

**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

Title - Sujet ERP-SAP TECHNICAL RESOURCES	
Solicitation No. - N° de l'invitation G7801-120019/A	Date 2013-01-14
Client Reference No. - N° de référence du client G7801-120019	
GETS Reference No. - N° de référence de SEAG PW-\$\$XN-105-25321	
File No. - N° de dossier 105xn.G7801-120019	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-02-04	Time Zone Fuseau horaire Eastern Standard Time EST
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: Ward, Kristen	Buyer Id - Id de l'acheteur 105xn
Telephone No. - N° de téléphone (819) 994-0985 ()	FAX No. - N° de FAX (819) 934-8626
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: HUMAN RESOURCES AND SKILLS DEVELOPMENT CANADA EDIFICE PODIUM, ETAGE 4 300 SPARKS ST OTTAWA Ontario 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

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

Human Resources and Skills Development Canada (HRSDC) requires resources on an as-and-when required basis to support the Enterprise Resource Planning-Systems, Applications, and Products in Data Processing (ERP-SAP) Project.

AS SUCH, through this solicitation, HRSDC intends on awarding up to 2 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 ESRP ERP-SAP TECHNICAL PROJECT**

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Solicitation No. - N° de l'invitation
G7801-120019/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
105xn

Client Ref. No. - N° de réf. du client
G7801-120019

File No. - N° du dossier
105xn.G7801-120019

CCC No./N° CCC - FMS No/ N° VME

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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 105xn.G7801-120019/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 Basis of Payment, 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 up to two (2) contracts, with an initial Contract Period of 26 months. Each Contract will include three irrevocable options, allowing Canada to extend the term of the Contract. The first two option periods may be awarded in any combination for up to 24 months, plus an additional 6-month option period.

- (c) 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>

- (d) 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).
- (e) The following resources in Categories of Personnel described below are required on an as-and-when requested basis in accordance with the TBIPS SA Annex B.

TBIPS ID	Resource Category	Level	Estimated Resource Quantity
A.1	Application/Software Architect	3	2
A.3	ERP Programmer Analyst	2	5
A.3	ERP Programmer Analyst	3	13
A.4	ERP System Analyst	3	1
A.5	ERP Technical Analyst	2	5
A.5	ERP Technical Analyst	3	6
P.9	Project Manager	3	2

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.

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 5 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 CD/DVD copy is required, if there is a discrepancy between the wording of the CD/DVD copy and the paper copy, the wording of the paper copy will have priority over the wording of the CD/DVD 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

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 *Annex E: 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 Appendix B to Annex D, 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 Appendix B to Annex D, 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) **Customer Reference Contact Information:** The Bidder must provide customer references in Appendix B to Annex D, who can confirm the information required in Appendix A to Annex D. 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.
- (d) **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 Basis of Payment 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.
 - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 TECHNICAL EVALUATION:

(a) **Mandatory Technical Criteria**

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". Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.

(b) **Point-Rated Technical Criteria**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. Point-rated evaluation criteria and/or evaluation processes are described in Annex D.

- (c) **Number of Resources Evaluated:** Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 - Resulting Contract Clauses, Article

7.2 Task Authorization. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose one or more resources to satisfy the specific requirement based on the TA Form's Statement of Work. The proposed resource(s) will then be assessed against the minimum qualifications identified in the Statement of Work.

- (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 - Basis of Payment 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) **Calculation of Total Bid Price:** The Total Bid Price will be calculated in accordance with Annex B Basis of Payment. Wherever a Bidder's submitted firm per diem rate for a resource category for a specified period (contract period or option period) is more than **30% lower** than the corresponding firm per diem mean rate as defined in (c), the firm per diem mean rate will be used in the financial evaluation. It should be noted and the Firm Per Diem Rates submitted by the Bidder will be the actual per diem rates used in any resulting contract.
- (c) **Firm Per Diem Mean Rate:** A firm per diem mean rate of a resource category for a specific period (either contract period or option period) is the average of firm per diem rates proposed by all compliant Bidders for that resource category and for that period.
- (d) **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) A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria to be declared responsive. The responsive bid(s) as determined by the established pre-determined selection criteria will be recommended for contract award.
- (b) 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.

- (c) The “*Highest Compliant Combined Rating of Technical Merit and Price*” method will be used for the basis of bid selection. In this method:
- (i) The technical score for each bid is weighted at **60%** of the total combined point score and is pro-rated against the maximum possible technical score assigned to each bid.
 - (ii) The pricing score is weighted at **40%** of the total combined point score and the rating is done by giving a full mark of 40 points to the lowest priced compliant proposal with other proposals being given a pro-rated points based on how much higher their price is.
 - (iii) The winning bid is the one obtaining the highest Point Total, which is the summation of the technical score and pricing score.
- (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.
- (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.
- (e) 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.

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>

6.2 FINANCIAL CAPABILITY

- (a) SACC Manual clause A9033T (2012-07-16) Financial Capability; except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary; the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."
- (b) In the case of a joint venture Bidder, each member of the joint venture must meet the financial capability requirements.

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. This includes providing professional services, as-and-when requested by Canada to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

- (a) **Client:** Under the Contract, the **Client** includes Human Resources and Skills Development Canada (HRSDC) and Treasury Board Secretariat (TBS).
- (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 TASK AUTHORIZATION (TA)

- (a) **Purpose of TA:** Services to be provided under the Contract on an as-and-when-requested basis will be ordered by Canada using a Task Authorization (TA).
- (b) **TA Process:** The processes for issuing, responding to, assessing and approving Task Authorizations are stated in Appendices C, D, E and F of Annex A.
- (c) **Authority to Issue a TA:** Any TA with a value less than or equal to **\$200,000.00** (including HST) may be issued by the Project Authority. Any TA with a value greater than this amount must be issued directly by the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Project Authority's authority to issue TAs at any time.
- (d) **Charges for work under a TA:** The Contractor must not charge Canada anything more than the price set out in the Task Authorization unless Canada has issued a TA amendment authorizing the increased 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 being incorporated into the Work.
- (e) **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all Task Authorizations issued and approved by the Contracting Authority to date, to document the Work performed under those TAs for administrative purposes.
- (f) **Multiple Contracts:** If more than one Contract has been awarded, a TA will be issued to the Contractor with the lowest Firm Per Diem Rate for the Resource Category as required

under this TA. If the lowest Firm Per Diem Rate for the required Resource Category is identical for the Contractors, the TA will be issued to the Contractor who obtained the higher overall technical score in the bid evaluation. If the overall technical score is also identical, a “coin flip” method will be used to determine the recipient of the TA.

- (g) **TA Reports:** The Contractor must submit to the Invoicing Authority and to the Contracting Authority, a TA Report on a quarterly basis that identifies each TA issued during that quarter and its dollar value.
- (h) **Period of Services:** No Task Authorizations may be entered into after the expiry date of the Contract.

7.3 MINIMUM WORK GUARANTEE

- (a) In this clause, “**Minimum Contract Value**” means **1%** of the amount identified as the Total Estimated Cost on page 1 of the Contract when it is first awarded.
- (b) The Contractor must perform the Work described in the Contract as and when requested by Canada during the Contract Period. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph (c). In consideration of this obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract
- (c) If Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada will pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.
- (d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.4 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.

7.5 SECURITY REQUIREMENT

The Security Requirement Check List (SRCL and related clauses) is set out under Annex C applies to the Contract.

Security Requirement for Canadian Supplier:

1. The Contractor/Offeror must, at all times during the performance of the Contract/SO/SA, hold a valid Designated Organization Screening (DOS), issued by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror 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.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List **EN578-055605**, described in Annex C;
 - b. Industrial Security Manual (Latest Edition).

7.6 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 “Initial Contract Period”, which begins on the date the Contract is awarded and ends on _____ (*to be inserted at Contract Award*); and
 - (ii) The period, during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
 - (i) The Contractor grants to Canada up to three irrevocable Option Periods, allowing Canada to extend the term of the Contract. The first two option periods may be awarded in any combination for up to 24 months, plus an additional 6-month option period, under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
 - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.7 AUTHORITIES

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Kristen Ward
Title: Supply Team Leader
Identified User: PWGSC
Address: 140 Promenade du Portage
Phase IV – Mail Stop 903
Gatineau QC ON K1A 0J6
Telephone: 819-994-0985
E-mail: kristen.ward@pwgsc-tpsgc.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:

7.8 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 Basis of Payment, 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 for Task Authorizations with a Maximum Price:** For each Task Authorization issued under the Contract that contains a maximum price:
- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed.
 - (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the actual time spent performing the work related to that TA.
- (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.

7.9 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 Invoicing Authority) and a copy to the Project Authority and to the Contracting Authority.

7.10 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.

