2. Analyzing Business Process requirements;</p> <p>3. Defining Business Process requirements;</p> <p>4. Documenting Business Process requirements;</p> <p>5. Conducting Business Process requirements, including the facilitation of working groups, interviews or one-on-ones.</p> <p>An upgrade refers to a new version of a software product that is already installed or in use.</p>	<p><b>More than 4 years to 6 years = 4 points</b></p> <p><b>More than 6 years to 8 years = 6 points</b></p> <p><b>More than 8 years = 8 points</b></p> <p><b>Maximum points: 8 points.</b></p>		
R.3a	<p>Experience performing Business Process Fit-Gap Analysis between the AS IS and the TO BE Business Functions in a Business Transformation project.</p>	<p>Less than 1 year = 1 point</p> <p>1 year to 3 years = 2 points</p> <p>More than 3 years to 5 years = 3 points</p> <p>More than 5 years = 4 points</p> <p>Maximum points: 4 points.</p>		
R.4a	<p>Experience developing approved Business Process requirements document(s).</p> <p>Approval must be from Business Process Owners and designated Stakeholders.</p>	<p>Less than 2 years = 1 point</p> <p>2 years to 5 years = 3 points</p> <p>More than 5 years to 8 years = 5 points</p> <p>More than 8 years = 7 points</p> <p>Maximum Points: 7 points</p>		
R.5a	<p>Experience working as a liaison among Stakeholders in order to obtain, analyze, communicate and validate Business Process requirements for changes to</p>	<p>Less than 2 years = 1 point</p> <p>2 years to 5 years = 3 points</p>		

Business Processes specific to an HRMS.	More than 5 years to 8 years = 5 points More than 8 years = 7 points Maximum Points: 7 points		
<b>MAXIMUM TECHNICAL POINTS</b>	<b>30</b>		
<b>MINIMUM POINTS REQUIRED</b>	<b>18</b>		
Note: Bids that do not meet the above minimum score of 18 points for each proposed BA resource will not be evaluated further.			

**2. AT SECTION 1. (d) of Appendix C to Annex B of the RFP:**

**DELETE:**

The Contractor SHOULD demonstrate that each proposed Level 2 Business Analyst has:				
CRITERIA			CONTRACTOR'S RESPONSE	
ID	Requirement	Evaluation	Substantiation of Technical Compliance	Reference to Additional Documentation within the TA quotation
R.1a	Experience performing Business Process Modeling using Business Process Modeling tools in a Business Transformation project.	Less than 1 year = 1 point 1 year to 3 years = 2 points More than 3 years to 5 years = 3 points More than 5 years = 4 points Maximum points: 4 points.		
R.2a	Experience performing the following tasks as a Business Analyst on an upgrade project of an HRMS:  1. Gathering Business Process requirement;	Less than 2 years = 1 point 2 years to 5 years = 2 points		

	<p>2. Analyzing Business Process requirements;</p> <p>3. Defining Business Process requirements;</p> <p>4. Documenting Business Process requirements;</p> <p>5. Conducting Business Process requirements, including the facilitation of working groups, interviews or one-on-ones.</p> <p>An upgrade refers to a new version of a software product that is already installed or in use.</p>	<p>More than 5 years to 8 years = 4 points</p> <p>More than 8 years to 11 years = 6 points</p> <p>More than 11 years = 8 points</p> <p>Maximum points: 8 points.</p>		
R.3a	<p>Experience performing Business Process Fit-Gap Analysis between the AS IS and the TO BE Business Functions in a Business Transformation project.</p>	<p>Less than 1 year = 1 point</p> <p>1 year to 3 years = 2 points</p> <p>More than 3 years to 5 years = 3 points</p> <p>More than 5 years = 4 points</p> <p>Maximum points: 4 points.</p>		
R.4a	<p>Experience developing approved Business Process requirements document(s).</p> <p>Approval must be from Business Process Owners and designated Stakeholders.</p>	<p>Less than 2 years = 1 point</p> <p>2 years to 5 years = 3 points</p> <p>More than 5 years to 8 years = 5 points</p> <p>More than 8 years = 7 points</p> <p>Maximum Points: 7 points</p>		
R.5a	<p>Experience working as a liaison among Stakeholders in order to obtain, analyze, communicate and validate Business Process requirements for changes to</p>	<p>Less than 2 years = 1 point</p> <p>2 years to 5 years = 3 points</p>		

Business Processes specific to an HRMS.	More than 5 years to 8 years = 5 points More than 8 years = 7 points Maximum Points: 7 points		
<b>MAXIMUM TECHNICAL POINTS</b>	<b>30</b>		
<b>MINIMUM POINTS REQUIRED</b>	<b>18</b>		
Note: TA quotations that do not meet the above minimum score of 18 points for each proposed BA resource will be found to be non-responsive.			

