

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

THIS RFP CONTAINS A SECURITY
REQUIREMENT.

Title - Sujet HRSDC FUNCTIONAL SUPPORT	
Solicitation No. - N° de l'invitation G9931-120012/A	Date 2013-03-15
Client Reference No. - N° de référence du client G9931-120012	
GETS Reference No. - N° de référence de SEAG PW-\$\$XN-109-25614	
File No. - N° de dossier 109xn.G9931-120012	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-08	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Pan, Long	Buyer Id - Id de l'acheteur 109xn
Telephone No. - N° de téléphone (613) 952-0285 ()	FAX No. - N° de FAX (613) 952-0434
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: HUMAN RESOURCES AND SKILLS DEVELOPMENT CANADA PORTAGE IV 2ND FL. 140 PROMENADE DU PORTAGE GATINEAU Quebec K1A0J9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Miscellaneous Special Projects Division (XN)/Division des
projets spéciaux divers (XN)
Canadian Building
219 Laurier Ave. West, 13th Floor
Room 13077
Ottawa
Ontario
K1A 0S5

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

BID SOLICITATION

FOR

THE TASK-BASED INFORMATICS AND PROFESSIONAL SERVICES

FOR

HRSDC SAP IMPLEMENTATION PROJECT

FUNCTIONAL SUPPORT

Note to Bidders: *This is a Request for Proposal (RFP) for the supply of Task-Based Informatics and Professional Services (TBIPS) for Human Resources and Skills Development Canada (HRSDC), under the current TBIPS Supply Arrangement (SA) method of supply. ONLY THE VALID TBIPS SA HOLDERS ARE ELIGIBLE TO COMPETE FOR THIS REQUIREMENT.*

REQUIREMENT

The Chief Financial Officer Branch (CFOB) of Human Resources and Skills Development Canada (HRSDC) has examined strategies for renewing their finance and materiel management processes and supporting systems.

AS SUCH, through this solicitation, HRSDC intends on awarding up to 7 contracts in order to support their resource requirements.

The complete Bid Solicitation package is located here as an inclusion and it should be downloaded in it's entirety.

BID SOLICITATION

**FOR
THE TASK-BASED INFORMATICS AND PROFESSIONAL SERVICES
FOR
HRSDC ERP-SAP IMPLEMENTATION PROJECT
- FUNCTIONAL SUPPORT -**

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Solicitation No. - N° de l'invitation
G9931-120012/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
109xn

Client Ref. No. - N° de réf. du client
G9931-120012

File No. - N° du dossier
109xn.G9931-120012

CCC No./N° CCC - FMS No/ N° VME

- Attachment 3.1: Bidder's Pricing Table
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LIST OF ATTACHMENTS TO PART 4 (EVALUATION PROCEDURES AND BASIS OF SELECTION):

- Attachment 4.1: Evaluation Criteria for the Proposed Resource(s) - Mandatory and Rated Requirements
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PART 1 - GENERAL INFORMATION

Note to Bidders: This is a Request for Proposal (RFP) for the supply of Task-Based Informatics and Professional Services (TBIPS) for Human Resources and Skills Development Canada (HRSDC), under the current TBIPS Supply Arrangement (SA) method of supply. ONLY THE VALID TBIPS SA HOLDERS ARE ELIGIBLE TO COMPETE FOR THIS REQUIREMENT.

1.1 INTRODUCTION

This document states the terms and conditions that apply to the bid solicitation Number 109xn.G9931-120012/A. It is divided into seven parts plus annexes and, if applicable, attachments as follows:

- Part 1** General Information: provides a general description of the requirement.
- Part 2** Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation.
- Part 3** Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid.
- Part 4** Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection.
- Part 5** Certifications: includes the certifications to be provided by the Bidder.
- Part 6** Security, Financial and Other Requirements: includes specific requirements that must be addressed by the Bidder.
- Part 7** Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work (SOW), the Price Schedule, the Security Requirements Check List (SRCL), Bid Evaluation Criteria and Bid Submission Form.

1.2 SUMMARY

- (a) This bid solicitation is being issued to satisfy the requirement of Human Resources and Skills Development Canada (HRSDC), for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended, to result in the award of seven (7) contracts, with an initial Contract Period of 400 working days for each resource.
- (c) Bidders must not submit the same named resource for more than one category and level contained in this solicitation.

- (d) There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the “Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders”, information found on the Departmental Standard Procurement Documents Website:
- <http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html>
- (e) The requirement is subject to the provisions of the *World Trade Organization Agreement on Government Procurement* (WTO-AGP), the *North American Free Trade Agreement* (NAFTA) and the *Agreement on Internal Trade* (AIT).
- (f) The following resources in Categories of Personnel described below are required in accordance with the TBIPS SA Annex B.

TBIPS Category	Level 1	Qty	Requirements	Estimated Contract Period
A.2 ERP Analyst – SAP Accounts Receivable (AR) Specialist	3	1	Appendix A to Annex A	400 working days
A.2 ERP Analyst – SAP Salary Forecasting (SF) Specialist	3	1	Appendix B to Annex A	400 working days
A.2 ERP Analyst – SAP Governance, Risk and Compliance (GRC) Specialist	3	1	Appendix C to Annex A	400 working days
A.1 Application/Software Architect – SAP Application Architect	3	1	Appendix D to Annex A	400 working days
P.9 Project Manager – SAP Project Manager	3	1	Appendix E to Annex A	400 working days
A.2 ERP Analyst – SAP Asset Accounting (AA) Specialist	3	1	Appendix F to Annex A	400 working days
P.10 Project Scheduler – SAP Project Scheduler	2	1	Appendix G to Annex A	400 working days

1.3 DESCRIPTION OF REQUIREMENT

The requirement is described in the following documents:

- (a) This Bid Solicitation document and its associated annexes and attachments; and
- (b) The TBIPS Supply Arrangement EN578-055605/D.

1.4 COMMUNICATION NOTIFICATION

As a courtesy, the Government of Canada requests that successful Bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

PART 2 - BIDDER INSTRUCTIONS

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual, issued by Public Works and Government Services Canada (PWGSC).

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- (c) The 2003 (2012-11-19) Standard Instructions - Goods or Services – Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 5.4 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:
- (i) Delete: sixty (60) days
 - (ii) Insert: 120 days
- (e) In Section 4 of Standard Instructions – Goods or Services – Competitive Requirements 2003, add Subsection 8 as follows:
8. A bid cannot be assigned or transferred in whole or in part.

2.2 SUBMISSION OF BIDS

- (a) Unless otherwise specified in the solicitation document, bids must be submitted to the PWGSC Bid Receiving Unit to the attention of the Contracting Authority as identified in this solicitation, by the date and time indicated on page 1.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail will not be accepted.

(c) Enquiries - Bid Solicitation

- (i) All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar days before the bid closing date, unless otherwise specified in this RFP. Enquiries received after that time may not be answered.
- (ii) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a “proprietary” nature must be clearly marked “proprietary” at each relevant item. Items identified as proprietary will be treated as such, except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.3 APPLICABLE LAWS

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) A Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of its choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.

Note to Bidders: Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

2.4 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD

Should Bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries – Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

2.5 VOLUMETRIC DATA

The data described in this Request for Proposal has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the services identified in this request for proposal will be consistent with this data. It is provided purely for information purposes.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 BID PREPARATION INSTRUCTIONS

- (a) Unless the RFP specifies otherwise, Canada requests that Bidders provide their bid in separate sections as follows:

- (i) Section I: Technical Bid (4 paper copies and 2 electronic copies on CD or DVD)
- (ii) Section II: Financial Bid (1 paper copy and 1 electronic copy on CD or DVD)
- (iii) Section III: Certifications (1 paper copy and 1 electronic copy on CD or DVD)

Where a electronic copy is required, if there is a discrepancy between the wording of the electronic copy and the paper copy, the wording of the paper copy will have priority over the wording of the electronic copy. Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

- (b) Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) use a numbering system that corresponds to the bid solicitation;
- (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, Bidder's name and address and contact information of its representative; and
- (iv) include a table of contents.

- (c) **Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement which can be found at:

<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>

To assist Canada in reaching its objectives, Bidders should:

- (i) use paper containing fiber certified as originating from a sustainable managed forest and/or containing minimum 30% recycled content; and
- (ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

- (d) The Bidder may submit more than one bid. If an alternate bid is submitted, it must be a physically separate document, clearly marked as an alternate bid. Each bid will be evaluated independently, without regard to the other bids submitted by the Bidder. As a result, every bid must be complete on its own. Even though material submitted in one bid will not be used to supplement another bid submitted by the same Bidder, where inconsistencies are noted among multiple bids submitted by the same Bidder, Canada may consider those inconsistencies in evaluating the multiple bids. If the Bidder submits multiple bids and wishes to withdraw one or more of those bids, Canada may require that the Bidder withdraw either all its bids, or none of them.

3.2 SECTION I: TECHNICAL BID

In their technical bid, Bidders must demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability in a thorough, concise and clear manner for carrying out the work. The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The technical bid consists of the following:

- (a) **Bid Submission Form:** Unless specified otherwise in the RFP, Bidders are requested to include with their bids the Bid Submission Form (see *Attachment 3.2: TBIPS Bid Submission Form*). It provides a common form in which Bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (b) **Substantiation of Technical Compliance:** The Technical Bid must substantiate the compliance with the specific articles of Attachment 4.1, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder meets the requirement. Simply stating that the Bidder complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Cross Reference" column of Attachment 4.1, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (c) **Resumes for Proposed Resources:** Unless specified otherwise in the RFP, the technical bid must include resumes for the resources identified in the bid solicitation that demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to resumes and resources:
 - (i) No more than one resume may be submitted per required category of personnel.
 - (ii) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications). For educational requirements for a particular degree, designation or certificate, the Con-

tracting Authority will only consider educational programs that were successfully completed by the resource by the time of bid closing.

- (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the evaluation and Contract Period.
 - (iv) For work experience, the Contracting Authority will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution.
 - (v) For any requirements that specify a particular time period (e.g. 2 years) of work experience, the Contract Authority will disregard any information about experience if the individual's resume does not include the relevant dates for the experience claimed (i.e. the start date and end date).
 - (vi) For work experience to be considered by the Contracting Authority, the resume must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. The Bidder should provide complete details as to where, when (month and year), and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.
- (d) **Customer Reference Contact Information:** The Bidder must provide customer references in Attachment 4.1, who can confirm the information required in Attachment 4.1. For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.
- (e) **Security, Financial & Other Requirements:** As required by Part 6 of the bid solicitation.

3.3 SECTION II: FINANCIAL BID

- (b) **Pricing:** Bidders must submit their financial bid by using the Bidder's Price Schedule response template provided at Annex B. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. Bidders must include a single, firm, all-inclusive per diem rate in Canadian dollars in each cell requiring an entry in the pricing tables. The Bidder's proposed firm per diem rates for the initial contract period must not exceed those rates set out in Annex C - TBIPS Schedule of Per Diem Rates of the SA Holder's Supply Arrangement. SA Holders may offer a percentage discount on their per diem rates. The rates quoted for any option period must not be lower than the

corresponding rate(s) quoted for the initial period of the resulting contract(s) period. Failure to abide with this condition will result in a bid being considered non-responsive.