7.11 APPLICABLE LAWS

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

7.12 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) Basis of Payment;
- (f) Security Requirements Check List;
- (g) Supply Arrangement Number EN578-055605/xxx/EL (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.

7.13 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*).

7.14 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.

7.15 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.

7.16 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.*

7.17 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, education, 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.

7.18 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.

7.19 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.

7.20 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.

7.21 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.

ANNEX A

STATEMENT OF WORK

ANNEX A

STATEMENT OF WORK

1. INTRODUCTION

The Enterprise Resource Planning – Systems, Applications, and Products in Data Processing (ERP-SAP) Project is one 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 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 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 A-1 below) for the implementation of the SAP solution as part of the next stages of the ERP-SAP project (i.e. Realization, Final Preparation, Go-Live Support and Run). The detailed requirements for each resource are described in Appendix A to this Annex.

The Contractor must provide these resources who will be required to work with HRSDC employees and other contractor supplied resources, on an "as and when requested" basis as initiated through Task Authorizations (TA). TA may be issued for any of the following TBIPS resource categories.

Table A-1

TBIPS ID	RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED # OF RESOURCES REQUIRED
TECHNOLOGY SERVICES CLASS			
A. Applications Services Sub-Class			
A.1	Application/Software Architect	3	2
A.3	ERP Programmer Analyst	3	5
A.3	ERP Programmer Analyst	2	13
A.4	ERP System Analyst	3	1
A.5	ERP Technical Analyst	3	5
A.5	ERP Technical Analyst	2	6
PROJECT MANAGEMENT SERVICES CLASS			
P.9	Project Manager	3	2

3. TRANSITION-IN PERIOD

During the initial eight (8) weeks following contract award (defined here as the Transition-in Period), ESRP requires the on-boarding of numerous resources within several defined resource categories. These resource types and the planned on-boarding schedule for this Transition-in Period are outlined in Appendix B of this document. It should be noted that this information is provided to assist the Bidder in understanding and planning for ESRP ramp-up requirements. However, it does not constitute a commitment on the part of the Crown and is subject to change at Canada's discretion. Any changes in this plan will be provided to the successful Bidder(s) at contract award. Regardless, it will be the responsibility of the Contractor(s) to meet ESRP's resource requirements during the Transition-in Period and throughout the contract.

4. DELIVERABLES

As part of contract acceptance, within two (2) weeks of contract award, the successful Contractor(s) will be required to provide to the Technical Authority a Transition-In Plan detailing how it will meet ESRP's on-boarding requirements.

For each TA that to be issued against this contract, the Contractor(s) will be required to provide various deliverables as specified in the respective Task Authorization. Whether or not a TA has been successfully completed will be based on criteria (e.g. elapsed time, scope and functionality, quality, resourcing, etc) as defined by the TA responsible authority.

5. LOCATION OF WORK

It is anticipated that the majority of the work associated with each TA will be carried out on-site at HRSDC facilities in the National Capital Region (NCR).

6. LANGUAGE

It is anticipated that the majority of the work associated with each TA will be carried out in English. However, there may be a requirement from time to time for work to be conducted in French. The language requirements will be specified within each TA.

APPENDIX A TO ANNEX A

RESOURCE STATEMENTS OF WORK

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

1.1. Tasks:

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

- 1.1.1. Advise and support the Systems Director and BASIS Manager; and provide technical guidance to the BASIS Team;
- 1.1.2. Architect the technical landscape of the SAP solution;
- 1.1.3. Assist in designing the Solution architecture;
- 1.1.4. Architect integration between SAP and other systems and tools;
- 1.1.5. Coordinate all SAP infrastructure change management efforts utilizing change management tools and processes;
- 1.1.6. Apply knowledge of SAP Basis technology and products including Oracle Server RDBMS, and UNIX/Windows Server operating system to support SAP and associated technology infrastructure, landscape environments and interfacing systems;
- 1.1.7. Plan installs, upgrades and maintain SAP and associated technologies;
- 1.1.8. Understand and share knowledge of SAP product offering and it's interoperability with other components as well as interface technology;
- 1.1.9. Design solutions with best architecture practices such as Service Oriented Architecture (SOA);
- 1.1.10. Be responsible for overall system design;
- 1.1.11. Be involved in problem escalation and resolution and work with SAP AG and other software/hardware vendors to resolve problems;
- 1.1.12. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 1.1.13. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 1.1.14. Assist in developing and presenting various project status updates as well as project deliverables.

1.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 1.2.1. Large scale SAP Production system (500+ concurrent users)
- 1.2.2. SAP technical landscape (DEV, QA and PROD)
- 1.2.3. SAP technical infrastructure requirements (Server, storage and networks)
- 1.2.4. Virtual Server environments (PowerVM, VmWare, etc.)
- 1.2.5. SAP version ECC 6.0

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- 1.2.6. SAP Solution Manager
- 1.2.7. SAP Process Integration/Process Orchestration (PI/PO)
- 1.2.8. SAP Business Intelligence (BI)
- 1.2.9. SAP Enterprise Portal
- 1.2.10. SAP Content Management
- 1.2.11. SAP Master Data Management (MDM)
- 1.2.12. SAP TREX
- 1.2.13. SAP Governance Risk and Compliance (GRC)
- 1.2.14. SAP Business Objects Reporting
- 1.2.15. SAP NetWeaver Development Infrastructure
- 1.2.16. SAP Identity Management (IDM)
- 1.2.17. Adaptive Computing Controller
- 1.2.18. Redwood Central Process Scheduler
- 1.2.19. SAP Business Objects Data Integrator (BODI)
- 1.2.20. SAP Vendor Invoice Management (VIM)
- 1.2.21. Productivity Pak
- 1.2.22. SAP Test Acceleration and Optimization (TAO)
- 1.2.23. SAP HP Quality Centre
- 1.2.24. SAP Testing Tools
- 1.2.25. UNIX operating environment
- 1.2.26. Homogeneous Windows operating environment

1.3. Certifications:

The Resource may be required to hold the following certification:

- 1.3.1. SAP Basis Certification as delivered by SAP

1.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 1.4.1. HRSDC SAP Landscape design document;
- 1.4.2. HRSDC SAP Solution Architecture document;
- 1.4.3. Integration Architecture and design document;
- 1.4.4. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 1.4.5. Status update presentations; and

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- 1.4.6. Any other project deliverables related to the tasks identified in Section 1.1 above, on an “as and when requested” basis as specified by the Technical Authority.

2. A.3 ERP Programmer Analyst - SAP Process Integration Developer (Level 2)Tasks:

The ERP Programmer Analyst - SAP Process Integration Developer (Level 2) may be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 2.1.1. Develop low-level detailed system requirements and perform SAP Process Integration (PI) custom development;
- 2.1.2. Participate in the development of technical plans, strategic directions, standards and procedures as requested from the PI development team lead;
- 2.1.3. Maintain a work plan for WRICEF objects assigned for development including task status, completion date, percentage complete, etc.;
- 2.1.4. Design, build, test and document PI custom developments;
- 2.1.5. Provide guidance and advice on SAP best practices as they relate to the PI environment including ensuring the compliance to defined PI development standards;
- 2.1.6. Develop data extracts with functional analysts and functional ERP analyst for required master data;
- 2.1.7. Develop PI programs, reports and interfaces based on functional specifications;
- 2.1.8. Ensure reusability of components;
- 2.1.9. Interact with other teams to understand schedule dependencies, resolve cross-team issues, and ensure milestones are met;
- 2.1.10. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 2.1.11. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 2.1.12. Assist in developing and presenting various project status updates as well as project deliverables.

2.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 2.2.1. Large scale SAP Production system (500+ concurrent users)
- 2.2.2. SAP version ECC 6.0
- 2.2.3. SAP Solution Manager
- 2.2.4. SAP Process Integration/Process Orchestration (PI/PO)
- 2.2.5. SAP Enterprise Portal
- 2.2.6. SAP Master Data Management (MDM)
- 2.2.7. SAP Governance Risk and Compliance (GRC)
- 2.2.8. SAP NetWeaver Development Infrastructure
- 2.2.9. SAP Business Objects Data Integrator (BODI)

- 2.2.10. SAP Vendor Invoice Management (VIM)
- 2.2.11. Productivity Pak
- 2.2.12. SAP Test Acceleration and Optimization (TAO)
- 2.2.13. SAP HP Quality Centre
- 2.2.14. SAP Testing Tools
- 2.2.15. SAP development tools:
 - 2.2.15.1. Enterprise Services Repository
 - 2.2.15.2. Composition Environment (CE)
 - 2.2.15.3. ABAP Objects
 - 2.2.15.4. NetWeaver Developer Studio
 - 2.2.15.5. Web DynPro ABAP
 - 2.2.15.6. Web DynPro Java
- 2.2.16. Government of Canada Integrated Financial and Material System (GC-IFMS)
- 2.2.17. Integrating SAP to non-SAP systems based on SOA

2.3. Certifications:

This Resource may be required, without limitation, to hold any combination of the following certifications:

- 2.3.1. SAP XI Certification as delivered by SAP
- 2.3.2. SAP PI Certification as delivered by SAP
- 2.3.3. SAP PO Certification as delivered by SAP

2.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 2.4.1. Documents detailing functional and technical designs;
- 2.4.2. Documents detailing PI custom development specifications;
- 2.4.3. Review report of technical documents;
- 2.4.4. Report on the self-review and peer-review of source code;
- 2.4.5. Report on any and/or all problem analysis;
- 2.4.6. Report on recommendations;
- 2.4.7. Source code and user interface development objects;
- 2.4.8. Presentation and training material and execution;
- 2.4.9. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 2.4.10. Status update presentations; and

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- 2.4.11. Any other project deliverables related to the tasks identified in Section 2.1 above, on an “as and when requested” basis as specified by the Technical Authority.

