

**RETURN BIDS TO:**  
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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> INFORMATICS PROFESSIONAL SERVICES	
<b>Solicitation No. - N° de l'invitation</b> 24062-130039/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> 24062-130039	<b>Date</b> 2013-05-08
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$EL-619-25971	
<b>File No. - N° de dossier</b> 619el.24062-130039	<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 2013-05-14</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<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> Perkins, Deborah	<b>Buyer Id - Id de l'acheteur</b> 619el
<b>Telephone No. - N° de téléphone</b> (819) 956-8656 ( )	<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>

**This amendment No. 3 to Request for Proposal 24062-130039/A is drawn up to address the following Questions and Answers:**

**Question 1**

Would it be acceptable to provide a cross-reference to the resume in the grid as per the example below, as long as the substantiation is clearly marked and easily found in the resume?

#	MANDATORY CRITERIA	BIDDER'S RESPONSE	
		DEMONSTRATED EXPERIENCE (BIDDER TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	<p>The proposed resource must have a minimum one hundred and twenty (120) months demonstrated experience performing project coordination related tasks assisting project managers, technical users and end users in a Project Delivery Office*.</p> <p>*Project Delivery office is defined as a delivery of the IM/IT component of various TBS sector initiatives that are defined as projects (an IM/IT related project is a project that has an IT component that is critical to achieving the intended business outcomes). See SOW section 1.0, 2.0, 3.0 and 4.0.</p>	<p>The proposed resource has a minimum one hundred and twenty (120) months demonstrated experience performing project coordination related tasks assisting project managers, technical users and end users in a Project Delivery Office*.</p> <p>Please refer to the following projects for substantiating details:</p> <p>Project 2 – 20 months Project 3 – 13 months Project 6 – 110 months</p> <p>Total: 143 months or 11 years, 11 months</p>	<p>Project 2 – 20 months, page 2</p> <p>Project 3 – 13 months, page 3</p> <p>Project 6 – 28 months, page 4</p>

**Answer 1**

Yes this is acceptable.

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## Question 2

In regards to Treasury Board's response to Question 14 (amendment 001), it is our understanding that the point rating for Project Manager Level 2 requirement R2 now should read in its entirety as follows:

10 points (maximum points)

Up to 2 points per project in accordance with the scales below.

Demonstrates skills on 5 projects for all of the rated points = 10 points  
Demonstrates skills on 4 projects for all of the rated points = 8 points  
Demonstrates skills on 3 projects for all of the rated points = 6 points  
Demonstrates skills on 2 projects for all of the rated points = 4 points  
Demonstrates skills on 1 project for all of the rated points = 2 points  
0 projects demonstrated = 0 points

## Answer 2

Question 2 is changed as follows.

50 points (maximum points)

Up to 10 points per project in accordance with the scales below.

Demonstrates skills on 5 projects = 50 points  
Demonstrates skills on 4 projects = 40 points  
Demonstrates skills on 3 projects = 30 points  
Demonstrates skills on 2 projects = 20 points  
Demonstrates skills on 1 project = 10 points  
0 projects demonstrated = 0 points

## Question 3

In regards to Treasury Board's response to Question 15 (amendment 001), it is our understanding that the point rating for Project Manager Level 3 requirements R2 and R3 now should each read in their entirety as follows:

10 points (maximum points)

Up to 2 points per project in accordance with the scales below.

Demonstrates skills on 5 projects for all of the rated points = 10 points  
Demonstrates skills on 4 projects for all of the rated points = 8 points  
Demonstrates skills on 3 projects for all of the rated points = 6 points  
Demonstrates skills on 2 projects for all of the rated points = 4 points

Demonstrates skills on 1 project for all of the rated points = 2 points  
0 projects demonstrated = 0 points

## Answer 3

Same as question 2 above.

#### Question 4

These questions are as a result of some of the answers given in Amendment 1, in respect to some of the resource grids:

1. Project Manager - Level 2 - Rated Criteria R2 states: Up to 10 points per project in accordance with the scales below. Since the total points for that criteria has changed from 50 points to 10 points, should this sentence now read as follows: Up to 2 points per project in accordance with the scales below?
2. Project Manager - Level 3 - Rated Criteria R2 and R3 both state: Up to 10 points per project in accordance with the scales below. Since the total points for that criteria has changed from 50 points to 10 points, should this sentence now read as follows: Up to 2 points per project in accordance with the scales below?
3. Project Executive - Level 3 - Rated Criteria R3 states: Up to 10 points per project in accordance with the scales below. Since the total points for that criteria has changed from 50 points to 10 points, should this sentence now read as follows: Up to 2 points per project in accordance with the scales below?

#### Answer 4

The following scales for the categories (Business Process Re-engineering (BPR) Consultant Level 2 – R1 and R2; Business Analyst Level 3 – R2, R3 and R4; Technical Writer Level 2 – R1 and R2; Project Executive Level 3 – R3; Project Coordinator Level 3 – R1 and R2; Project Manager Level 2 – R2; and Project Manager Level 3 – R2 and R3 now reads as follows :

Up to 50 points per project in accordance with the scales below.

- 5 points: Over 12 months of demonstrated experience
- 4 points: 10 months to 12 months of demonstrated experience
- 3 points: 7 months to 9 months of demonstrated experience
- 2 points: 4 months to 6 months of demonstrated experience
- 0 points: 3 months or less of experience.

#### Question 5

We need clarification on several rated criteria that are scored based on points per projects in addition to number of months demonstrated and where a minimum duration per project is not specified.