- (b) **Variation in Professional Services Resource Rates from Year to Year:** The Bidder may propose different rates for resources for future years of the resulting contract, including option years at a rate higher than the current applicable ceiling rate. The maximum allowable increase in the Firm Per Diem Rates from one period to the subsequent period is **5%**. The Bidder's firm per diem rate must remain within the current applicable ceiling rate for the first 12 months of any resulting contract.
- (c) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (d) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.4 SECTION III: CERTIFICATIONS

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 EVALUATION PROCEDURES

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the HRSDC and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Requests for Interviews:** If Canada wishes to interview the Bidder to fulfill the requirements of the bid solicitation, the Bidder will have two (2) working days (or a longer period if specified in writing by the Contracting Authority) following notice by the Contracting Authority to make any necessary arrangements (at the Bidder's sole cost) for the interview to take place at a location specified by Canada.

4.2 TECHNICAL EVALUATION:

(a) Mandatory Technical Criteria

- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory".
- (ii) Each bid will also be reviewed for compliance with the specific mandatory requirements for each resource type, as described in Attachment 4.1: Evaluation Criteria for the Proposed Resource(s) - Mandatory and Rated Requirements.
- (iii) A Bid that does not comply with each and every mandatory requirement (including mandatory requirement for the proposed resource) will be considered non-responsive/non-compliant and be disqualified.

(b) Point-Rated Technical Criteria

- (iv) Each proposed resource by the Bidder will be reviewed against its corresponding point-rated requirements and scored in accordance with the scoring scheme, as described in Attachment 4.1: Evaluation Criteria for the Proposed Resource(s) - Mandatory and Rated Requirements.

- (v) A Bid for a resource category will be considered non-compliant and will be disqualified if it cannot obtain the required minimum score of 70% for the specific resource category.
- (c) **Resource Qualifications:** The qualifications and experience of the proposed resource(s) will be assessed against the requirements set out in the bid solicitation. Canada may request proof of successful completion of formal training, as well as reference information. The Contracting Authority reserves the right to request references from a Bidder to conduct a reference check to verify the accuracy of the information provided. For each customer reference, the Bidder must provide within 3 business days of the request, the name, telephone number, and e-mail address (unless this individual does not have an e-mail address) for a contact person. The title of each person is requested but not required. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.
- (d) **Reference Checks:** If reference checks are conducted by Canada, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will send all e-mail reference check requests to the contacts supplied by the Bidder. Canada will not award any points unless the response is received within five (5) working days. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated. Points will not be allocated if the reference customer is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder). Nor will points be allocated if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder. Crown references will be accepted.
- (e) **Technically Responsive Proposal:** A technically responsive proposal is a proposal that meets the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

4.3 FINANCIAL EVALUATION

- (a) Unless otherwise specified in the RFP, the financial evaluation will be conducted by calculating the Total Bid Price using Annex B - Price Schedule that must be completed by the Bidder. The Bidder must provide firm, all-inclusive per diem rates for all of the resource categories in accordance with the bid solicitation, which must include an initial contract period and all option periods. For the contract period #1 of any contract (from date of award) resulting from this RFP, the applicable firm per diem rates must not exceed those rates specified in Annex "C" - Schedule of Per Diem Rates of the SA Holder's Supply Arrangement for each relevant resource(s). Failure to abide with this condition will result in a proposal being considered non-responsive.
- (b) **Mandatory Financial Criteria**
 - (i) **Formulae in Pricing Tables**

If the pricing tables provided to Bidders include any formulae, Canada may re-input the prices provided by Bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a Bidder.
 - (ii) **Substantiation of Professional Services Rates**

In Canada's experience, Bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bid, Canada may, but will have no obligation to, require price support for any rates proposed (either for all or for specific resource categories). Examples of price support that Canada would consider satisfactory include:

- 1) an invoice (referencing a contract serial number) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant Resource Category, where those services were provided in the National Capital Region for at least three months within the twelve months prior to the bid solicitation issuance date, and the fees charged were equal to or less than the rate offered to Canada;
- 2) in relation to the invoice in 1), a signed contract with, or a letter of reference signed by, the Bidder's client that includes at least 50% of the tasks listed in this solicitation's Statement of Work for the Resource Category being examined for an unreasonably low rate;
- 3) in respect of each referenced contract, a resume for the resource that performed under that contract that shows the resource would pass the Resource Category's mandatory requirements and achieve the required pass mark for the Resource Category's rated criteria; and
- 4) the name, telephone number and, if available, e-mail address of the invoiced client for each of the resources invoiced, so Canada can verify any facts presented for the affected categories.

Once Canada requests substantiation of the rates bid for any Resource Category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. Where Canada determines that the information provided by the Bidder does not substantiate the unreasonably low rates, the proposal will be considered non-responsive and will receive no further consideration. Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.

4.4 BASIS OF SELECTION

- (a) Bid selection will be conducted respectively for each resource category.
- (b) A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria and obtain a minimum of 70% of Total Assigned Points of the respective rated criteria to be declared responsive.
- (c) All responsive bids will be further evaluated and awarded the Financial Points according to *Bid Selection Methodology* as described in *Attachment 4.2*. The winning bid is the one obtaining the highest Point Total for the proposed resource.

- (d) If more than one Bidder is ranked first because of identical overall scores, then the Bidder obtaining the highest technical score will become the top-ranked Bidder.
- (e) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.
- (f) If more than one Bidder is ranked first because of identical overall scores, then the Bidder obtaining the highest technical score will become the top-ranked Bidder.
 - (i) In the case of an identical technical score, the Bidder obtaining the highest score for the Rated Requirement R-1 will become the top-ranked Bidder.
 - (ii) In the case of an identical R-1 score, the Bidder obtaining the highest score for Rated Requirement R-2 will become the top-ranked Bidder.
 - (iii) When necessary, this process continues until all the rated scores have been used.
- (g) If two or more Bidders are still tied for first place after (d), then a "coin flip" method will be used to determine the winning bid.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted in accordance with the articles below.

Compliance with the certifications Bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify Bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

Bidders must submit, **at bid closing**, the duly completed certification as part of their bid.

5.1 MANDATORY CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD

(a) Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders, who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

5.2 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

- (a) The Federal Contractors Program for Employment Equity (FCP-EE) requires that some suppliers bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP-EE, evidence of its commitment must be provided before the award of the Contract.
- (b) Suppliers who have been declared ineligible contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contract Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP-EE for a reason other than the reduction of their workforce to fewer than 100 employees. Any bids from ineligible contractors will be declared non-responsive.
- (c) If the Bidder does not fall within the exceptions enumerated in (d) (i) or (ii) below, or does not have a valid certificate number confirming its adherence to the FCP-EE, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity to the Labour Branch of HRSDC, which is available for download at:

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc?=e>
- (d) Each Bidder is requested to indicate in its bid whether it is:
 - (i) not subject to FCP-EE, having a workforce of fewer than 100 permanent full or part-time employees in Canada;
 - (ii) not subject to FCP-EE, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
 - (iii) subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but it has not previously obtained a certificate number from HRSD (because it has not bid before on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is required from the Bidder; or
 - (iv) subject to FCP-EE, and has a valid certification number (i.e., has not been declared an ineligible Contractor by HRSDC).
- (e) Further information on the FCP-EE is available on the HRSDC Website (<http://www.hrsdc.gc.ca/en/gateways/topics/wzp-gxr.shtml>).

Note to Bidders: Bidders are strongly requested to use the Bid Submission Form to provide information about their status under this program. For a joint venture Bidder, this information must be provided for each member of the joint venture.

5.3 FORMER PUBLIC SERVANT CERTIFICATION

- (a) Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public

funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders must provide the information required below.

- (b) For the purposes of this clause,
- (i) **"Former public servant"** means a former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police and includes:
 - 1. an individual;
 - 2. an individual who has incorporated;
 - 3. a partnership made up of former public servants; or,
 - 4. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
 - (ii) **"Lump sum payment period"** means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service.
 - (iii) **"Pension"** means a pension payable pursuant to the Public Service Superannuation Act, R.S., 1985, c. P-36, as indexed pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24.
- (c) If any of the Bidder's proposed resource(s) is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:
- (i) name of former public servant; and
 - (ii) date of termination of employment or retirement from the Public Service.
- (d) If any of the Bidder's proposed resource(s) is an FPS who received a lump sum payment pursuant to the terms of a work force reduction program, the Bidder must provide the following information:
- (i) name of former public servant;
 - (ii) conditions of the lump sum payment incentive;
 - (iii) date of termination of employment;
 - (iv) amount of lump sum payment;
 - (v) rate of pay on which lump sum payment is based;
 - (vi) period of lump sum payment including start date, end date and number of weeks; and
 - (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.
- (e) For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.
- (f) By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

5.4 STATUS AND AVAILABILITY OF RESOURCES

- (a) By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.
- (b) If the Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual or his/her employer to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.5 EDUCATION AND EXPERIENCE

- (a) The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
- (b) All of the resources proposed must meet the minimum experience requirements detailed in the Supply Arrangement for the category of personnel for which they are being proposed. The SA Holder acknowledges that the Department of Public Works and Government Services Canada reserves the right to verify this certification prior to contract award or during contract performance and that untrue statements may result in the proposal being declared non-responsive or any other action, which the Minister may consider appropriate.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 SECURITY REQUIREMENT

At the date of Bid Closing, the following conditions must be met:

- (a) The Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses.
- (b) Canada will not delay the award of any contract to allow Bidders to obtain the required clearance.
- (c) In the case of a joint venture Bidder, each member of the joint venture must meet the security requirements.
- (d) For additional information on security requirements, Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to Bidders" information found on the Departmental Standard Procurement Documents Website:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html>

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses apply to and form part of any contracts resulting from the bid solicitation.

7.1 REQUIREMENT

_____ (the **Contractor**) agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract.

- (a) **Client:** Under the Contract, the **Client** includes Human Resources and Skills Development Canada (HRSDC).
- (b) **Reorganization of the Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client.
- (c) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User is a reference to the Client.

7.2 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada, at:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

(a) **General Conditions:**

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions apply to and form part of the Contract:

- (i) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information; and
- (ii) 4008 (2008-12-12), Supplemental General Conditions - Personal Information.

7.3 SECURITY REQUIREMENT

The Security Requirement Check List (SRCL), as set out under Annex C applies. (or use the detail terms below when required)

- (a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian and International In-

dustrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).

- (b) The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CIISD/PWGSC.
- (c) The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
- (e) The Contractor must comply with the provisions of the:
 - 1. Security Requirements Check List EN578-055605, described in Annex C; and
 - 2. Industrial Security Manual (*Latest Edition*).

7.4 CONTRACT PERIOD

- (a) **Contract Period:** The “Contract Period” is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - (i) The “Contract Period”, which begins on the date _____ (*to be inserted at Contract Award*); and ends 400 working days later.

7.5 AUTHORITIES

- (a) **Contracting Authority**

The Contracting Authority for the Contract is:

Name:	Long Pan
Title:	Supply Team Leader
Identified User:	PWGSC
Address:	219 Laurier Avenue West Ottawa ON K1A 0S5
Telephone:	613-952-0285
E-mail:	long.pan@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

- (b) **Project Authorities** (*to be confirmed at contract award*)

The Project Authority for the Contract is:

Name:
Title:
Organization:

Address:
Telephone:
Facsimile:
E-mail:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) **Invoicing Authority**

The Invoicing Authority for the Contract is:

Name: Lise Normand
Title: Senior Projects Manager - ESRP
Organization: HRSDC
Address: 140 Promenade du Portage
PDP Phase IV – Mail Stop 903
Gatineau QC K1A 0J6
Telephone: 819-934-4582
E-mail: lise.normand@hrsdc-rhdcc.gc.ca

(d) **Delegation of Authority**

The preceding Authorities may delegate their authority through a duly appointed representative within their respective departments. Canada will notify the Contractor of any such delegation.