3. A.3 ERP Programmer Analyst - SAP Workflow Developer (Level 3)

3.1. Tasks:

The ERP Programmer Analyst - SAP Workflow Developer (Level 3) may be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 3.1.1. Work with functional consultants to build both functional and technical design specifications for workflow development objects;
- 3.1.2. Design, develop, test and document SAP Workflow solutions based on requirements;
- 3.1.3. Ensure the reusability of Workflow components;
- 3.1.4. Provide training and guidance on the use of Workflow components;
- 3.1.5. Define operational and maintenance procedures as they pertain to the Workflow components;
- 3.1.6. Provide guidance and advice on SAP best practices as they relate to the ABAP environment;
- 3.1.7. Interact with other teams to understand schedule dependencies, resolve cross-team issues, and ensure conversion milestones are met;
- 3.1.8. Provide timely and complete knowledge transfer to the HRSDC's Project Team through individual and group training, demonstrations and written instructions;
- 3.1.9. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 3.1.10. Assist in developing and presenting various project status updates as well as project deliverables.

3.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 3.2.1. SAP version ECC 6.0
- 3.2.2. SAP Solution Manager
- 3.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 3.2.4. SAP Enterprise Portal
- 3.2.5. SAP Master Data Management (MDM)
- 3.2.6. SAP Governance Risk and Compliance (GRC)
- 3.2.7. SAP NetWeaver Development Infrastructure
- 3.2.8. SAP Business Objects Data Integrator (BODI)
- 3.2.9. SAP Vendor Invoice Management (VIM)
- 3.2.10. Productivity Pak
- 3.2.11. SAP Test Acceleration and Optimization (TAO)

- 3.2.12. SAP HP Quality Centre
- 3.2.13. SAP Testing Tools
- 3.2.14. SAP Workflow
- 3.2.15. SAP ABAP
- 3.2.16. Large scale SAP Production system (500+ concurrent users)
- 3.2.17. SAP Smartforms
- 3.2.18. SAP Sapsript

3.3. Certifications:

This Resource may be required, without limitation, to hold any combination of the following certifications:

- 3.3.1. SAP ABAP Certification as delivered by SAP
- 3.3.2. SAP Workflow Certification as delivered by SAP

3.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 3.4.1. Documents detailing Workflow development standards including templates for the Functional/Technical design;
- 3.4.2. Documents detailing functional/technical designs;
- 3.4.3. Documents detailing Workflow specifications;
- 3.4.4. Report on any and/or all problem analysis;
- 3.4.5. Report on recommendations;
- 3.4.6. Source code, dialog screens, user interfaces, functions modules and ABAP reports;
- 3.4.7. Presentation and Training material;
- 3.4.8. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 3.4.9. Status update presentations; and
- 3.4.10. Any other project deliverables related to the tasks identified in Section 3.1 above, on an “as and when requested” basis as specified by the Technical Authority.

4. A.3 ERP Programmer Analyst - SAP Workflow Developer (Level 2)

4.1. Tasks:

The ERP Programmer Analyst - SAP Workflow Developer (Level 2) may be required to perform, without limitation, any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 4.1.1. Develop low-level detailed system requirements and perform SAP Workflow custom development;
- 4.1.2. Participate in the development of technical plans, strategic directions, standards and procedures as requested from the Workflow development team lead;
- 4.1.3. Maintain a work plan for WRICEF objects assigned for development including task status, completion date, percentage complete, etc.;
- 4.1.4. Design, build, test and document Workflow custom developments;
- 4.1.5. Provide guidance and advice on SAP best practices as they relate to the Workflow environment including ensuring the compliance to defined Workflow development standards;
- 4.1.6. Develop data extracts with functional analysts and functional ERP analyst for required master data;
- 4.1.7. Develop Workflow programs, reports and interfaces based on functional specifications;
- 4.1.8. Ensure reusability of components;
- 4.1.9. Interact with other teams to understand schedule dependencies, resolve cross-team issues, and ensure milestones are met;
- 4.1.10. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 4.1.11. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 4.1.12. Assist in developing and presenting various project status updates as well as project deliverables.

4.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 4.2.1. SAP version ECC 6.0
- 4.2.2. SAP Solution Manager
- 4.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 4.2.4. SAP Enterprise Portal
- 4.2.5. SAP Master Data Management (MDM)
- 4.2.6. SAP Governance Risk and Compliance (GRC)
- 4.2.7. SAP NetWeaver Development Infrastructure

- 4.2.8. SAP Business Objects Data Integrator (BODI)
- 4.2.9. SAP Vendor Invoice Management (VIM)
- 4.2.10. Productivity Pak
- 4.2.11. SAP Test Acceleration and Optimization (TAO)
- 4.2.12. SAP HP Quality Centre
- 4.2.13. SAP Testing Tools
- 4.2.14. SAP Workflow
- 4.2.15. large scale SAP Production system (500+ concurrent users)
- 4.2.16. SAP development tools:
 - 4.2.16.1. ABAP Objects
 - 4.2.16.2. Web DynPro ABAP
 - 4.2.16.3. Web DynPro Java
 - 4.2.16.4. SAP Enterprise Portal
 - 4.2.16.5. SAP BPM Etc.
- 4.2.17. Government of Canada Integrated Financial and Material System (GC-IFMS)
- 4.2.18. Integrating SAP to non-SAP systems based on SOA

4.3. Certifications:

This Resource may be required, without limitation, to hold any combination of the following certifications:

- 4.3.1. SAP ABAP Certification as delivered by SAP
- 4.3.2. SAP Workflow Certification as delivered by SAP

4.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 4.4.1. Documents detailing functional and technical designs;
- 4.4.2. Documents detailing Workflow custom development specifications;
- 4.4.3. Review report of technical documents;
- 4.4.4. Report on the self-review and peer-review of source code;
- 4.4.5. Report on any and/or all problem analysis;
- 4.4.6. Report on recommendations;
- 4.4.7. Source code and user interface development objects;
- 4.4.8. Presentation and training material and execution;
- 4.4.9. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;

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- 4.4.10. Status update presentations; and
- 4.4.11. Any other project deliverables related to the tasks identified in Section 4.1 above, on an “as and when requested” basis as specified by the Technical Authority.

5. A.3 ERP Programmer Analyst - SAP Portal Developer (Level 3)

5.1. Tasks:

The ERP Programmer Analyst - SAP Portal Developer (Level 3) may be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 5.1.1. Work with technical and functional resources to build both functional and technical design specifications for Portal development components;
- 5.1.2. Design, develop, test and document SAP Portal solutions based on requirements and open standards such as Web Services for Remote Portlets (WSRP);
- 5.1.3. Ensure the reusability of Portal components;
- 5.1.4. Provide training and guidance on the use of Portal components;
- 5.1.5. Define operational and maintenance procedures as they pertain to the Portal components;
- 5.1.6. Provide guidance and advice on SAP best practices as they relate to the Portal environment;
- 5.1.7. Interact with other teams to understand schedule dependencies, resolve cross-team issues, and ensure conversion milestones are met;
- 5.1.8. Provide timely and complete knowledge transfer to the HRSDC's Project Team through individual and group training, demonstrations and written instructions;
- 5.1.9. Establish standards and relationships with regards to publishing SAP Portal content to HRSDC's Enterprise Portal;
- 5.1.10. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 5.1.11. Assist in developing and presenting various project status updates as well as project deliverables.