**As an example,** 3.1 BPR Level 2 - Rated Criterion: R2 – page 79 of 94: The bidder should demonstrate that the proposed Business Process Re-engineering (BPR) Consultant – Level II has experience defining Business Transformation process re-engineering strategies\*. The bidder should provide up to four (4) written project summaries.

**20 points** (Up to 5 points per project in accordance with the scales below)

- 5 points: Over 60 months of demonstrated experience
- 4 points: 49 months to 60 months of experience
- 3 points: 25 months to 48 months of experience
- 2 points: 13 months to 24 months of experience
- 0 points: 12 months experience or less.

**We understand the above scoring as follows:**

**Question 7a)** To obtain 20 points, we are to demonstrate 4 projects (5 points each) combined with a certain # of months of experience overall. We are assuming that the length of each project demonstrated is not subject to any restriction, as long as the overall cumulative experience demonstrated with the 4 projects totals 60+ months. (e.g. project 1=2 months; project 2=36 months; project 3=24 months; project 4=2 months) Can you confirm that the example cited would score full points?

**Question 7b)** To clarify further, a candidate with 4 projects (5 points each) that add up to less than 60 months cumulatively will score 4 points only. (e.g. project 1=2 months; project = 24 months; project 3=24 months; project 4=6 months) Can you confirm that this project experience would score 4 points?

This question applies to the following rated criteria – please confirm that the total # of months of experience **is cumulative** for all projects demonstrated:

Business Process Re-engineer Level 2 R2 Page 79 of 94  
 Business Analyst Level 3 R2 Page 81/82 of 94  
 Business Analyst Level 3 R4 Page 83 of 94  
 Technical Writer Level 2 R1 and R2 Page 84/85 of 94  
 Project Executive Level 3 R3 Page 87 of 94  
 Project Coordinator Level 3 R1 and R2 Page 88

**Answer 5**

The points have been changed.

**Question 6**

The following question refers to the Maximum Points Scale for Rated Requirement R2 for the Project Manager Level 2 (page 90) and Rated Requirements R2 and R3 for the Project Manager Level 3 (page 92):

**For each of the criteria noted above it states:** “The Bidder should provide up to five written projects” and 50 points is provided as a maximum. The point scale is then provided as follows:

Up to 10 points per project in accordance with the scales below.

Demonstrates 5 projects = 10 points  
 Demonstrates 4 projects = 8 points  
 Demonstrates 3 projects = 6 points  
 Demonstrates 2 projects = 4 points  
 Demonstrates 1 project = 2 points  
 0 projects demonstrated = 0 points

**The scale above does not match the 50 point requirement, and we assume that this should simply read 10 points per project up to 5 projects (for a total of 50 points).** Please confirm.

**Answer 6**

The points have been changed.

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**Question 7**

Given the number of resources required for the response and amount of details for each criterion; as well as the need for clarification on some of the scoring, may we please have a 2 weeks extension to the closing date?

**Answer 7**

See amendment no 1, answer 2.

**Question 8**

In regards to the mandatories for both the Project Manager (Level 2 & Level 3) it states:

"The proposed resource must have a minimum ninety-six (96) months in the last one hundred and forty-four (144) months demonstrated experience as a project manager performing project management tasks related to the list in the Statement of Work at Annex A for the Project Manager – Level 3, in the Information Management (IM)/Information Technology (IT) sector. Must demonstrate, as a minimum six (6) of the nine (9) tasks described above."

However, Annex of the RFP makes reference to 15 tasks rather than the aforementioned 9. Could the Crown please confirm these details or provide further clarification of the requirements.

**Answer 8**

It is 9 (see section 6.6 and 6.7) the bidder is referring to section 7.6 and 7.7.

**Question 9**

In Annex D, Bid/Contract Evaluation Criteria on page 67 indicates that the grid should not include all of the project information from the resume, only the specific answer but #8 asks for additional details such as project objective, scope, and outcome, as well as tasks and overview of the process performed by the resource. Please clarify if the grid should include all the information requested in #8 or if that information should only be included in the resume?

**Answer 9**

When responding to the evaluation criteria the Bidder is required to fully demonstrate in the grids how they meet the specific information outlined in the evaluation criteria along with the page # in the resume where this can be found (as specified in Annex D, instructions #7). Annex D, instructions #8 explains that the overall project description falls within the resume.

**Question 10**

For the Project Executive, Level III, rated requirement R3, we interpret the purpose of this requirement to demonstrate that the Project Executive has the experience, capability and maturity to interact effectively with very senior levels of management. Since a Project Executive with the experience being sought by Treasury Board is likely to have some experience *outside* of the Federal Government of Canada, we are respectfully requesting that experience with NAV CANADA be eligible for this requirement providing bidders can show that the candidate has interacted with senior levels of management in an effective manner.

Solicitation No. - N° de l'invitation

24062-130039/A

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

24062-130039

Amd. No. - N° de la modif.

003

File No. - N° du dossier

619e124062-130039

Buyer ID - Id de l'acheteur

619e1

CCC No./N° CCC - FMS No/ N° VME

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### Answer 10

Agreed.

### Question 11

With regards to the education requirement for the Technical Writer [R3 Page 85 of 94]: A requirement for a Technical Writing certificate or diploma is very specific, especially when it determines if a resource will meet the minimum pass mark. This R3 is worth 20 points and if not achieved (even with full points to R1 and R2), the resource will not meet the minimum requirement, R3 then becomes mandatory. To allow for experienced Technical Writers to meet this requirement, we ask that you consider allowing other relevant certificates or degrees to be acceptable i.e.: Communications, Journalism...

### Answer 11

The answer is Technical and English or Journalism diploma or degree.