(e) **Contractor's Representative** *(to be confirmed at contract award)*

The representative for the Contractor is:

Name:
Title:
Address:
Telephone:
Facsimile:
E-mail:

7.6 PAYMENT

(a) **Basis of Payment**

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum price for the TA, for actual time worked and any resulting deliverables in accordance with the firm, all-inclusive per diem rates set out in Annex B Price Schedule, HST extra. The ceiling price is subject to downward adjustment so as

not to exceed the actual hours worked to perform the work when computed in accordance with the Basis of Payment.

- (ii) The Contractor will be paid only for the actual time worked (exclusive of any allowance for such items as leaves and breaks etc.).

A firm all-inclusive per diem rate will be paid for every Working Day worked by the Contractor's resource where the work was performed for 7.5 hours.

Where the work was performed less than 7.5 hours by the Contractor's resource on a Working Day, the Contractor will be paid for the actual hours worked. The hourly rate will be determined by dividing the per diem rate by 7.5 hours.

The Contractor will not be paid for the transit time of the Contractor's resource to and from the work site.

Without prior written approval of the Project Authority, the Contractor will not be paid for any time worked by the Contractor's resource above a 7.5 hour work day.

Working Day means Monday to Friday excluding Canada's statutory holidays.

- (iii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iv) **Travel and Living Expenses:** Canada will not pay any travel or living expenses associated with performing the Work.
- (v) **Professional Services Rates:** In Canada's experience, Bidders from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor refuses, or is unable, to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include prohibiting the Contractor from bidding on future requirements that include any professional services, or rejecting the Contractor's other bids for professional services requirements on the basis that the Contractor's performance on this or other contracts is sufficiently poor to jeopardize the successful completion of other requirements.
- (vi) **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitment to purchase specific amounts or values of services is described elsewhere in the Contract.

(b) **Limitation of Expenditure**

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

(c) Method of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work performed has been accepted by Canada.

(d) Time Verification

Time charged and the accuracy of the Contractor's time recording system is subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

(e) No Responsibility to Pay for Work not performed due to Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.7 INVOICING INSTRUCTIONS

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- (c) By submitting invoices (other than for any items subject to an advance payment), the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original of each invoice to the Technical Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

7.8 CERTIFICATIONS

Compliance with the certifications provided by the Contractor in its response to the RFP is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

7.9 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.10 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wordings of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- (a) These Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental general conditions, in the following order:
 - (i) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information; and
 - (ii) 4008 (2008-12-12), Supplemental General Conditions - Personal Information;
- (c) 2035 (2012-11-19) General Conditions – Higher Complexity – Services;
- (d) Statement of Work;
- (e) Price Schedule;
- (f) Security Requirements Check List;
- (g) Supply Arrangement Number EN578-055605/D (the “**Supply Arrangement**”);
- (h) The Contractor's bid dated _____ (*insert date of bid*), as amended _____ (*insert date(s) of amendment(s) if applicable*), not including any software publisher license terms and conditions that may be included in the bid, not including any provisions in the bid with respect to limitations on liability, and not including any terms and conditions incorporated by reference (including by way of a web link) in the bid.

7.11 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR)

- (a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor); or
- (b) SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor);

Whichever is applicable (*to be determined in any resulting Contract*).

7.12 INSURANCE REQUIREMENTS

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.13 LIMITATION OF LIABILITY - INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

1. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this section, even if it has been made aware of the potential for those damages.
2. **First Party Liability:**
 - (a) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (i) Any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
 - (ii) Physical injury, including death.
 - (b) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - (c) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
 - (d) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (a) above.
 - (e) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relates to:
 - (i) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (ii) any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated by Canada either in whole or in part for default, up to an aggregate maximum for this subparagraph (ii) of the greater of **0.75** times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the block titled "Total

Estimated Cost” or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$ **1,000,000.00**.

In any case, the total liability of the Contractor under paragraph (e) will not exceed the total estimated cost (as defined above) for the Contract or \$ **1,000,000.00**, whichever is more.

- (f) If Canada’s records or data are harmed as a result of the Contractor’s negligence or wilful act, the Contractor’s only liability is, at the Contractor’s own expense, to restore Canada’s records and data using the most recent back up kept by Canada. Canada is responsible for maintaining an adequate back up of its records and data.

3. **Third Party Claims:**

- (a) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party’s portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (b) If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor’s portion of the damages to the third party. However, despite paragraph (a), with respect to special, indirect, and consequential damages of third parties covered by this section, the Contractor is only liable for reimbursing Canada for the Contractor’s portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party’s intellectual property rights; physical injury of a third party, including death; damages affecting a third party’s real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- (c) The Parties are only liable to one another for damages to third parties to the extent described in this paragraph 3.

7.14 **JOINT VENTURE CONTRACTOR**

- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: *(all the joint venture members named in the Contractor's original bid will be listed.)*
- (b) Each joint venture member must be a valid SA Holder of the **Supply Arrangement**.
- (c) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants *(as applicable)* that:

- (i) _____ has been appointed as the “representative member” of the joint venture Contractor and has full authorities to act as agent for each member regarding all matters relating to the Contract;
- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (d) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada’s opinion, affects the performance of the Work in any way.
- (e) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (f) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (g) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.

7.15 PROFESSIONAL SERVICES - GENERAL

- (a) The Contractor must provide professional services on request as specified in this Contract. Where in the Contract a specific individual is identified as required to perform the Work, the Contractor must make such person available to perform the work within 10 working days of the issuance of the Contract. Where such a specific individual is unavailable to perform the Work, Canada may elect to either (i) exercise its rights or remedies under the Contract or at law (including terminating the Contract for default), or (ii) Canada may require the Contractor to propose the replacement of the specific individual in accordance with the Article titled, “Replacement of Specific Individuals” in the *General Conditions* 2035. This obligation applies despite any changes that Canada may have made to any hardware, software or any other aspect of the Identified User’s operating environment.
- (b) If there must be a change in a resource performing work under the Contract (which must in any case comply with the requirements in the section of the General Conditions entitled “Replacement of Specific Individuals”), the Contractor must make the replacement available for work within 10 working days of the departure of the existing resource (or, if Canada has requested the replacement, within 15 working days of Canada’s notice of the requirement for a replacement).
- (c) All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, educa-

tion, and language proficiency) and must be competent to provide the required services by any delivery dates described in the Contract. The resource must be approved by Canada prior to the replacement at the Work site.

- (d) The Contractor must monitor its employees to ensure satisfactory performance and that progress of the Work is maintained to Canada's satisfaction. A Contractor representative will meet with the Project Authority on a regular basis (as specified by Canada) to discuss the performance of its resources and to resolve any issues at hand.
- (e) If the Contractor fails to meet any of its obligations under this Article, or fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within 10 working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

7.16 SAFEGUARDING ELECTRONIC MEDIA

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.17 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding it and its proposed resources experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.18 ACCESS TO CANADA'S PROPERTY AND FACILITIES

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

Solicitation No. - N° de l'invitation
G9931-120012/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
109xn

Client Ref. No. - N° de réf. du client
G9931-120012

File No. - N° du dossier
109xn.G9931-120012

CCC No./N° CCC - FMS No/ N° VME

7.19 GOVERNMENT PROPERTY

Canada agrees to supply the Contractor with items (the “**Government Property**”) required for the Contractor to perform the Work under the Contract. The section of the General Conditions entitled “*Government Property*” also applies to the use of the Government Property by the Contractor.

Solicitation No. - N° de l'invitation
G9931-120012/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
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Client Ref. No. - N° de réf. du client
G9931-120012

File No. - N° du dossier
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CCC No./N° CCC - FMS No/ N° VME

ANNEX A: STATEMENT OF WORK

**FOR
THE TASK-BASED INFORMATICS AND PROFESSIONAL SERVICES
FOR
HRSDC ERP-SAP IMPLEMENTATION PROJECT
- FUNCTIONAL SUPPORT -**

1. BACKGROUND

The Enterprise Resource Planning – Systems, Applications, and Products in Data Processing (ERP-SAP) Project is part of a suite of major projects within the overall scope of the Enabling Services Renewal Program (ESRP) that will modernize enabling services and capitalize on new tools to support common processes that will simplify and automate processes to achieve optimum workflow. The ESRP and the ERP-SAP project will utilize the successful Service Canada service model as a structural guide. Built on modern technologies and processes, the end-state goal is to create a click-call-consult target service model which will deliver integrated solutions for human resources (capital) management, finance and materiel management, asset management, investment management, data integrity, personnel security, procurement functions and information technology (IT), all leveraging the capabilities of new Enterprise Resource Planning (ERP) systems.

Replacement of the current legacy Corporate Management System (CMS) with the Government of Canada (GC)-endorsed SAP solution supports the pathfinder role adopted by HRSDC of utilizing the most effective and efficient COTS ERP systems, linked through interoperability while at the same time leveraging common GC financial and materiel management business processes to support client service and the integrity of external reporting requirements.

2. REQUIREMENT

HRSDC has requirements for resources in different roles (see Table 1 below) for the implementation of the SAP solution as part of the next stages of the ERP-SAP project (i.e. Design/Build and Deploy/Stabilize). The detailed requirements for each specific Contractor are described in the corresponding Appendix to this Annex.

Table 1- Summary of Resource Requirements

TBIPS Category	Level	Qty	Requirements	Estimated Contract Period
A.2 ERP Analyst – SAP Accounts Receivable (AR) Specialist	3	1	Appendix A to Annex A	400 working days
A.2 ERP Analyst – SAP Salary Forecasting (SF) Specialist	3	1	Appendix B to Annex A	400 working days
A.2 ERP Analyst – SAP Governance, Risk and Compliance (GRC) Specialist	3	1	Appendix C to Annex A	400 working days
A.1 Application/Software Architect – SAP Application Architect	3	1	Appendix D to Annex A	400 working days
P.9 Project Manager – SAP Project Manager	3	1	Appendix E to Annex A	400 working days
A.2 ERP Analyst – SAP Asset Accounting (AA) Specialist	3	1	Appendix F to Annex A	400 working days
P.10 Project Scheduler – SAP Project Scheduler	2	1	Appendix G to Annex A	400 working days

APPENDIX A TO ANNEX A

A.2 ERP ANALYST (LEVEL 3) –

SAP ACCOUNTS RECEIVABLE SPECIALIST

1. REQUIREMENT

Human Resources and Skills Development Canada (HRSDC) has a requirement for an ERP Functional Analyst – SAP Accounts Receivable (SAP FI/AR) Level 3 resource to assist in the implementation of SAP FI/AR and provide ongoing client support during the stabilization period.

The resource will support departmental cash receipts processing and customized interfaces to/from the departments existing Legacy Systems, primarily DARS and Local Web Receipts. The resource requires knowledge and expertise in configuring SAP financial accounting and accounts receivable business processes based on SAP best practices which includes but is not limited to:

- Configuration and testing of revenue, receipts and receivables related to accounts receivable business processes
- Identification of user roles and authorization objects required for Role assignment (that can be combined with other roles)
- Experience in identifying/configuring the necessary integration points with GL, AP, CO and HR (for Personnel data)
- Experience in identifying standard reports delivered within SAP ERP
- Experience in identifying InfoCubes and reports delivered through SAP BI

2. TASKS AND DELIVERABLES

Throughout the Project the Resource will be required, without limitation, to execute the following tasks and deliverables. All deliverables are subject to the review and approval of the Project Authority.