5.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 5.2.1. SAP version ECC 6.0
- 5.2.2. SAP Solution Manager
- 5.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 5.2.4. SAP Enterprise Portal
- 5.2.5. SAP Master Data Management (MDM)
- 5.2.6. SAP Governance Risk and Compliance (GRC)
- 5.2.7. SAP NetWeaver Development Infrastructure
- 5.2.8. SAP Business Objects Data Integrator (BODI)
- 5.2.9. SAP Vendor Invoice Management (VIM)
- 5.2.10. Productivity Pak

- 5.2.11. SAP Test Acceleration and Optimization (TAO)
- 5.2.12. SAP HP Quality Centre
- 5.2.13. SAP Testing Tools
- 5.2.14. Large scale SAP Production system (500+ concurrent users)
- 5.2.15. Java
- 5.2.16. ABAP
- 5.2.17. Workflow / workflow components
- 5.2.18. WSRP compliant Portlets
- 5.2.19. User Identity Management (UIM)
- 5.2.20. Forms

5.3. Certifications:

This Resource may be required to hold the following certification:

- 5.3.1. SAP Portal Developer Certification as delivered by SAP

5.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 5.4.1. Documents detailing SAP Portal development standards including templates for the functional/technical design
- 5.4.2. Documents detailing functional/technical designs;
- 5.4.3. Documents detailing Portal specifications;
- 5.4.4. Report on any and/or all problem analysis;
- 5.4.5. Report on recommendations;
- 5.4.6. Source code, dialog screens, user interfaces, functions modules and ABAP reports;
- 5.4.7. Documents detailing migration plan for Portal content from development environment to production;
- 5.4.8. Presentation and training material;
- 5.4.9. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 5.4.10. Status update presentations; and
- 5.4.11. Any other project deliverables related to the tasks identified in Section 5.1 above, on an “as and when requested” basis as specified by the Technical Authority.

6. A.3 ERP Programmer Analyst - SAP Portal Developer (Level 2)

6.1. Tasks:

The ERP Programmer Analyst - SAP Portal Developer (Level 3) may be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 6.1.1. Develop low-level detailed system requirements and perform SAP portal custom development;
- 6.1.2. Participate in the development of technical plans, strategic directions, standards and procedures as requested from the portal development team lead;
- 6.1.3. Maintain a work plan for WRICEF objects assigned for development including task status, completion date, percentage complete, etc.;
- 6.1.4. Design, build, test and document portal custom developments;
- 6.1.5. Provide guidance and advice on SAP best practices as they relate to the portal environment including ensuring the compliance to defined portal development standards;
- 6.1.6. Develop data extracts with functional analysts and functional ERP analyst for required master data;
- 6.1.7. Develop portal programs, reports and interfaces based on functional specifications;
- 6.1.8. Ensure reusability of components;
- 6.1.9. Interact with other teams to understand schedule dependencies, resolve cross-team issues, and ensure milestones are met;
- 6.1.10. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 6.1.11. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 6.1.12. Assist in developing and presenting various project status updates as well as project deliverables.

6.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 6.2.1. SAP version ECC 6.0
- 6.2.2. SAP Solution Manager
- 6.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 6.2.4. SAP Enterprise Portal
- 6.2.5. SAP Master Data Management (MDM)
- 6.2.6. SAP Governance Risk and Compliance (GRC)
- 6.2.7. SAP NetWeaver Development Infrastructure
- 6.2.8. SAP Business Objects Data Integrator (BODI)

- 6.2.9. SAP Vendor Invoice Management (VIM)
- 6.2.10. Productivity Pak
- 6.2.11. SAP Test Acceleration and Optimization (TAO)
- 6.2.12. SAP HP Quality Centre
- 6.2.13. SAP Testing Tools
- 6.2.14. large scale SAP Production system (500+ concurrent users)
- 6.2.15. SAP development tools:
 - 6.2.15.1. Web DynPro ABAP
 - 6.2.15.2. Web DynPro Java
 - 6.2.15.3. ABAP Objects
 - 6.2.15.4. Content Administration
 - 6.2.15.5. PRT Applications
 - 6.2.15.6. iViews
 - 6.2.15.7. Business Packages
 - 6.2.15.8. Portal Roles
 - 6.2.15.9. Framework Interop Page
 - 6.2.15.10. Quality CentreTechnology 3
- 6.2.16. Government of Canada Integrated Financial and Material System (GC-IFMS)
- 6.2.17. Integrating SAP to non-SAP systems based on SOA

6.3. Certifications:

This Resource may be required to hold the following certification:

- 6.3.1. SAP Portal Certification as delivered by SAP

6.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 6.4.1. Documents detailing functional and technical designs;
- 6.4.2. Documents detailing portal custom development specifications;
- 6.4.3. Review report of technical documents;
- 6.4.4. Report on the self-review and peer-review of source code;
- 6.4.5. Report on any and/or all problem analysis;
- 6.4.6. Report on recommendations;
- 6.4.7. Source code and user interface development objects;
- 6.4.8. Presentation and training material and execution;

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- 6.4.9. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 6.4.10. Status update presentations; and
- 6.4.11. Any other project deliverables related to the tasks identified in Section 6.1 above, on an “as and when requested” basis as specified by the Technical Authority.

7. A.3 ERP Programmer Analyst – SAP Senior ABAP Developer (Level 3)

7.1. Tasks:

The ERP Programmer Analyst – Senior SAP ABAP Developer (Level 3) may be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 7.1.1. Prepare and ensuring the completion of technical design specifications based on the documented functional design specifications;
- 7.1.2. Participate in the development of technical plans, strategic directions, standards and procedures within the scope of the project;
- 7.1.3. Assist the ABAP Manager/Team Lead with the distribution of development tasks and deliverables;
- 7.1.4. Develop and maintain a work plan for all RICEF objects including task status, completion date, percentage complete, etc.;
- 7.1.5. Design, build, test and document ABAP enhancements, reports, interfaces, user exits, validations, substitutions, Business Application Programming Interfaces (BAPI) and Business Add Ins (BADI) required to support project requirements;
- 7.1.6. Provide guidance and advice on SAP best practices as they relate to the ABAP environment including ensuring the compliance to defined ABAP development standards;
- 7.1.7. Develop data extracts with Functional Legacy Analysts and Functional ERP Analyst for required master data;
- 7.1.8. Develop ABAP programs, reports and interfaces based on specifications;
- 7.1.9. Ensure reusability of components;
- 7.1.10. Interact with other teams to understand schedule dependencies, resolve cross-team issues, and ensure conversion milestones are met;
- 7.1.11. Provide timely and complete knowledge transfer to the HRSDC's Project Team through individual and group training, demonstrations and written instructions;
- 7.1.12. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 7.1.13. Assist in developing and presenting various project status updates as well as project deliverables.

7.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 7.2.1. SAP version ECC 6.0
- 7.2.2. SAP Solution Manager
- 7.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 7.2.4. SAP Business Intelligence (BI)

- 7.2.5. SAP Enterprise Portal
- 7.2.6. SAP Master Data Management (MDM)
- 7.2.7. SAP Governance Risk and Compliance (GRC)
- 7.2.8. SAP Business Objects Reporting
- 7.2.9. SAP NetWeaver Development Infrastructure
- 7.2.10. SAP Business Objects Data Integrator (BODI)
- 7.2.11. SAP Vendor Invoice Management (VIM)
- 7.2.12. Productivity Pak
- 7.2.13. SAP Test Acceleration and Optimization (TAO)
- 7.2.14. SAP HP Quality Centre
- 7.2.15. SAP Testing Tools
- 7.2.16. SAP ABAP
- 7.2.17. Large scale SAP Production system (500+ concurrent users).
- 7.2.18. SAP development tools:
 - 7.2.18.1. Web DynPro ABAP
 - 7.2.18.2. Web DynPro Java
 - 7.2.18.3. ABAP Objects
 - 7.2.18.4. Enterprise Services Repository
 - 7.2.18.5. Runtime Analysis
 - 7.2.18.6. BAPI
 - 7.2.18.7. BAFI
 - 7.2.18.8. CATT or eCATT
 - 7.2.18.9. SAPSCRIPT
 - 7.2.18.10. SAP ALV
 - 7.2.18.11. User exits
 - 7.2.18.12. Interfaces
 - 7.2.18.13. Smart forms
- 7.2.19. Government of Canada Integrated Financial and Material System (GC-IFMS)
- 7.2.20. Integrating SAP to non-SAP systems based on SOA

7.3. Certifications:

This Resource may be required, without limitation, to hold any combination of the following certifications:

- 7.3.1. Any SAP Certification as delivered by SAP
- 7.3.2. SAP ABAP Certification as delivered by SAP

7.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 7.4.1. Documents detailing ABAP development standards including templates for the functional/technical design;
- 7.4.2. Documents detailing functional/technical designs;
- 7.4.3. Documents detailing Program specifications;
- 7.4.4. Review report of technical documents;
- 7.4.5. Report on the review of source code;
- 7.4.6. Report on any and/or all problem analysis;
- 7.4.7. Report on recommendations;
- 7.4.8. Source code, dialog screens, User interfaces, Functions modules and ABAP Reports;
- 7.4.9. Presentation and Training material;
- 7.4.10. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 7.4.11. Status update presentations; and
- 7.4.12. Any other project deliverables related to the tasks identified in Section 7.1 above, on an “as and when requested” basis as specified by the Technical Authority.