**INSERT:**

The Contractor <b>SHOULD</b> demonstrate that each proposed Level 2 Business Analyst has:				
CRITERIA			CONTRACTOR'S RESPONSE	
ID	Requirement	Evaluation	Substantiation of Technical Compliance	Reference to Additional Documentation within the TA quotation
R.1a	Experience performing Business Process Modeling using Business Process Modeling tools in a Business Transformation project.	Less than 1 year = 1 point 1 year to 3 years = 2 points More than 3 years to 5 years = 3 points More than 5 years = 4 points Maximum points: 4 points.		
R.2a	Experience performing the following tasks as a Business Analyst on an upgrade project of an HRMS:  1. Gathering Business Process requirement; 2. Analyzing Business Process requirements;	<b>Less than 2 years = 1 point</b>  <b>2 years to 4 years = 2 points</b>  <b>More than 4 years to 6 years = 4 points</b>		

	<p>3. Defining Business Process requirements;</p> <p>4. Documenting Business Process requirements;</p> <p>5. Conducting Business Process requirements, including the facilitation of working groups, interviews or one-on-ones.</p> <p>An upgrade refers to a new version of a software product that is already installed or in use.</p>	<p><b>More than 6 years to 8 years = 6 points</b></p> <p><b>More than 8 years = 8 points</b></p> <p><b>Maximum points: 8 points.</b></p>		
R.3a	<p>Experience performing Business Process Fit-Gap Analysis between the AS IS and the TO BE Business Functions in a Business Transformation project.</p>	<p>Less than 1 year = 1 point</p> <p>1 year to 3 years = 2 points</p> <p>More than 3 years to 5 years = 3 points</p> <p>More than 5 years = 4 points</p> <p>Maximum points: 4 points.</p>		
R.4a	<p>Experience developing approved Business Process requirements document(s).</p> <p>Approval must be from Business Process Owners and designated Stakeholders.</p>	<p>Less than 2 years = 1 point</p> <p>2 years to 5 years = 3 points</p> <p>More than 5 years to 8 years = 5 points</p> <p>More than 8 years = 7 points</p> <p>Maximum Points: 7 points</p>		
R.5a	<p>Experience working as a liaison among Stakeholders in order to obtain, analyze, communicate and validate Business Process requirements for changes to Business Processes specific to an HRMS.</p>	<p>Less than 2 years = 1 point</p> <p>2 years to 5 years = 3 points</p>		

Solicitation No. - N° de l'invitation

W8474-12MP20/A

Client Ref. No. - N° de réf. du client

W8474-12MP20

Amd. No. - N° de la modif.

003

File No. - N° du dossier

626e1W8474-12MP20

Buyer ID - Id de l'acheteur

626e1

CCC No./N° CCC - FMS No/ N° VME

	More than 5 years to 8 years = 5 points	
	More than 8 years = 7 points	
	Maximum Points: 7 points	
<b>MAXIMUM TECHNICAL POINTS</b>	<b>30</b>	
<b>MINIMUM POINTS REQUIRED</b>	<b>18</b>	
Note: TA quotations that do not meet the above minimum score of 18 points for each proposed BA resource will be found to be non-responsive.		

**Question #8a:**

Would the Crown please provide the vendor community an update to the overall MPMCT timeline and status?

**Answer:** DND and PWGSC are working together and will be providing the vendor community with an update to the overall MPMCT timeline and status through a separate Notice of Proposed Procurement.

**Question #8b:**

The last update provided was back in March 2012 and the vendor community would like to understand the Crown's timeline to better plan our response efforts. How does this request for Business Transformation support fit within your overall procurement strategy? It seems to be in conflict with the Crown's previously stated direction of contracting the business transformation as a component of the SI portion of MPMCT program.

**Answer:** The Work in this RFP is not a request for Business Transformation support. Please also refer to solicitation amendment 002, Questions and Answers 6 a, b, c and d.

**ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN UNCHANGED**