- 1) Configure HRSDC's Development Environment - Based on the business requirements established during the blueprint, the resource will be required to complete the entire configuration to support the SAP FI/AR business requirements. This will include the configuration of general settings and any applicable enterprise structures.
- 2) Prepare Functional Design Specifications - Based on the blueprint established for HRSDC, the resource will be required where applicable to develop the functional specifications for any development required to support the HRSDC SAP implementation as it relates to the FI/AR processes such as:
 - Workflows
 - Reports
 - Interfaces
 - Conversions
 - Enhancements
 - Forms

- 3) Prepare Portal Security Strategy - The resource will be required to recommend and implement an overall security strategy for an SAP Portal environment, and SAP IDM as it relates to FI/AR.
- 4) Functional testing - The resource will be required to develop a comprehensive suite of test scripts to support the testing of HRSDC's business process requirements. The resource will also be required to support the overall testing strategy, including participation in multiple test plans and the resolution of test issues.
- 5) Prepare Supporting Documentation - The resource will be required to prepare Solution Manager documentation in support of the SAP FI/AR module, including but not limited to:
 - Business process documentation
 - Configuration documentation
 - Unit and Integration testing documentation
 - Training documentation
- 6) Cut Over Support - The resource will be required to identify all the necessary steps and dependencies for SAP FI/AR to support the cutover from CMS to HRSDC's production SAP system. All steps and associated dependencies will be documented and tested to support HRSDC's go live.
- 7) Ongoing Support - The resource will be required to provide ongoing support to HRSDC's SAP implementation including problem resolution, change request management and user support during the 4-month stabilization period.
- 8) Delivery - The Resource shall submit status reports in MS Word format on a bi-weekly basis, including one electronic copy of the deliverables to the Project Authority.
- 9) Project Status - The Resource will be required to assist in developing and presenting various project statuses updates as well as other project deliverables as specified by the Project Authority.
- 10) Knowledge Transfer - The Resource must transfer functional and technical knowledge to the project team and/or client staff through individual and group training and demonstrations and written instructions and documents one month prior to the contract end date.

APPENDIX B TO ANNEX A

A.2 ERP ANALYST (LEVEL 3) – SAP SALARY FORECASTING SPECIALIST

1. REQUIREMENT

Human Resources and Skills Development Canada (HRSDC) has a requirement for an ERP Functional Analyst – SAP Salary Forecasting (SAP SF) Level 3 resource to assist in the implementation of SAP SF and provide ongoing client support during the stabilization period.

The resource will support departmental salary forecasting, salary reporting, salary accounting and customized interfaces to/from the departments HR(Peoplesoft) system and interfaces from the Regional Pay System (RPS). The resource requires knowledge and expertise in configuring SAP Salary Forecasting Tool, salary forecasting, salary reporting and salary accounting business processes based on SAP best practices which includes but is not limited to configuration of:

- Configuration and testing of SAP SFT
- Identification of user roles and authorization objects required for Role assignment (that can be combined with other roles)
- Experience in identifying/configuring the necessary integration points with GL, FI, FM, CO and HR (for Personnel data)
- Experience in identifying standard reports delivered within SAP ERP
- Experience in identifying InfoCubes and reports delivered through SAP BI

2. TASKS AND DELIVERABLES

Throughout the Project the Resource will be required, without limitation, to execute the following tasks and deliverables. All deliverables are subject to the review and approval of the Project Authority.

- 1) Configure HRSDC's Development Environment - Based on the business requirements established during the blueprint, the resource will be required to complete the entire configuration to support the SAP SFT business requirements. This will include the configuration of general settings and any applicable enterprise structures.
- 2) Prepare Functional Design Specifications - Based on the blueprint established for HRSDC, the resource will be required where applicable to develop the functional specifications for any development required to support the HRSDC SAP implementation as it relates to the SFT processes such as:
 - Workflows
 - Reports
 - Interfaces
 - Conversions
 - Enhancements
 - Forms

- 3) Prepare Portal Security Strategy - The resource will be required to recommend and implement an overall security strategy for an SAP Portal environment, and SAP IDM as it relates to SFT.
- 4) Functional testing - The resource will be required to develop a comprehensive suite of test scripts to support the testing of HRSDC's business process requirements. The resource will also be required to support the overall testing strategy, including participation in multiple test plans and the resolution of test issues.
- 5) Prepare Supporting Documentation - The resource will be required to prepare Solution Manager documentation in support of the SAP SFT module, including but not limited to:
 - Business process documentation
 - Configuration documentation
 - Unit and Integration testing documentation
 - Training documentation
- 6) Cut Over Support - The resource will be required to identify all the necessary steps and dependencies for SAP SF to support the cutover from CMS to HRSDC's production SAP system. All steps and associated dependencies will be documented and tested to support HRSDC's go live.
- 7) Ongoing Support - The resource will be required to provide ongoing support to HRSDC's SAP implementation including problem resolution, change request management and user support during the 4-month stabilization period.
- 8) Delivery - The Resource shall submit status reports in MS Word format on a bi-weekly basis, including one electronic copy of the deliverables to the Project Authority.
- 9) Project Status - The Resource will be required to assist in developing and presenting various project statuses updates as well as other project deliverables as specified by the Project Authority.
- 10) Knowledge Transfer - The Resource must transfer functional and technical knowledge to the project team and/or client staff through individual and group training and demonstrations and written instructions and documents one month prior to the contract end date.

APPENDIX C TO ANNEX A

A.2 - ERP ANALYST (LEVEL 3) –

SAP GOVERNANCE, RISK AND COMPLIANCE SPECIALIST

1. REQUIREMENT

Human Resources and Skills Development Canada (HRSDC) has a requirement for an ERP Functional Analyst – SAP Governance Risk and Compliance (SAP GRC) (Level 3) resource to assist in the implementation of SAP GRC and the ongoing client support during the stabilization period.

Using Solution Manager the resource will support departmental processes for access control. The resource requires knowledge and expertise in configuring SAP Governance Risk & Control, access control, Identity Management and Roles & Authorizations business processes based on SAP best practices which includes but is not limited to:

- Configuration and testing of SAP GRC (Access Control)
- Identification of user roles and authorization objects required for Role assignment (that can be combined with other roles)
- Experience in identifying/configuring the necessary integration points with all of SAP modules in HRSDC SAP Blueprint (CO, AP, AR, CO, FM, AA, EAM, MM, PM, PS, CATS, GL, SPL, TV)
- Experience in identifying standard reports delivered within SAP ERP
- Experience in identifying InfoCubes and reports delivered through SAP BI
- Real-time identification and remediation of Segregation of Duties and Risks
- Integration with SAP Identity Management
- Integration with SAP Business Intelligence
- Use of ESS/MSS functionality via the SAP NetWeaver Portal in support of an SAP GRC
- Experience in defining simple and complex approval workflows for user provisioning within SAP IDM and SAP GRC

2. TASKS AND DELIVERABLES

Throughout the Project the Resource will be required to execute the following tasks and deliverables. All deliverables are subject to the review and approval of the Project Authority.

- 1) Configure HRSDC's Development Environment - Based on the business requirements established during the blueprint, the resource will be required to complete the entire configuration to support the SAP GRC business requirements. This will include the configuration of general settings and any applicable enterprise structures.
- 2) Prepare Functional Design Specifications - Based on the blueprint established for HRSDC, the resource will be required where applicable to develop the functional specifications for any development required to support the HRSDC SAP implementation as it relates to the GRC processes such as:
 - Workflows
 - Reports

- Interfaces
 - Conversions
 - Enhancements
 - Forms
- 3) Prepare Portal Security Strategy - The resource will be required to recommend and implement an overall security strategy for an SAP Portal environment, and SAP IDM as it relates to GRC.
 - 4) Functional testing - The resource will be required to develop a comprehensive suite of test scripts to support the testing of HRSDC's business process requirements. The resource will also be required to support the overall testing strategy, including participation in multiple test plans and the resolution of test issues.
 - 5) Prepare Supporting Documentation - The resource will be required to prepare Solution Manager documentation in support of the SAP GRC module, including but not limited to:
 - a. Business process documentation
 - b. Configuration documentation
 - c. Unit and Integration testing documentation
 - d. Training documentation
 - 6) Cut Over Support - The resource will be required to identify all the necessary steps and dependencies for SAP GRC to support the cutover from CMS to HRSDC's production SAP system. All steps and associated dependencies will be documented and tested to support HRSDC's go live.
 - 7) Ongoing Support - The resource will be required to provide ongoing support to HRSDC's SAP implementation including problem resolution, change request management and user support during the 4-month stabilization period.
 - 8) Delivery - The Resource shall submit status reports in MS Word format on a bi-weekly basis, including one electronic copy of the deliverables to the Project Authority.
 - 9) Project Status - The Resource will be required to assist in developing and presenting various project statuses updates as well as other project deliverables as specified by the Project Authority.
 - 10) Knowledge Transfer - The Resource must transfer functional and technical knowledge to the project team and/or client staff through individual and group training and demonstrations and written instructions and documents one month prior to the contract end date.
 - 11) Advice and Guidance - The Resource must provide advice, guidance and recommendations for security requirements related to:
 - a. MITS compliance, (Management Information Technology Security)
 - b. SOS, (Statement of Sensitivity)
 - c. PIA, (Privacy Impact Assessment)
 - d. TRA, (Threat and Risk Assessment)

APPENDIX D TO ANNEX A

A.1 - APPLICATION/SOFTWARE ARCHITECT (LEVEL 3) – SAP APPLICATION ARCHITECT

1. REQUIREMENT

Human Resources and Skills Development Canada (HRSDC) has a requirement for an Application/Software Architect – SAP Application Architect (Level 3) resource to assist in the implementation of SAP ECC 6.0 and the ongoing client support during the stabilization period.

The resource will be a key member of the ERP-SAP implementation team. The Application Architect will ensure that the end product of this project will be a modern and efficient department finance/materiel management system (DFMS) based on Treasury Board's Enterprise Resource Planning system standard – SAP. The solution will fully support the ESRP business transformation to the click – call – consult business model. It will be aligned with Treasury Board initiatives including: Common Financial Management Business Process Initiative (FM-BP); Common Enterprise Data Initiative (CEDI); Common Financial Management System Configuration Initiative (FM-SC); and, Financial Interoperability and Stewardship Initiative (FISI). It will be implemented using the ASAP methodology which is a phased, deliverable-oriented methodology that streamlines implementation projects, minimizes risk, and reduces total cost of implementation. The implementation methodology will be supplemented by LEAD Framework approach to ERP implementation. The end product will be an operational system/solution that will fully support the ESRP goals of: value for money; sound stewardship and accountability of resources; and, improved service. The end product will include the required in service support processes and tools necessary to ensure a continuous improvement during the stabilization and during system and business operations.