8. A.3 ERP Programmer Analyst – SAP ABAP Developer (Level 2)

8.1. Tasks:

The ERP Programmer Analyst - SAP ABAP Developer (Level 2) may be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 8.1.1. Develop low-level detailed system requirements and perform SAP ABAP custom development;
- 8.1.2. Participate in the development of technical plans, strategic directions, standards and procedures as requested from the ABAP development team lead;
- 8.1.3. Maintain a work plan for WRICEF objects assigned for development including task status, completion date, percentage complete, etc.;
- 8.1.4. Design, build, test and document ABAP custom developments;
- 8.1.5. Provide guidance and advice on SAP best practices as they relate to the ABAP environment including ensuring the compliance to defined ABAP development standards;
- 8.1.6. Develop data extracts with functional analysts and functional ERP analyst for required master data;
- 8.1.7. Develop ABAP programs, reports and interfaces based on functional specifications;
- 8.1.8. Ensure reusability of components;
- 8.1.9. Interact with other teams to understand schedule dependencies, resolve cross-team issues, and ensure milestones are met;
- 8.1.10. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 8.1.11. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 8.1.12. Assist in developing and presenting various project status updates as well as project deliverables.

8.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 8.2.1. SAP version ECC 6.0
- 8.2.2. SAP Solution Manager
- 8.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 8.2.4. SAP Business Intelligence (BI)
- 8.2.5. SAP Enterprise Portal
- 8.2.6. SAP Master Data Management (MDM)
- 8.2.7. SAP Governance Risk and Compliance (GRC)
- 8.2.8. SAP Business Objects Reporting

- 8.2.9. SAP NetWeaver Development Infrastructure
- 8.2.10. SAP Business Objects Data Integrator (BODI)
- 8.2.11. SAP Vendor Invoice Management (VIM)
- 8.2.12. Productivity Pak
- 8.2.13. SAP Test Acceleration and Optimization (TAO)
- 8.2.14. SAP HP Quality Centre
- 8.2.15. SAP Testing Tools
- 8.2.16. SAP ABAP
- 8.2.17. Large scale SAP Production system (500+ concurrent users).
- 8.2.18. SAP development tools:
 - 8.2.18.1. Web DynPro ABAP
 - 8.2.18.2. Web DynPro Java
 - 8.2.18.3. ABAP Objects
 - 8.2.18.4. Enterprise Services Repository
 - 8.2.18.5. Runtime Analysis
 - 8.2.18.6. BAPI
 - 8.2.18.7. CATT or eCATT
 - 8.2.18.8. SAPSCRIPT
 - 8.2.18.9. SAP ALV
 - 8.2.18.10. User exits
- 8.2.19. Government of Canada Integrated Financial and Material System (GC-IFMS)
- 8.2.20. Integrating SAP to non-SAP systems based on SOA

8.3. Certifications:

This Resource may be required to hold the following certification:

- 8.3.1. SAP ABAP Certification as delivered by SAP

8.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 8.4.1. Documents detailing functional and technical designs;
- 8.4.2. Documents detailing ABAP custom development specifications;
- 8.4.3. Review report of technical documents;
- 8.4.4. Report on the self-review and peer-review of source code;
- 8.4.5. Report on any and/or all problem analysis;
- 8.4.6. Report on recommendations;

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- 8.4.7. Source code and user interface development objects;
- 8.4.8. Presentation and training material and execution;
- 8.4.9. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 8.4.10. Status update presentations; and
- 8.4.11. Any other project deliverables related to the tasks identified in Section 8.1 above, on an “as and when requested” basis as specified by the Technical Authority.

9. A.5 ERP Technical Analyst - SAP Basis BI (Level 3)

9.1. Tasks:

The ERP Technical Analyst - SAP Basis BI (Level 3) may be required to perform, without limitation, any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 9.1.1. Gather business requirements for SAP and other related reporting;
- 9.1.2. Identify systems and data resources that are applicable to the SAP data warehouse;
- 9.1.3. Identify BI tool set that is needed to support HRSDC's reporting requirements;
- 9.1.4. Analyze the available SAP delivered business content and identify the gaps that exist with respect to the project requirements;
- 9.1.5. Identify data sources;
- 9.1.6. Assess options for integrating SAP data with other ESRP data sources;
- 9.1.7. Work with the functional team to develop the Reporting Requirements Template;
- 9.1.8. Develop historical reporting strategy and approach;
- 9.1.9. Develop a Data Model Design for BI;
- 9.1.10. Develop an ETL (Export, Transform and Load) and indexing design specification;
- 9.1.11. Identify user groups and roles;
- 9.1.12. Analyze concurrent user volumes;
- 9.1.13. Collect and develop BI related statistics to be validate the SAP-BI system sizing;
- 9.1.14. Work with the Basis team to develop system Landscape and Infrastructure requirements and integrate it within the overall SAP Landscape;
- 9.1.15. Work with the basis team to develop the BI backup and recovery procedures and integrate within the overall SAP backup and recovery procedures;
- 9.1.16. Work with the SAP Security team to develop a Security & Authorizations model which would include a single sign on requirement in order to support the roll out of a BI Solution;
- 9.1.17. Work with BI Team Lead to oversee the development of various reporting design specifications;
- 9.1.18. Document report scheduling and deployment requirements;
- 9.1.19. Integrate BI related change management procedures into the overall ERP-SAP change management process;
- 9.1.20. Develop BI testing strategy and approach as well as test plans and participate in all of levels of testing;
- 9.1.21. Interact with other teams to understand schedule dependencies, resolve cross-team issues, and ensure conversion milestones are met;
- 9.1.22. Provide continuous knowledge transfer to HRSDC employees;
- 9.1.23. Assist in the implementation of tools required to support HRSDC BI requirements;

- 9.1.24. Assist in the development and implementation of the data model as per the approved design;
- 9.1.25. Assist in the development and implementation of the ETL jobs as per the approved design;
- 9.1.26. Work with the SAP Security team to implement the approved Security Roles & Authorizations model;
- 9.1.27. Assist in the integration of reporting capabilities to a Portal;
- 9.1.28. Design, develop and test BI cutover plan;
- 9.1.29. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority; and
- 9.1.30. Assist in developing and presenting various project status updates as well as project deliverables.

9.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 9.2.1. SAP version ECC 6.0
- 9.2.2. SAP Solution Manager
- 9.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 9.2.4. SAP Business Intelligence (BI)
- 9.2.5. SAP Enterprise Portal
- 9.2.6. SAP Content Management
- 9.2.7. SAP Master Data Management (MDM)
- 9.2.8. SAP TREX
- 9.2.9. SAP Governance Risk and Compliance (GRC)
- 9.2.10. SAP Business Objects Reporting
- 9.2.11. SAP NetWeaver Development Infrastructure
- 9.2.12. SAP Identity Management (IDM)
- 9.2.13. Adaptive Computing Controller
- 9.2.14. Redwood Central Process Scheduler
- 9.2.15. SAP Business Objects Data Integrator (BODI)
- 9.2.16. SAP Vendor Invoice Management (VIM)
- 9.2.17. Productivity Pak
- 9.2.18. SAP Test Acceleration and Optimization (TAO)
- 9.2.19. SAP HP Quality Centre
- 9.2.20. SAP Testing Tools
- 9.2.21. Large scale SAP Production system (500+ concurrent users)

- 9.2.22. SAP Basis
- 9.2.23. SAP Enterprise Portal
- 9.2.24. SAP Composition Environment (CE)
- 9.2.25. SAP Support Package Application Manager (SPAM)
- 9.2.26. SNOTES tool (to apply SAP Notes)
- 9.2.27. SAP Kernel patches
- 9.2.28. Backup and restore of large SAP Database (500+ GB)
- 9.2.29. Government of Canada's SAP Cluster Group – Integrated Financial and Materiel System (IFMS) footprint

9.3. Certifications:

This Resource may be required to hold the following certification:

- 9.3.1. SAP Basis certification as delivered by SAP

9.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 9.4.1. SAP components and engineering and administration release packages including Oracle, Operating System for SAP and other applications required for the SAP BI landscape;
- 9.4.2. Unit test cases and test scripts;
- 9.4.3. Standard Operation Procedure documentation;
- 9.4.4. Installation and configuration guides for BI;
- 9.4.5. Hardware sizing proposal for the complete HRSDC SAP BI landscape;
- 9.4.6. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority;
- 9.4.7. Status update presentations; and
- 9.4.8. Any other project deliverables related to the tasks identified in Section 9.1 above, on an "as and when requested" basis as specified by the Technical Authority.