2. TASKS AND DELIVERABLES

Tasks:

The Application/Software Architect – SAP Application Architect (Level 3) is required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 1) Advise and support the Solution Manager, Project Manager and Technical Manager and
- 2) provide technical guidance to the BASIS Team;
- 3) Architect the technical landscape of the SAP solution;
- 4) Assist in designing the Solution architecture;
- 5) Architecture integration between SAP and other systems and tools;
- 6) Coordinate all SAP infrastructure change management efforts utilizing change management tools and processes;

- 7) Apply knowledge of SAP Basis technology and products including Oracle Server RDBMS, and UNIX/Windows Server operating system skills to support SAP and associated technology infrastructure, landscape environments and interfacing systems;
- 8) Plan installs, upgrades and maintain SAP and associated technologies;
- 9) Provide solid understanding of SAP product offering and it's interoperability with other components as well as high level understanding of interface technology;
- 10) Design solutions with best architecture practices. (E.g. SOA);
- 11) Be responsible for overall system design;
- 12) Be involved with problem escalation and resolution, working with SAP AG and other software/hardware vendors to resolve problems;
- 13) Submit status reports in MS Word format on a monthly basis, one electronic copy of the deliverables as specified in the tasking authorization that will be raised on an "as and when requested" basis to the Project Authority;
- 14) Transfer functional and technical knowledge to the project team and/or client staff through individual and group training and demonstrations and written instructions and documents one month prior to the contract end date; and,
- 15) Assist in developing and presenting various project status updates as well as project deliverables.

Deliverables:

The Application/Software Architect – SAP Application Architect (Level 3) will be responsible for, without limitation, the following deliverables:

- 1) HRSDC SAP Landscape design document;
- 2) HRSDC SAP Solution Architecture document;
- 3) Integration Architecture and design document;
- 4) Status reports in MS-Word format on a monthly basis, one electronic copy of the deliverables as specified in the tasking authorization that will be raised on an "as and when requested" basis to the Project Authority;
- 5) Status update presentations; and,
- 6) Any other project deliverables related to the tasks identified above, on an "as and when requested" basis as specified by the Project Authority.

APPENDIX E TO ANNEX A

P.9 PROJECT MANAGER (LEVEL 3) –

SAP PROJECT MANAGER

1. REQUIREMENT

Human Resources and Skills Development Canada (HRSDC) has a requirement for a Project Manager – SAP Project Manager (Level 3) resource to assist in the implementation of SAP ECC 6.0 and the ongoing client support.

The resource will be a key member of the ERP-SAP implementation team. The SAP Project Manager will lead the overall planning, scheduling, controlling/monitoring and reporting activities of the ERP-SAP project. The Project Manager will ensure that the end product meets the requirements from the business blueprint as established in the planning phase. It will be implemented using the ASAP methodology which is a phased, deliverable-oriented methodology that streamlines implementation projects, minimizes risk, and reduces total cost of implementation. The implementation methodology will be supplemented by LEAD Framework approach to ERP implementation. The end product will be an operational system/solution that will fully support the ESRP goals of: value for money; sound stewardship and accountability of resources; and, improved service. The end product will include the required in service support processes and tools necessary to ensure a continuous improvement during the stabilization and during system and business operations.

2. TASKS AND DELIVERABLES

Tasks:

The Project Manager – SAP Project Manager (Level 3) will be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 1) Manage business and technical requirements planning activities identified in the business blueprint;
- 2) Implement reporting strategy and dashboard for functional and technical ERP deliverables;
- 3) Support the development of Service Management requirements and practices required for the Project and In-Service Organization;
- 4) Create, develop and document the custom development approach with other technical leads;
- 5) Interact with other business and technical teams to document and manage project schedule dependencies;

- 6) Prepare terms of reference and agenda for project management working group(s) and advisory board(s) ;
- 7) Develop risk management plan;
- 8) Develop and maintain ERP plans, tools, procedures and systems already in use or introduced by the ESRP Project Management Office;
- 9) Manage, coordinate and enforce the use of tools, procedures and systems within the technical teams;
- 10) Prepare, refine and review written documentation, reports, dashboards and make oral presentations;
- 11) Prepare or assist with project budget, costing and scheduling estimates as well as project implementation approaches, issue/quality management processes and organizational requirements;
- 12) Prepare, refine and review Work Breakdown Structures (WBS), Schedules, Resource Allocation Matrices (RAM), quality assurance or other necessary standards, Organizational Breakdown Structures (OBS) and other project control documents;
- 13) Collect, review, analyze, track and report on project performance data and advise on the time, cost, scope, quality, business requirements or other performance parameters;
- 14) Prepare, refine and review performance reports and facilitate integration with other tools/reports as necessary;
- 15) Plan business and technical deliverables based on ASAP methodology with participation of team leads;
- 16) Support the provisioning of infrastructure/hardware environments required for the Project and In-Service Organization;
- 17) Develop weekly status report for Solution Manager and Technical Director, management and governance committee meetings;
- 18) Submit status reports in MS-Word format on a monthly basis, one electronic copy of the deliverables as specified in the tasking authorization that will be raised on an "as and when requested" basis to the Project Authority;
- 19) Transfer functional and technical knowledge to the project team and/or client staff through individual and group training and demonstrations and written instructions and documents one month prior to the contract end date; and,
- 20) Assist in developing and presenting various project status updates as well as project deliverables.

Deliverables:

The Project Manager – SAP Project Manager (Level 3) will be responsible for, without limitation, the following deliverables:

- 1) Overall ERP project plan and schedule;
- 2) Certification and Accreditation approach, deliverables and resource requirements;

- 3) Critical path based on Project baseline schedule;
- 4) HRSDC transport process and approval;
- 5) Release Management Strategy;
- 6) Custom Development Approach and related functional and technical design templates;
- 7) Solution Manager implementation plan with technical and business requirements;
- 8) Production cutover plan;
- 9) Status reports in MS-Word format on a monthly basis, one electronic copy of the deliverables as specified in the tasking authorization that will be raised on an “as and when requested” basis to the Project Authority;
- 10) Status update presentations; and,
- 11) Any other project deliverables related to the tasks identified above, on an “as and when requested” basis as specified by the Project Authority.

APPENDIX F TO ANNEX A

A.2 ERP FUNCTIONAL ANALYST (LEVEL 3) – SAP ASSET ACCOUNTING

1. REQUIREMENT

Human Resources and Skills Development Canada (HRSDC) has a requirement for an ERP Functional Analyst – SAP Asset Accounting (SAP FI/AA) Level 3 resource to assist in the implementation of SAP FI/AA and provide ongoing client support during the stabilization period.

The resource will support departmental capital asset accounting and management which includes financial management and monitoring processes as well as capital asset lifecycle management, while ensuring compliance to the Canadian federal regulations and Central Agency policies. The resource requires knowledge and expertise in configuring SAP financial accounting and asset accounting business processes based on SAP best practices which includes but is not limited to:

- Configuration and testing of assets to asset accounting business processes
- Identification of user roles and authorization objects required for Role assignment (that can be combined with other roles)
- Experience in identifying/configuring the necessary integration points with GL, AP, MM, PM, PS, CO and FM
- Experience in identifying standard reports delivered within SAP ERP
- Experience in identifying InfoCubes and reports delivered through SAP BI

2. TASKS AND DELIVERABLES

Throughout the Project the Resource will be required to execute the following tasks and deliverables. All deliverables are subject to the review and approval of the Project Authority.

- 1) Configure HRSDC's Development Environment - Based on the business requirements established during the blueprint, the resource will be required to complete the entire configuration to support the SAP FI/AA business requirements. This will include the configuration of general settings and any applicable enterprise structures.
- 2) Prepare Functional Design Specifications - Based on the blueprint established for HRSDC, the resource will be required where applicable to develop the functional specifications for any development required to support the HRSDC SAP implementation as it relates to the FI/AA processes such as:
 - Workflows
 - Reports
 - Interfaces
 - Conversions
 - Enhancements
 - Forms

- 3) Prepare Portal Security Strategy - The resource will be required to recommend an overall security strategy for an SAP Portal environment, and SAP IDM as it relates to FI/AA.
- 4) Functional testing - The resource will be required to develop a comprehensive suite of test scripts to support the testing of HRSDC's business process requirements. The resource will also be required to support the overall testing strategy, including participation in multiple test plans and the resolution of test issues.
- 5) Prepare Supporting Documentation - The resource will be required to prepare Solution Manager documentation in support of the SAP FI/AA module, including but not limited to:
 - Business process documentation
 - Configuration documentation
 - Unit and Integration testing documentation
 - Training documentation
- 6) Cut Over Support - The resource will be required to identify all the necessary steps and dependencies for SAP FI/AA to support the cutover from CMS to HRSDC's production SAP system. All steps and associated dependencies will be documented and tested to support HRSDC's go live.
- 7) Ongoing Support - The resource will be required to provide ongoing support to HRSDC's SAP implementation including problem resolution, change request management and user support during the 4-month stabilization period.
- 8) Delivery - The Resource shall submit status reports in MS Word format on a bi-weekly basis, including one electronic copy of the deliverables to the Project Authority.
- 9) Project Status - The Resource will be required to assist in developing and presenting various project status updates as well as other project deliverables as specified by the Project Authority.
- 10) Knowledge Transfer - The Resource must transfer functional and technical knowledge to the project team and/or client staff through individual and group training and demonstrations and written instructions and documents one month prior to the contract end date.

APPENDIX G TO ANNEX A

P10. PROJECT SCHEDULER (LEVEL 2) – SAP PROJECT SCHEDULER

1. REQUIREMENT

Human Resources and Skills Development Canada (HRSDC) has a requirement for a Project Scheduler (Level 2) – SAP Project Scheduler resource to assist in the implementation of SAP ECC 6.0 and the ongoing client support.

The resource will be a key member of the ERP-SAP implementation team. The SAP Project Scheduler will support the SAP Project Manager and other SAP team leads in assisting the overall planning and scheduling activities.

2. TASKS AND DELIVERABLES

Tasks:

The Project Scheduler – SAP (Level 2) is required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 1) Assisting the project manager in the overall planning and scheduling activities on the ERP-SAP project, which will include;
 - Develop and support project schedules;
 - Develop and maintain Work Breakdown Structures;
 - Produce appropriate reports and identify scheduling and/or dependency issues;
 - Conduct and provide critical path analysis;
 - Track project change request;
 - Assist in scheduling or co-ordination efforts with internal and external project stakeholders.
 - Assist in project meeting, documenting decisions and actions in meetings minutes.
 - Assist in preparation and delivering of communication materials targeted to senior management.
 - Update the project schedule with bi-weekly status updates.
 - Assist in project close-out.

- 2) Assist project management and data processing professionals, technical users and end users in project coordination and synchronization of tasks.
- 3) Provide administrative and technical support of a clerical nature as required to support the project team.
- 4) Assist in performing such tasks as maintaining project documentation and application/system libraries.
- 5) Transfer functional and technical knowledge to the project team and/or client staff through any of the following as requested by the client including individual or group training; demonstration, written instructions and/or documents one month prior to the contract end date.
- 6) Assist in developing and presenting various project status updates as well as project deliverables.

Deliverables:

The Project Scheduler – SAP Project Scheduler (Level 2) will be responsible for, without limitation, the following deliverables:

- 1) Bi-weekly MS-Project Schedule status updates
- 2) Schedule Impact assessment reports
- 3) Project minutes after each project meeting, as required.
- 4) Submit weekly status reports in MS-Word format to the project manager for completed tasks for the weekly and planned tasks for the following week.
- 5) Delivery - The Resource shall submit status reports in MS-Word format on a bi-weekly basis, including one electronic copy of the deliverables to the Project Authority.
- 6) Project Status - The Resource will be required to assist in developing and presenting various project statuses updates as well as other project deliverables as specified by the Project Authority.
- 7) Knowledge Transfer - The Resource must transfer functional and technical knowledge to the project team and/or client staff through individual and group training and demonstrations and written instructions and documents one month prior to the contract end date.