10. A.5 ERP Technical Analyst - SAP Basis BI (Level 2)

10.1. Tasks:

The ERP Technical Analyst - SAP Basis BI (Level 2) may be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 10.1.1. Install, configure, build, test, maintain and document SAP Business Intelligence and Business Objects to meet the objectives and goals of the ERP-SAP certification and accreditation activities, ensuring that all technical success criteria are met;
- 10.1.2. Perform system copy and restore procedures on SAP Business Intelligence;
- 10.1.3. Install, configure, build, test, maintain and document Business Intelligence, Business Objects and database servers and other identified environments required for the SAP landscape;
- 10.1.4. Provide expertise, recommendations and guidance on all required technical documentation to be produced by the SAP Basis team – especially relating to SAP Business Intelligence and Business Objects;
- 10.1.5. Provide expertise, recommendations and guidance in troubleshooting and fixing technical issues and problems as they may occur during the deployment and testing of the SAP components and provide sound recommendations for final resolution of issues – especially relating to SAP Business Intelligence and Business Objects;
- 10.1.6. Provide assistance in tuning for ERP-SAP performance testing and SAP Earlywatch and Going-Live Functional Checks – especially relating to SAP Business Intelligence and Business Objects;
- 10.1.7. Provide assistance with the integration of SAP Business Intelligence with other SAP components, with legacy systems, as well as with products from other vendors, such as Oracle;
- 10.1.8. Apply upgrades, support packs, kernel patches, and OSS notes as required to SAP Business Intelligence, Business Objects, and Oracle databases;
- 10.1.9. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority; and
- 10.1.10. Assist in developing and presenting various project status updates as well as project deliverables.

10.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 10.2.1. Large scale SAP Production system (500+ concurrent users)
- 10.2.2. SAP version ECC 6.0
- 10.2.3. SAP Solution Manager
- 10.2.4. SAP Process Integration/Process Orchestration (PI/PO)
- 10.2.5. SAP Business Intelligence (BI)

- 10.2.6. SAP Enterprise Portal
- 10.2.7. SAP Content Management
- 10.2.8. SAP Master Data Management (MDM)
- 10.2.9. SAP TREX
- 10.2.10. SAP Governance Risk and Compliance (GRC)
- 10.2.11. SAP Business Objects Reporting
- 10.2.12. SAP NetWeaver Development Infrastructure
- 10.2.13. SAP Identity Management (IDM)
- 10.2.14. Adaptive Computing Controller
- 10.2.15. Redwood Central Process Scheduler
- 10.2.16. SAP Business Objects Data Integrator (BODI)
- 10.2.17. SAP Vendor Invoice Management (VIM)
- 10.2.18. Productivity Pak
- 10.2.19. SAP Test Acceleration and Optimization (TAO)
- 10.2.20. SAP HP Quality Centre
- 10.2.21. SAP Testing Tools
- 10.2.22. SAP Basis
- 10.2.23. SAP Composition Environment (CE)
- 10.2.24. SAP Support Package Application Manager (SPAM)
- 10.2.25. SNOTES tool (to apply SAP Notes)
- 10.2.26. SAP Kernel patches
- 10.2.27. Backup and restore of large SAP Database (500+ GB)
- 10.2.28. Government of Canada's SAP Cluster Group – Integrated Financial and Materiel System (IFMS) footprint

10.3. Certifications:

This Resource may be required to hold the following certification:

- 10.3.1. SAP Basis certification as delivered by SAP

10.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 10.4.1. Installation and configuration of various SAP applications as well as installation and configuration guides for various SAP applications, as requested by the team lead;
- 10.4.2. The documentation of various technical procedures for Basis tasks, such as performing system refreshes, as requested by the team lead;

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- 10.4.3. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 10.4.4. Status update presentations; and
- 10.4.5. Any other project deliverables related to the tasks identified in Section 10.1 above, on an “as and when requested” basis as specified by the Technical Authority.

11. A.5 ERP Technical Analyst - SAP Basis Training (Level 2)

11.1. Tasks:

The ERP Technical Analyst - SAP Basis Training (Level 2) may be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 11.1.1. Install, configure, build, test, maintain and document SAP Training environments to meet the objectives and goals of the ERP-SAP certification and accreditation activities, ensuring that all technical success criteria are met;
- 11.1.2. Perform system copy and restore procedures on SAP Training environments;
- 11.1.3. Install, configure, build, test, maintain and document Training environments database servers and other identified environments required for the SAP landscape;
- 11.1.4. Provide expertise, recommendations and guidance on all required technical documentation to be produced by the SAP Basis team – especially relating to SAP Training environments;
- 11.1.5. Provide expertise, recommendations and guidance in troubleshooting and fixing technical issues and problems as they may occur during the deployment and testing of the SAP components and provide sound recommendations for final resolution of issues – especially relating to SAP Training environments;
- 11.1.6. Provide assistance in tuning for ERP-SAP performance testing and SAP Earlywatch and Going-Live Functional Checks – especially relating to SAP Training environments;
- 11.1.7. Provide assistance with the integration of SAP Training environments with other SAP components, with legacy systems, as well as with products from other vendors, such as Oracle;
- 11.1.8. Apply upgrades, support packs, kernel patches, and OSS notes as required to SAP Training environments, Business Objects, and Oracle databases;
- 11.1.9. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 11.1.10. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 11.1.11. Assist in developing and presenting various project status updates as well as project.

11.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 11.2.1. Large scale SAP Production system (500+ concurrent users)
- 11.2.2. SAP version ECC 6.0
- 11.2.3. SAP Solution Manager
- 11.2.4. SAP Process Integration/Process Orchestration (PI/PO)
- 11.2.5. SAP Business Intelligence (BI)
- 11.2.6. SAP Enterprise Portal

- 11.2.7. SAP Content Management
- 11.2.8. SAP Master Data Management (MDM)
- 11.2.9. SAP TREX
- 11.2.10. SAP Governance Risk and Compliance (GRC)
- 11.2.11. SAP Business Objects Reporting
- 11.2.12. SAP NetWeaver Development Infrastructure
- 11.2.13. SAP Identity Management (IDM)
- 11.2.14. Adaptive Computing Controller
- 11.2.15. Redwood Central Process Scheduler
- 11.2.16. SAP Business Objects Data Integrator (BODI)
- 11.2.17. SAP Vendor Invoice Management (VIM)
- 11.2.18. Productivity Pak
- 11.2.19. SAP Test Acceleration and Optimization (TAO)
- 11.2.20. SAP HP Quality Centre
- 11.2.21. SAP Testing Tools
- 11.2.22. SAP Basis
- 11.2.23. SAP Composition Environment (CE)
- 11.2.24. SAP Support Package Application Manager (SPAM)
- 11.2.25. SNOTES tool (to apply SAP Notes)
- 11.2.26. SAP Kernel patches
- 11.2.27. Backup and restore of large SAP Database (500+ GB)
- 11.2.28. Government of Canada's SAP Cluster Group – Integrated Financial and Materiel System (IFMS) footprint

11.3. Certifications:

This Resource may be required to hold the following certification:

- 11.3.1. SAP Basis certification as delivered by SAP

11.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 11.4.1. Installation and configuration of various SAP applications as well as configuration and installation guides for various SAP applications, as requested by the team lead;
- 11.4.2. The documentation of various technical procedures for Basis tasks, such as performing system refreshes, as requested by the team lead;
- 11.4.3. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;

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- 11.4.4. Status update presentations; and
- 11.4.5. Any other project deliverables related to the tasks identified in Section 11.1 above, on an “as and when requested” basis as specified by the Technical Authority.

12. A.5 ERP Technical Analyst - SAP Basis Portal (Level 2)

12.1. Tasks:

The ERP Technical Analyst - SAP Basis Portal (Level 2) may be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 12.1.1. Install, configure, build, test, maintain and document the SAP Portal to meet the objectives and goals of the ERP-SAP certification and accreditation activities, ensuring that all technical success criteria are met;
- 12.1.2. Perform system copy and restore procedures on SAP Portal;
- 12.1.3. Install, configure, build, test, maintain and document SAP Portal and database servers and other identified environments required for the SAP landscape;
- 12.1.4. Provide expertise, recommendations and guidance on all required technical documentation to be produced by the SAP Basis team – especially relating to SAP Portal;
- 12.1.5. Provide expertise, recommendations and guidance in troubleshooting and fixing technical issues and problems as they may occur during the deployment and testing of the SAP components and provide sound recommendations for final resolution of issues – especially relating to SAP Portal;
- 12.1.6. Provide assistance in tuning for ERP-SAP performance testing and SAP Earlywatch and Going-Live Functional Checks – especially relating to SAP Portal;
- 12.1.7. Provide assistance with the integration of SAP Portal with other SAP components, with legacy systems, as well as with products from other vendors, such as Oracle;
- 12.1.8. Provide assistance in configuring SAP Portal in a federated multi-portal environment;
- 12.1.9. Apply upgrades, support packs, kernel patches, and OSS notes as required to SAP Portal and Oracle databases;
- 12.1.10. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 12.1.11. Submit status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 12.1.12. Assist in developing and presenting various project status updates as well as project deliverables.