Solicitation No. - N° de l'invitation
G9931-120012/A

Client Ref. No. - N° de réf. du client
G9931-120012

Amd. No. - N° de la modif.

File No. - N° du dossier
109xn.G9931-120012

Buyer ID - Id de l'acheteur
109xn

CCC No./N° CCC - FMS No/ N° VME

ANNEX B: PRICE SCHEDULE

**FOR
THE TASK-BASED INFORMATICS AND PROFESSIONAL SERVICES
FOR
HRSDC ERP-SAP IMPLEMENTATION PROJECT
- FUNCTIONAL SUPPORT -**

Solicitation No. - N° de l'invitation
G9931-120012/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
109xn

Client Ref. No. - N° de réf. du client
G9931-120012

File No. - N° du dossier
109xn.G9931-120012

CCC No./N° CCC - FMS No/ N° VME

Note to Bidders: Price Schedule will be developed based on inputs of Bidder's Pricing Table from the winning bid. Price Schedule will then be provided with any resulting Contract.

ANNEX C: SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EN578-055605

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Acquisitions	
3. a) Subcontract Number / Numéro du contrat de sous-traitance			3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Standing Offer for the provision of Task Based Informatics Professional Services to the Government of Canada				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

TBIPS SO EN578-055605



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
- If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
- If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ATTACHMENT 3.1

BIDDER'S PRICING TABLE

ATTACHMENT 3.1: BIDDER'S PRICING TABLE

REQUIREMENTS					CONTRACT PERIOD (400 working days)	
No.	Category of Personnel	Level	Qty	No. of Days	Per Diem Rate	Total
1	A.2 ERP Analyst – SAP Accounts Receivable (AR) Specialist	3	1	400	\$	\$
2	A.2 ERP Analyst – SAP Salary Forecasting (SF) Specialist	3	1	400	\$	\$
3	A.2 ERP Analyst – SAP Governance, Risk and Compliance (GRC) Specialist	3	1	400	\$	\$
4	A.1 Application/Software Architect – SAP Application Architect	3	1	400	\$	\$
5	P.9 Project Manager – SAP Project Manager	3	1	400	\$	\$
6	A.2 ERP Analyst – SAP Asset Accounting (AA) Specialist	3	1	400	\$	\$
7	P.10 Project Scheduler – SAP Project Scheduler	2	1	400	\$	\$

No.	Category of Personnel	Bidder's Proposed Price (per Category)
1	A.2 ERP Analyst – SAP Accounts Receivable (AR) Specialist	\$
2	A.2 ERP Analyst – SAP Salary Forecasting (SF) Specialist	\$
3	A.2 ERP Analyst – SAP Governance, Risk and Compliance (GRC) Specialist	\$
4	A.1 Application/Software Architect – SAP Application Architect	\$
5	P.9 Project Manager – SAP Project Manager	\$
6	A.2 ERP Analyst – SAP Asset Accounting (AA) Specialist	\$
7	P.10 Project Scheduler – SAP Project Scheduler	\$

Note: (1) The Bidder may bid on any of the Resource Categories. (2) Bidder's Proposed Price is the resource cost associated with the respective category for the professional service provided for the Contract Period.

ATTACHMENT 3.2

TBIPS BID SUBMISSION FORM

TBIPS BID SUBMISSION FORM

<i>(to be filled in by Bidder)</i>		
Bidder's full legal name		
Authorized Representative of Bidder for evaluation purposes <i>(e.g., clarifications)</i>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i>		
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract <i>(if other than as specified in solicitation)</i>	As per TBIPS Holder Supply Arrangement.	
Former Public Servants See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	

<p>Federal Contractors Program for Employment Equity (FCP EE) Certification</p> <p>If the bidder is exempt, please indicate the basis for the exemption to the right. If the bidder does not fall within the exceptions enumerated to the right, the Program requirements do apply and the bidder is required either to:</p> <p>(a) Submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED; or (b) Submit a valid Certificate number confirming its adherence to the FCP-EE.</p> <p>Bidders are requested to include their FCP EE Certification or signed LAB 1168 with their bid; if this information is not provided in the bid, it must be provided upon request by the Contracting Authority during evaluation.</p> <p>For joint ventures, be sure to provide this information for each of the members of the joint venture.</p>	On behalf of the bidder, by signing below, I also confirm that the bidder <i>[check the box that applies]</i> :	
	(a) is not subject to Federal Contractors Program for Employment Equity (FCP-EE), because it has a workforce of less than 100 permanent full or part-time employees in Canada;	
	(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i> ;	
	(c) is subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of Human Resources and Skills Development (HRSD) (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached; OR	
<p>Security Clearance Level of Bidder <i>[include both the CISC security clearance number, level and the date it was granted]</i></p>		
<p>Security Clearance Level of Bidder's Individual Resources <i>[add additional resources on another page, if required]</i></p> <p>i. Name of Individual as it appears on security clearance application:</p> <p>ii. Level of security clearance obtained and expiry date:</p> <p>iii. Security Screening Certificate and Briefing Form file number</p>	i.	
	ii.	
	iii.	
<p>On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <p>1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</p> <p>2. This bid is valid for the period requested in the bid solicitation;</p> <p>3. All the information provided in the bid is complete, true and accurate; and</p> <p>4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting</p>		

contract clauses included in the bid solicitation.	
--	--

Signature of Authorized Representative of Bidder	
Name	
Signed	
Date	

ATTACHMENT 4.1

EVALUATION CRITERIA FOR THE PROPOSED RESOURCE(S)

- MANDATORY AND RATED REQUIREMENTS

1. A.2 ERP Functional Analyst – SAP Accounts Receivable (AR) Specialist (Level 3)

(a) Mandatory Requirements

Mandatory (M) Requirements for A.2 ERP Functional Analyst – SAP Accounts Receivable (AR) Specialist (Level 3)

M #	Mandatory Requirements	Compliant /	Substantiating Detail
		Non-Compliant	Page No/ Paragraph number
M-1	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience within the last 15 years working as an ERP Functional Analyst.		
M-2	The bidder must demonstrate that the proposed resource has a minimum of 8 years of experience within the last 15 years working as a SAP Functional Analyst.		
M-3	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience within the last 8 years in performing full configuration and implementation of an SAP Financial Accounts Receivable (AR)		
M-4	The bidder must provide a minimum of 3 recent client references from three (3) separate projects that support the proposed resource's demonstrated experience over the last fifteen (15) years as an ERP Functional Analyst.		

(b) Rated Requirements

Rated (R) Requirements and scoring scheme for *A.2 ERP Functional Analyst - SAP Accounts Receivable (AR) Specialist (Level 3)*:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
R-1	The bidder's proposed resource should demonstrate experience working with the Government of Canada approved SAP footprint pertaining to SAP Financial -Accounts Receivables (FI-AR).	24-36 months - 1 point 37-48 months - 2 points More than 48 months - 4 points Maximum 4 points	
R-2	The bidder should provide valid SAP certification(s) for the proposed resource.	SAP FI certification - 2 points Other SAP Certifications - 1 point/each Maximum 4 points	
R-3	The bidder's proposed resource should demonstrate experience working with SAP ERP version 6.	12-24 months - 1 point 25-36 months - 2 points More than 36 months - 4 points Maximum 4 points	
R-4	The bidder's proposed resource should demonstrate an experience on one or more projects specific to the cash journal functionality in SAP. <i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months within the last 8 years.</i>	1 SAP project - 1 point 2 SAP projects - 2 points 3 or more SAP projects - 3 points Maximum 3 points	
R.5	The bidder's proposed resource should demonstrate experience on one or more projects developing the functional specifications in support of custom interfaces to legacy systems. <i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months within the last 8 years.</i>	1 SAP project - 1 point 2 SAP projects - 2 points 3 or more SAP projects - 3 points Maximum 3 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
R-6	<p>The bidder's proposed resource should demonstrate experience in performing Fit/Gap analysis, Blueprinting and Design on an SAP project.</p> <p><i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months within the last 8 years.</i></p>	<p>1 SAP project – 1 point</p> <p>2 SAP projects - 2 points</p> <p>3 or more SAP projects - 3 points</p> <p>Maximum 3 points</p>	
R-7	<p>The bidder's proposed resource should demonstrate experience as a SAP Financial AR Functional Analyst, performing one or more of the following tasks on an SAP project:</p> <ol style="list-style-type: none"> 1. Master Data design; 2. Develop a Business Process Master List; 3. Define SAP enterprise structures 4. Configure development environment; 5. Prepare functional design specifications; 6. Plan and Conduct functional testing; 7. Prepare Supporting Documentation; 8. Provide Data Conversion Support; 9. Provide Cut Over Support; or 10. Provide ongoing support. <p><i>For task experience to qualify, the resource must have performed the task for a minimum duration of 6 months within the last 8 years.</i></p>	<p>1 point per task</p> <p>Maximum 10 points</p>	
Total Points assigned: 31		Total Points obtained:	
<i>Note: To be deemed responsive, the resource must obtain minimum of 21 points (70%).</i>			

2. A.2 ERP Functional Analyst – SAP Salary Forecasting (SF) Specialist (Level 3)

(a) Mandatory Requirements

Mandatory (M) Requirements for A.2 ERP Functional Analyst – SAP Salary Forecasting (SF) Specialist (Level 3):

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No/ Paragraph number
M-1	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience within the last 15 years working as an ERP Functional Analyst.		
M-2	The bidder must demonstrate that the proposed resource has a minimum of 8 years of experience within the last 15 years working as a SAP Functional Analyst.		
M-3	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience within the last 8 years in performing full configuration and implementation of an SAP Salary Management component.		
M-4	The bidder must provide a minimum of 3 recent client references from three (3) separate projects that support the proposed resource's demonstrated experience over the last fifteen (15) years as an ERP Functional Analyst.		

(b) Rated Requirements

Rated (R) Requirements and scoring scheme for *A.2 ERP Functional Analyst - SAP Salary Forecasting (SF) Specialist (Level 3)*:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
R-1	The bidder's proposed resource should demonstrate experience working with the Government of Canada approved	24-36 months - 1 point 37-48 months - 2	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
	SAP footprint pertaining to an SAP Salary Management component.	points More than 48 months - 4 points Maximum 4 points	
R-2	The bidder should provide valid SAP certification(s) for the proposed resource.	SAP FI certification - 2 points Other SAP Certifications - 1 point/each Maximum 4 points	
R-3	The bidder's proposed resource should demonstrate experience working with SAP ERP version 6.	12-24 months - 1 point 25-36 months – 2 points More than 36 months - 4 points Maximum 4 points	
R-4	The bidder's proposed resource should demonstrate experience on one or more projects specific to developing the functional specifications in support of the Salary Forecast Tool. <i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months</i>	1 SAP project – 1 point 2 SAP projects - 2 points 3 or more SAP projects - 3 points Maximum 3 points	
R-5	The bidder's proposed resource should demonstrate experience on one or more projects specific to developing the functional specifications in support of the custom interfaces to regional pay system. <i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months</i>	1 SAP project – 1 point 2 SAP projects - 2 points 3 or more SAP projects - 3 points Maximum 3 points	
R-6	The bidder's proposed resource should demonstrate experience in performing Fit/Gap analysis, Blueprinting and	1 SAP project – 1 point	

3. A.2 ERP Functional Analyst – SAP Governance, Risk and Compliance (GRC) Specialist (Level 3)

(a) Mandatory Requirements

Mandatory (**M**) Requirements for A.2 ERP Functional Analyst – SAP Governance, Risk and Compliance (GRC) Specialist (Level 3):

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No/ Paragraph number
M-1	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience within the last 15 years working as an ERP Functional Analyst.		
M-2	The bidder must demonstrate that the proposed resource has a minimum of 8 years of experience within the last 15 years working as a SAP Functional Analyst.		
M-3	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience within the last 8 years in performing full configuration and implementation of SAP Governance, Risk and Compliance (GRC).		
M-4	The bidder must provide a minimum of 3 recent client references from three (3) separate projects that support the proposed resource's demonstrated experience over the last fifteen (15) years as an ERP Functional Analyst.		