12.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 12.2.1. Large scale SAP Production system (500+ concurrent users)
- 12.2.2. SAP version ECC 6.0
- 12.2.3. SAP Solution Manager
- 12.2.4. SAP Process Integration/Process Orchestration (PI/PO)
- 12.2.5. SAP Business Intelligence (BI)

- 12.2.6. SAP Enterprise Portal
- 12.2.7. SAP Content Management
- 12.2.8. SAP Master Data Management (MDM)
- 12.2.9. SAP TREX
- 12.2.10. SAP Governance Risk and Compliance (GRC)
- 12.2.11. SAP Business Objects Reporting
- 12.2.12. SAP NetWeaver Development Infrastructure
- 12.2.13. SAP Identity Management (IDM)
- 12.2.14. Adaptive Computing Controller
- 12.2.15. Redwood Central Process Scheduler
- 12.2.16. SAP Business Objects Data Integrator (BODI)
- 12.2.17. SAP Vendor Invoice Management (VIM)
- 12.2.18. Productivity Pak
- 12.2.19. SAP Test Acceleration and Optimization (TAO)
- 12.2.20. SAP HP Quality Centre
- 12.2.21. SAP Testing Tools
- 12.2.22. SAP Composition Environment (CE)
- 12.2.23. Unix environment
- 12.2.24. SAP Portal using the SAP Support Package Application Manager (SPAM)
- 12.2.25. SNOTES tool (to apply SAP Notes)
- 12.2.26. SAP Kernel patches
- 12.2.27. Backup and restore of large SAP Database (500+ GB)
- 12.2.28. Government of Canada's SAP Cluster Group – Integrated Financial and Materiel System (IFMS) footprint

12.3. Certifications:

This Resource may be required to hold the following certification:

- 12.3.1. SAP Basis certification as delivered by SAP

12.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 12.4.1. Installation and configuration of various SAP applications as well as installation and configuration guides for various SAP applications, as requested by the team lead;
- 12.4.2. The documentation of various technical procedures for Basis tasks, such as performing system refreshes, as requested by the team lead;

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- 12.4.3. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 12.4.4. Status update presentations; and
- 12.4.5. Any other project deliverables related to the tasks identified in Section 12.1 above, on an “as and when requested” basis as specified by the Technical Authority.

13. A.5 ERP Technical Analyst - SAP Solution Manager (Level 3)

13.1. Tasks:

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

- 13.1.1. Develop strategy and approach for implementing SAP Solution Manager to support all phases of the Application Life Cycle Management;
- 13.1.2. Assist in the development of sizing requirements for the SAP Solution Manager application;
- 13.1.3. Configure, test and document the SAP Solution Manager components (Implementation support for SAP Solutions/Projects, Upgrade of SAP Solutions, Change Request Management, Solution Monitoring, Service Desk, Root Cause Analysis, etc.) required to support the Application Life Cycle Management;
- 13.1.4. Develop best practices guide for using Solution Manager implement and control SAP projects;
- 13.1.5. Develop best practices guide for Change Request Management (ChaRM);
- 13.1.6. Develop best practices guide for SAP's enhanced Change and Transport System (CTS+);
- 13.1.7. Provide expertise, recommendations and guidance on all required technical documentation to be produced for Solution Manager;
- 13.1.8. Provide expertise, recommendations and guidance in troubleshooting and fixing technical issues and problems as they may occur during the deployment and testing of the SAP Solution Manager components and providing sound recommendations for final resolution of issues;
- 13.1.9. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 13.1.10. Submit status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 13.1.11. Assist in developing and presenting various project status updates as well as project deliverables.

13.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 13.2.1. SAP version ECC 6.0
- 13.2.2. SAP Solution Manager
- 13.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 13.2.4. SAP Enterprise Portal
- 13.2.5. SAP Master Data Management (MDM)
- 13.2.6. SAP Governance Risk and Compliance (GRC)

- 13.2.7. SAP NetWeaver Development Infrastructure
- 13.2.8. SAP Business Objects Data Integrator (BODI)
- 13.2.9. SAP Vendor Invoice Management (VIM)
- 13.2.10. Productivity Pak
- 13.2.11. SAP Test Acceleration and Optimization (TAO)
- 13.2.12. SAP HP Quality Centre
- 13.2.13. SAP Testing Tools
- 13.2.14. SAP Solution Manager “Implementation of SAP Solutions” component
- 13.2.15. SAP Solution Manager “Upgrade of SAP Solutions” component
- 13.2.16. SAP Solution Manager “Change Request Management (ChaRM)” component
- 13.2.17. SAP Solution Manager “Solution Monitoring” component
- 13.2.18. SAP Solution Manager “Service Desk” component
- 13.2.19. SAP Solution Manager “Root Cause Analysis” component

13.3. Certifications:

This Resource may be required to hold the following certification:

- 13.3.1. SAP Solution Manager related Certification as delivered by SAP

13.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 13.4.1. Strategy document on the implementation of SAP Solution Manager to support the Application Life Cycle Management;
- 13.4.2. Best practices guides;
- 13.4.3. Configuration guides for SAP Solution Manager components;
- 13.4.4. Report on hardware sizing requirements for the Solution Manager application instances;
- 13.4.5. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 13.4.6. Status update presentations; and
- 13.4.7. Any other project deliverables related to the tasks identified in Section 13.1 above, on an “as and when requested” basis as specified by the Technical Authority.

14. A.4 ERP Technical Analyst - SAP Test Tools Specialist (Level 2)

14.1. Tasks:

The ERP Technical Analyst - SAP Test Tools Specialist (Level 2) may be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 14.1.1. Implement ERP systems test tools to support projects, departments, organizations or businesses;
- 14.1.2. Participate in the development of technical plans, strategic directions, standards and procedures as requested from the testing team lead;
- 14.1.3. Maintain a work plan for WRICEF objects assigned for test, including task status, completion date, percentage complete, etc.;
- 14.1.4. Test and document custom developments of HRSDC's new SAP system;
- 14.1.5. Provide guidance and advice on SAP best practices as they relate to the SAP environment including ensuring the compliance to defined SAP testing standards;
- 14.1.6. Develop data extracts with functional analysts and functional ERP analyst for required master data;
- 14.1.7. Develop ad-hoc programs, reports and interfaces to validate custom development conforms to functional specifications;
- 14.1.8. Ensure reusability of components;
- 14.1.9. Interact with other teams to understand schedule dependencies, resolve cross-team issues, and ensure milestones are met;
- 14.1.10. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 14.1.11. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 14.1.12. Assist in developing and presenting various project status updates as well as project deliverables.

14.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 14.2.1. SAP version ECC 6.0
- 14.2.2. SAP Solution Manager
- 14.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 14.2.4. SAP Business Intelligence (BI)
- 14.2.5. SAP Enterprise Portal
- 14.2.6. SAP Content Management
- 14.2.7. SAP Master Data Management (MDM)

- 14.2.8. SAP TREX
- 14.2.9. SAP Governance Risk and Compliance (GRC)
- 14.2.10. SAP Business Objects Reporting
- 14.2.11. SAP Identity Management (IDM)
- 14.2.12. SAP Vendor Invoice Management (VIM)
- 14.2.13. Productivity Pak
- 14.2.14. SAP Test Acceleration and Optimization (TAO)
- 14.2.15. SAP HP Quality Centre
- 14.2.16. SAP Testing Tools
- 14.2.17. Large scale SAP Production system (500+ concurrent users).
- 14.2.18. SAP and third party testing tools:
 - 14.2.18.1. ABAP Objects
 - 14.2.18.2. eCATT
 - 14.2.18.3. Web DynPro ABAP
 - 14.2.18.4. Web DynPro Java
 - 14.2.18.5. IBM Rational Test Suite (Workbench or previous name Robot)
- 14.2.19. Government of Canada Integrated Financial and Material System (GC-IFMS)
- 14.2.20. Integrating SAP to non-SAP systems based on SOA.

14.3. Certifications:

This Resource may be required to hold the following certification:

- 14.3.1. SAP Testing (also called Quality Management) Certification as delivered by SAP

14.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 14.4.1. Documents detailing functional and technical designs;
- 14.4.2. Documents detailing testing coverage strategy;
- 14.4.3. Review report of technical documents;
- 14.4.4. Report on the self-review and peer-review of source code;
- 14.4.5. Report on any and/or all problem analysis;
- 14.4.6. Report on recommendations;
- 14.4.7. Source code and user interface development objects;
- 14.4.8. Presentation and training material and execution;
- 14.4.9. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;

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- 14.4.10. Status update presentations; and
- 14.4.11. Any other project deliverables related to the tasks identified in Section 14.1 above, on an “as and when requested” basis as specified by the Technical Authority.