(b) Rated Requirements

Rated (**R**) Requirements and scoring scheme for *A.2 ERP Functional Analyst - SAP Governance, Risk and Compliance (GRC) Specialist (Level 3)*:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
R-1	The bidder's proposed resource should demonstrate experience working with the Government of Canada approved SAP footprint pertaining to access control.	24-36 months - 1 point 37-48 months - 2 points More than 48 months - 4 points Maximum 4 points	
R-2	The bidder should provide valid SAP certification(s) for the proposed resource.	SAP GRC certification - 2 points Other SAP Certifications - 1 point/each Maximum 4 points	
R-3	The bidder's proposed resource should demonstrate experience working with SAP ERP version 6.	12-24 months - 1 point 25-36 months - 2 points More than 36 months - 4 points Maximum 4 points	
R-4	The bidder's proposed resource should demonstrate experience on one or more projects specific to developing the functional specifications in support of SAP GRC access control. <i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months</i>	1 project - 1 point 2 projects - 2 points 3 or more projects - 3 points Maximum 3 points	
R-5	The bidder's proposed resource should demonstrate experience in performing Fit/Gap analysis, Blueprinting and Design on an SAP project. <i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months</i>	1 project - 1 point 2 projects - 2 points 3 or more projects - 3 points Maximum 3 points	
R-6	The bidder's proposed resource should demonstrate experience as a SAP GRC Functional Analyst, performing one or more of the following tasks on an SAP	1 point per task	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
	<p>project:</p> <ol style="list-style-type: none"> 1. Master Data design; 2. Develop a Business process Master list; 3. Define SAP Enterprise Structures; 4. Configure development environment; 5. Prepare functional design specifications; 6. Plan and conduct functional testing; 7. Preparation Supporting Documentation; 8. Configure Multi-Stage Multi Path (MSMP) Workflow; 9. Implement a GRC Access Control environment integrated with SAP Netweaver Identity Management; and 10. Provide on-going Support <p><i>For task experience to qualify, the resource must have performed the task for a minimum duration of 6 months.</i></p>	Maximum 10 points	
	Total Points assigned: 28	Total Points obtained:	
<p><i>Note: To be deemed responsive, the resource must obtain minimum of 19 points (70%).</i></p>			

4. A.1 Application/Software Architect – SAP Application Architect (Level 3)

(a) Mandatory Requirements

Mandatory (M) Requirements for A.1 Application/Software Architect – SAP Application Architect (Level 3):

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No/ Paragraph number
M-1	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience as an Application Architect within the last 15 years from the time of bid closing.		
M-2	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience within the last 15 years from the time of bid closing, working on SAP projects.		
M-3	The bidder must demonstrate that the proposed resource has experience in identifying problems and proposing solutions on a SAP project with a minimum project value of \$10 million. <i>For project experience to qualify, the resource must have been on the project for a minimum of 12 consecutive months within the last 10 years from the time of bid closing.</i>		
M-4	The bidder must provide a minimum of 3 recent client references from 3 separate projects that support the proposed resource's demonstrated experience over the last fifteen (15) years as an SAP Application or Solution Architect. Each project reference should include the following information: <ul style="list-style-type: none"> • Department/Organization name; • Project title; • Client name; • Client title; • Client phone number; • Email address. 		

(b) Rated Requirements

Rated **(R)** Requirements and scoring scheme for *A.I* Application/Software Architect - SAP Application Architect (Level 3):

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
R-1	The bidder's proposed resource should demonstrate experience working with the Government of Canada approved SAP footprint.	24-36 months - 1 point 37-48 months - 2 points More than 48 months - 4 points Maximum 4 points	
R-2	The bidder should provide one of more valid SAP financial certification(s) for the proposed resource. Examples of acceptable financial certifications include: <ul style="list-style-type: none"> • SAP Certified Application Associate - Financial Accounting, • SAP Certified Application Associate - Financial Consolidation with SAP Financial Consolidation, • SAP Certified Application Associate - Financials with SAP Business All-in-One, • SAP Certified Application Professional - Financial Accounting, and • SAP Certified Application Professional - Management Accounting (CO). A copy of each certification claimed is required.	1 point per certification Maximum 4 points	
R-3	The bidder's proposed resource should demonstrate experience working with SAP version ECC 6.0 as an Application or Solution or Enterprise Architect.	12-24 months - 1 point 25-36 months – 2 points More than 36 months - 4 points Maximum 4 points	
R-4	The bidder's proposed resource should demonstrate experience working with SAP ASAP Methodology.	12-24 months - 1 point 25-36 months – 2 points More than 36 months - 4 points Maximum 4 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
R-5	The bidder's proposed resource should demonstrate experience working with SAP Solution Manager.	3 - 12 Months – 1 point 13 - 24 Months – 2 points More than 24 months - 4 points Maximum 4 points	
R-6	The bidder's proposed resource should demonstrate experience within the last 5 years working as an Application or Solution Architect on a new SAP implementation project which required integration between SAP and any of the following legacy systems: <ul style="list-style-type: none"> Human resources, Financial, or Material Management. 	12 - 24 Months – 1 point 25 - 36 months - 2 points 37 - 48 months - 3 points More than 48 months - 4 points Maximum 4 points	
R-7	The bidder's proposed resource should demonstrate experience leading the development of the functional specifications and overall system design in support of SAP implementation and/or enhancement. <i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 consecutive months.</i>	1 SAP project – 1 point 2 SAP projects - 2 points 3 or more SAP projects - 3 points Maximum 3 points	
R-8	The bidder's proposed resource should demonstrate experience specific to the alignment with any of the following Treasury Board initiatives including: <ul style="list-style-type: none"> Common Financial Management Business Process Initiative (FM-BP); Common Enterprise Data Initiative (CEDI); Common Financial Management System Configuration Initiative (FM-SC); and, Financial Interoperability and Stewardship Initiative (FISI). <i>For project experience to qualify, the</i>	12 - 24 Months – 1 point 25 - 36 months - 2 points 37 - 48 months - 3 points More than 48 months - 4 points Maximum 4 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
	<i>resource must have been on the project for a minimum duration of 6 consecutive months.</i>		
R-9	<p>The bidder's proposed resource should demonstrate experience as an Application or Solution Architect delivering one or more SAP projects that meet all of the following criteria:</p> <ul style="list-style-type: none"> • Work performed for a Canadian Federal Government Organization; • A project budget of \$10 million or greater; • Project involved the implementation of 5 or more SAP modules; and • ECC 6.0 Version <p><i>For project experience to qualify, the resource must have been on the project for a minimum duration of 12 consecutive months in duration.</i></p>	<p>12 - 24 Months – 1 point 25 - 36 months - 2 points 37 - 48 months - 3 points More than 48 months - 4 points</p> <p>Maximum 4 points</p>	
R-10	<p>The bidder's proposed resource should demonstrate experience with ERP implementation project(s) utilizing the Layered Enterprise Architecture Development (LEAD) framework approach.</p> <p><i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 consecutive months in duration.</i></p>	<p>1 project – 3 point 2 projects - 4 points 3 or more projects - 5 points</p> <p>Maximum 5 points</p>	
Total Points assigned: 40		Total Points obtained:	
<i>Note: To be deemed responsive, the resource must obtain minimum of 28 points (70%).</i>			

5. P.9 Project Manager – SAP Project Manager (Level 3)

(a) Mandatory Requirements

Mandatory (M) Requirements for P.9 Project Manager – SAP Project Manager (Level 3):

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No/ Paragraph number
M-1	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience as a Project Manager within the last 15 years from the time of bid closing.		
M-2	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience within the last 15 years from the time of bid closing working on one or more SAP projects.		
M-3	<p>The bidder must demonstrate that the proposed resource has a minimum of 2 years of experience within the last 8 years from the time of bid closing, working on Canadian Federal Government SAP projects that included resource management, scheduling, financial management and reporting using MS-Project.</p> <p><i>For project experience to qualify the resource must have been on the project for a minimum duration of 12 months and the project must have had a minimum project budget of \$10 million.</i></p>		
M.4	<p>The bidder must provide a minimum of 3 recent client references from 3 separate projects that support the proposed resource's demonstrated experience over the last fifteen (15) years as a Project Manager. Each project reference should include the following information:</p> <ul style="list-style-type: none"> • Department/Organization name; • Project title; • Client name; • Client title; 		

M #	Mandatory Requirements	Compliant / Non- Compliant	Substantiating Detail Page No/ Paragraph number
	<ul style="list-style-type: none"> Client phone number; Email address. 		

(b) Rated Requirements

Rated **(R)** Requirements and scoring scheme for P.9 Project Manager – SAP Project Manager (Level 3):

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
R-1	The bidder's proposed resource should demonstrate experience working with the Government of Canada approved SAP footprint.	24-36 months - 1 point 37-48 months - 2 points More than 48 months - 4 points Maximum 4 points	
R-2	The bidder should provide valid SAP certification(s) for the proposed resource.	1 point/certification Maximum 4 points	
R-3	The bidder's proposed resource should demonstrate experience working with SAP version ECC 6.0 as a Project Manager.	12-24 months - 1 point 25-36 months – 2 points More than 36 months - 4 points Maximum 4 points	
R-4	The bidder's proposed resource should demonstrate significant experience working with SAP ASAP Methodology.	12 - 24 months - 1 point 25 - 36 months – 2 points 37 - 48 months - 4 points More than 48 months - 5 points Maximum 5 points	
R-6	The bidder's proposed resource should demonstrate experience as a Project Manager on projects that utilized SAP Solution Manager.	3 - 12 Months – 1 point 13 - 24 Months – 2 points More than 24 months - 4 points Maximum 4 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
R-5	<p>The bidder's proposed resource should demonstrate experience within the last 5 years working as an Project Manager on a new SAP implementation project which required integration between SAP and any of the following legacy systems:</p> <ul style="list-style-type: none"> • Human resources, • Financial, or • Material Management. 	<p>12 - 24 Months – 1 point 25 - 36 months - 2 points 37 - 48 months - 3 points More than 48 months - 4 points</p> <p>Maximum 4 points</p>	
R-6	<p>The bidder's proposed resource should demonstrate experience on one or more SAP projects leading the planning and delivery of all aspects of the project including: Review, Plan, Develop, Implement, Roll-out, Support and Maintenance.</p> <p><i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months.</i></p>	<p>12-24 months - 1 point 25-36 months – 2 points More than 36 months - 4 points</p> <p>Maximum 4 points</p>	
R-7	<p>The proposed resource should provide proof of a valid PMP and / or PRINCE2 (Practitioner) project management certification.</p> <p><i>A copy of the certification(s) must be included with the proposal.</i></p>	<p>PMP Certification – 2 points</p> <p>PRINCE2 Practitioner Certification - 2 points</p> <p>Maximum 4 points</p>	
R-8	<p>The bidder's proposed resource should demonstrate experience as a Project Manager delivering one or more SAP projects that meet all of the following criteria:</p> <ul style="list-style-type: none"> • Work performed for a Canadian Federal Government Organization; • A project budget of \$10 million or greater; • Project involved the implementation of 5 or more SAP modules; and • ECC 6.0 Version <p><i>For project experience to qualify, the</i></p>	<p>24-36 months - 1 point 37-48 months - 2 points More than 48 months - 4 points</p> <p>Maximum 4 points</p>	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
	<i>resource must have been on the project for a minimum duration of 12 consecutive months in duration.</i>		
R-9	<p>The bidder's proposed resource should demonstrate experience with ERP implementation project(s) utilizing the Layered Enterprise Architecture Development (LEAD) framework approach.</p> <p><i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 consecutive months in duration.</i></p>	<p>1 project – 1 point 2 projects - 2 points 3 or more projects - 5 points</p> <p>Maximum 5 points</p>	
R-10	<p>The bidder's proposed resource should demonstrate experience in leading SAP projects providing oversight, review and guidance to all of the following:</p> <ul style="list-style-type: none"> • A multi-disciplinary team (functional, technical, change management, training, etc.), • Partnership organizations, and • Third party stakeholders. <p><i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months.</i></p>	<p>1 project – 1 point 2 projects - 2 points 3 or more projects - 4 points</p> <p>Maximum 4 points</p>	
R-11	<p>The bidder's proposed resource should demonstrate experience as a Project Manager responsible for managing the provisioning of multiple project environments (Dev, Test, Sandbox, Prod, etc.) in collaboration with a third party infrastructure service provider.</p> <p><i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months.</i></p>	<p>1 project – 1 point 2 projects - 2 points 3 or more projects - 5 points</p> <p>Maximum 5 points</p>	
Total Points assigned: 51		Total Points obtained:	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
<i>Note: To be deemed responsive, the resource must obtain minimum of 35 points.</i>			

6. A.2 ERP Functional Analyst – SAP Asset Accounting (AA) Specialist (Level 3)

(a) Mandatory Requirements

Mandatory (M) Requirements for A.2 ERP Functional Analyst – SAP Asset Accounting (AA) Specialist (Level 3):

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No/ Paragraph number
M-1	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience within the last 15 years working as an ERP Functional Analyst.		
M-2	The bidder must demonstrate that the proposed resource has a minimum of 8 years of experience within the last 15 years working as a SAP Functional Analyst.		
M-3	The bidder must demonstrate that the proposed resource has a minimum of 4 years experience in performing full configuration and implementation of SAP Asset Accounting (AA).		
M-4	The bidder must provide a minimum of 3 recent client references from 3 separate projects that support the proposed resource's demonstrated experience over the last fifteen (15) years as an ERP Functional Analyst. Each project reference should include the following information:		

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No/ Paragraph number
	<ul style="list-style-type: none"> • Department/Organization name; • Project title; • Client name; • Client title; • Client phone number; • Email address. 		

(b) Rated Requirements

Rated **(R)** Requirements and scoring scheme for A.2 ERP Functional Analyst – SAP Asset Accounting (AA) Specialist (Level 3):

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
R-1	The bidder's proposed resource should demonstrate experience working with the Government of Canada approved SAP footprint pertaining to SAP Asset Accounting (AA).	24-36 months - 1 point 37-48 months - 2 points More than 48 months - 4 points Maximum 4 points	
R-2	The bidder should provide valid SAP certification(s) for the proposed resource.	SAP FI certification - 2 points Other SAP Certifications - 1 point/certification Maximum 4 points	
R-3	The bidder's proposed resource should demonstrate experience working with SAP ERP ECC version 6.	12 - 24 months - 1 point 25 - 36 months – 2 points More than 36 months – 4 points Maximum 4 points	
R-4	The bidder's proposed resource should demonstrate experience on one or more SAP projects specific to capital	1 project – 1 point 2 projects - 2 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
	<p>asset accounting and management which includes financial management and monitoring processes as well as capital asset lifecycle management functionality in SAP.</p> <p><i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months.</i></p>	<p>3 or more projects - 3 points</p> <p>Maximum 3 points</p>	
R.5	<p>The bidder's proposed resource should demonstrate experience on one or more SAP projects identifying the end-to-end functionality between Financial Asset Accounting and the management over the entire life cycle of an asset of any one of the following:</p> <ul style="list-style-type: none"> • physical assets, • capital equipment, • vehicle fleets, or • facility complexes –. <p><i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months.</i></p>	<p>1 project – 1 point</p> <p>2 projects - 2 points</p> <p>3 or more projects - 3 points</p> <p>Maximum 3 points</p>	
R-6	<p>The bidder's proposed resource should demonstrate experience in performing Fit/Gap analysis, Blueprinting and Design on an SAP project.</p> <p><i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months.</i></p>	<p>1 project – 1 point</p> <p>2 projects - 2 points</p> <p>3 or more projects - 3 points</p> <p>Maximum 3 points</p>	
R-7	<p>The bidder's proposed resource should demonstrate experience as a SAP Financial AR Functional Analyst, performing one or more of the following tasks on an SAP project:</p> <ul style="list-style-type: none"> • Master Data design; • develop a Business Process Master List; • Identify SAP enterprise structures • Configure development 	<p>1 point per task</p> <p>Maximum 10 points</p>	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
	environment; <ul style="list-style-type: none"> • Prepare functional design specifications; • Functional testing; • Prepare Supporting Documentation; • Data Conversion Support; • Cut Over Support; or • Ongoing support. <i>For task experience to qualify, the resource must have performed the task for a minimum duration of 6 months.</i>		
Total Points assigned: 31		Total Points obtained:	
<i>Note: To be deemed responsive, the resource must obtain minimum of 21 points.</i>			

7. P.10 Project Scheduler – SAP Project Scheduler (Level 2)

(a) Mandatory Requirements

Mandatory (M) Requirements for P.10 Project Scheduler – SAP Project Scheduler (Level 2):

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No/ Paragraph number
M-1	The bidder must demonstrate that the proposed resource has a minimum of 3 years' experience as a Project Scheduler working in a Federal Government environment in the last 8 years.		
M-2	The bidder must demonstrate that the proposed resource has a minimum of 5 years' experience as a Project Scheduler in the last 10 years from the time of bid closing, working with MS-Project and MS-Office Suite.		
M-3	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience within the last 10 years from the time of bid closing, working on IT projects developing processes and business plans in a project and/or program/portfolio management environment.		
M.4	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience in an IT environment within the last 5 years from the time of bid closing, developing, managing and maintaining project management deliverables (i.e. project plans, schedules, budgets, Work Breakdown Structure, etc.) as well as developing project schedule templates and timelines for an IT related project.		

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No/ Paragraph number
M.5	<p>The bidder must provide a minimum of 3 recent client references from 3 separate projects that support the proposed resource's demonstrated experience over the last fifteen (15) years as a Project Scheduler. Each project reference should include the following information:</p> <ul style="list-style-type: none"> • Department/Organization name; • Project title; • Client name; • Client title; • Client phone number; • Email address.. 		

(b) Rated Requirements

Rated **(R)** Requirements and scoring scheme for P.10 Project Scheduler – SAP Project Scheduler (Level 2):

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
R-1	<p>The proposed resource should provide proof of a valid PMP and / or PRINCE2 (Practitioner) project management certification.</p> <p><i>A copy of the certification(s) must be included with the proposal.</i></p>	<p>PMP Certification – 2 points</p> <p>PRINCE2 Practitioner Certification - 2 points</p> <p>Maximum 4 points</p>	
R-2	<p>The bidder's proposed resource should demonstrate experience working on an ERP project as a Project Scheduler.</p> <p><i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months.</i></p>	<p>12-24 months - 1 point</p> <p>25-36 months – 2 points</p> <p>More than 36 months - 4 points</p> <p>Maximum 4 points</p>	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
R-3	The bidder's proposed resource should demonstrate experience working with SAP ASAP Methodology.	12-24 months - 1 point 25-36 months – 2 points More than 36 months - 4 points Maximum 4 points	
R-4	The bidder's proposed resource should demonstrate experience working as a Project Scheduler on an on IT project developing processes and business plans in a project and/or program/portfolio management environment for which the project team consisted of at least 40 resources. <i>For project to qualify, the resource must have been on the project that was performing a new SAP system implementation.</i>	3 - 12 Months – 1 point 13 - 24 Months – 2 points 25 - 36 months - 3 point 37 - 48 months - 4 points More than 48 months - 5 points Maximum 5 points	
R-5	The bidder's proposed resource should demonstrate experience on one or more SAP projects assisting a project manager in the planning and delivery of all aspects of the project including: Review, Plan, Develop, Implement, Roll-out, Support and Maintenance. <i>For project experience to qualify, the resource must have been on the project for a minimum duration of 6 months.</i>	12-24 months - 1 point 25-36 months – 2 points More than 36 months - 4 points Maximum 4 points	
R-6	The bidder's proposed resource should demonstrate experience as a Project Scheduler delivering one or more SAP projects that meet all of the following criteria: <ul style="list-style-type: none"> • Work performed for a Canadian Federal Government Organization; • A project budget of \$10 million or greater; • Project involved the implementation of 5 or more SAP modules; and 	24-36 months - 1 point 37-48 months - 2 points More than 48 months - 4 points Maximum 4 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No/ Paragraph number
	<ul style="list-style-type: none"> ECC 6.0 Version <ol style="list-style-type: none"> For project experience to qualify, the resource must have been on the project for a minimum duration of 12 consecutive months in duration. 		
Total Points assigned: 25		Total Points obtained:	
<i>Note: To be deemed responsive, the resource must obtain minimum of 17 points (70%).</i>			

ATTACHMENT 4.2

BID SELECTION METHODOLOGY

1. INTRODUCTION

- a) The bid selection will be conducted respectively for each resource category. There will be 7 winning bids as a result of this bid selection process.
- b) For each resource category, the “*Highest Compliant Combined Rating of Technical Merit and Price*” method will be used in its respective bid selection. In this method:
 - (i) The technical score for each resource is weighted at 70% of the total point score and is pro-rated against the maximum possible score assigned to each resource category.
 - (ii) The pricing score for each resource is weighted at 30% of the total point score and the rating is done by giving a full mark of 30 points to the lowest priced compliant proposal with other proposals being given a pro-rated points based on how much higher their pricing is.
 - (iii) The winning bid is the one obtaining the highest Point Total, which is the summation of the technical score and pricing score.
 - (iv) In case there are multiple bids obtaining the same Point Total, the bid with the highest technical score wins.

2. EXAMPLE

The following Table illustrates an example where the selection of the Bid for the resource category A is determined by 70/30 ratio of the technical and pricing score, respectively. The maximum rated points in this example is 30. The lowest priced technically compliant proposal is allocated the maximum points of 30 and other price proposals are prorated accordingly.

Example of Bid Selection			
Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
The Rated Points Obtained by Resource Category A	27	25	24
Proposed Price for Resource Category A	\$60,000	\$55,000	\$50,000
Calculation	Technical Score	Pricing Score	Point Total
Bidder 1	$27 \times 70/30 = 63.0$	$50 \times 30/60 = 25.0$	88.0
Bidder 2	$25 \times 70/30 = 58.3$	$50 \times 30/55 = 27.3$	85.6
Bidder 3	$24 \times 70/30 = 56.0$	$50 \times 30/50 = 30.0$	86.0
Winning Bidder for Resource Category A	Bidder 1		