15. A.5 ERP Technical Analyst - SAP Roles and Authorizations Analyst (Level 2)

15.1. Tasks:

The ERP Technical Analyst - SAP Roles and Authorizations Analyst (Level 2) may be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 15.1.1. Assist in the implementation, configuration and maintenance of the R&A solution;
- 15.1.2. Assist in building, testing, documenting, monitoring and maintaining all technical R&A components of the SAP system required;
- 15.1.3. Assist in resolving any issues related to R&A that may arise during the build;
- 15.1.4. Assist in implementing a testing strategy for R&A related development;
- 15.1.5. Evaluate change requests by analyzing and documenting requirements that ensure effective and integrated solutions;
- 15.1.6. Perform operational support processes and procedures;
- 15.1.7. Assist in packaging technical transports and releases relating to R&A;
- 15.1.8. Define roles, permission lists, and profiles;
- 15.1.9. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 15.1.10. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 15.1.11. Assist in developing and presenting various project status updates as well as project deliverables.

15.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 15.2.1. SAP version ECC 6.0
- 15.2.2. SAP Solution Manager
- 15.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 15.2.4. SAP Business Intelligence (BI)
- 15.2.5. SAP Enterprise Portal
- 15.2.6. SAP Content Management
- 15.2.7. SAP Master Data Management (MDM)
- 15.2.8. SAP TREX
- 15.2.9. SAP Governance Risk and Compliance (GRC)
- 15.2.10. SAP Business Objects Reporting
- 15.2.11. SAP NetWeaver Development Infrastructure
- 15.2.12. SAP Identity Management (IDM)

- 15.2.13. SAP Business Objects Data Integrator (BODI)
- 15.2.14. SAP Vendor Invoice Management (VIM)
- 15.2.15. SAP Basis
- 15.2.16. Large scale SAP Production system (500+ concurrent users).
- 15.2.17. Government of Canada's SAP Cluster Group – Integrated Financial and Materiel System (IFMS)
- 15.2.18. Identity Management user bases with SAP BPM
- 15.2.19. SAP Identity Management user bases with SAP Portal

15.3. Certifications:

This Resource may be required to hold the following certification:

- 15.3.1. SAP Security certification as delivered by SAP

15.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 15.4.1. A functioning R&A solution across the SAP landscape;
- 15.4.2. The documentation for various maintenance procedures, as requested by the team lead;
- 15.4.3. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 15.4.4. Status update presentations; and
- 15.4.5. Any other project deliverables related to the tasks identified in Section 15.1 above, on an “as and when requested” basis as specified by the Technical Authority.

16. A.5 ERP Technical Analyst - SAP Basis (Level 3)

16.1. Tasks:

The ERP Technical Analyst - SAP Basis (Level 3) may be required, without limitation, to perform any combination of the following tasks during the Realization, Final Preparation, Go-Live Support and/or Run phases:

- 16.1.1. Install, configure, build, test and document the SAP components and the required infrastructure components to meet the objectives and goals of the ERP-SAP certification and accreditation activities, ensuring that all technical success criteria are met;
- 16.1.2. Implement various tools and components within the SAP Landscape;
- 16.1.3. Act as Incident Manager for the Basis team and coordinate solutions within proper timelines;
- 16.1.4. Install, configure, build, test and document the SAP application and database servers and other identified environments required for the SAP landscape;
- 16.1.5. Provide expertise, recommendations and guidance on all required technical documentation to be produced by the SAP Basis team;
- 16.1.6. Provide expertise, recommendations and guidance in troubleshooting and fixing technical issues and problems as they may occur during the deployment and testing of the SAP components and providing sound recommendations for final resolution of issues;
- 16.1.7. Lead and provide tuning for ERP-SAP performance testing and SAP Earlywatch and Going-Live Functional Checks;
- 16.1.8. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 16.1.9. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 16.1.10. Assist in developing and presenting various project status updates as well as project deliverables.

16.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 16.2.1. SAP version ECC 6.0
- 16.2.2. SAP Solution Manager
- 16.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 16.2.4. SAP Business Intelligence (BI)
- 16.2.5. SAP Enterprise Portal
- 16.2.6. SAP Content Management
- 16.2.7. SAP Master Data Management (MDM)
- 16.2.8. SAP TREX
- 16.2.9. SAP Governance Risk and Compliance (GRC)

- 16.2.10. SAP Business Objects Reporting
- 16.2.11. SAP NetWeaver Development Infrastructure
- 16.2.12. SAP Identity Management (IDM)
- 16.2.13. Adaptive Computing Controller
- 16.2.14. Redwood Central Process Scheduler
- 16.2.15. SAP Business Objects Data Integrator (BODI)
- 16.2.16. SAP Vendor Invoice Management (VIM)
- 16.2.17. Productivity Pak
- 16.2.18. SAP Test Acceleration and Optimization (TAO)
- 16.2.19. SAP HP Quality Centre
- 16.2.20. SAP Testing Tools
- 16.2.21. SAP Basis
- 16.2.22. Large scale SAP Production system (500+ concurrent users)
- 16.2.23. Unix
- 16.2.24. Microsoft
- 16.2.25. SAP Support Package Application Manager (SPAM)
- 16.2.26. SNOTES tool (to apply SAP Notes)
- 16.2.27. Backup and restore of large SAP Database (500+ GB)

16.3. Certifications:

This Resource may be required to hold the following certification:

- 16.3.1. SAP Basis Certification as delivered by SAP

16.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 16.4.1. SAP components and engineering and administration release packages including Oracle, Operating System for SAP and other applications required for the SAP landscape;
- 16.4.2. Unit test cases and test scripts;
- 16.4.3. Standard Operation Procedure documentation;
- 16.4.4. Installation and configuration guides;
- 16.4.5. Hardware sizing proposal for the complete HRSDC SAP landscape;
- 16.4.6. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 16.4.7. Status update presentations; and
- 16.4.8. Any other project deliverables related to the tasks identified in Section 16.1 above, on an “as and when requested” basis as specified by the Technical Authority.

17. A.5 ERP Technical Analyst - SAP Interoperability and Integration (Level 3)

17.1. Tasks:

The ERP Technical Analyst - SAP Interoperability and Integration (Level 3) may 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:

- 17.1.1. Manage the development of conversions (automated, manual and master data loads) requirements identified in the business blueprint;
- 17.1.2. Implement the Conversion Strategy;
- 17.1.3. Develop data extracts with Functional Legacy Analysts and Functional ERP Analyst for required master data;
- 17.1.4. Develop and plan conversions using the LSMW and IBIP tools;
- 17.1.5. Develop specifications for conversion programs;
- 17.1.6. Ensure reusability of conversion components;
- 17.1.7. Develop data transformation business rules with Functional Legacy Analysts;
- 17.1.8. Implement data transformation rules in LSMW and IBIP or other approved approaches;
- 17.1.9. Conduct Unit Testing conversion using LSMW and IBIP or other approved conversion packages;
- 17.1.10. Coordinate and develop conversion components with ABAP resources;
- 17.1.11. Implement development documentation and testing standards related to conversions;
- 17.1.12. Interact with other teams to understand schedule dependencies, resolve cross-team issues, and ensure conversion milestones are met;
- 17.1.13. Interact with external contacts (e.g. legacy application users and managers) to identify/understand external activities related to conversion development;
- 17.1.14. Work with ABAP resources to set development standards;
- 17.1.15. Work with a SOA team to develop an overall interface architecture;
- 17.1.16. Work with SAP web development tools such as Web Dynpro;
- 17.1.17. Collaborate with the other project component architects to ensure seamless integration across the global solution;
- 17.1.18. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 17.1.19. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and
- 17.1.20. Assist in developing and presenting various project status updates as well as project deliverables.

17.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 17.2.1. SAP version ECC 6.0
- 17.2.2. SAP Solution Manager
- 17.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 17.2.4. SAP Business Intelligence (BI)
- 17.2.5. SAP Enterprise Portal
- 17.2.6. SAP Content Management
- 17.2.7. SAP Master Data Management (MDM)
- 17.2.8. SAP TREX
- 17.2.9. SAP Governance Risk and Compliance (GRC)
- 17.2.10. SAP Business Objects Reporting
- 17.2.11. SAP NetWeaver Development Infrastructure
- 17.2.12. SAP Identity Management (IDM)
- 17.2.13. SAP Business Objects Data Integrator (BODI)
- 17.2.14. SAP Vendor Invoice Management (VIM)
- 17.2.15. Productivity Pak
- 17.2.16. SAP Test Acceleration and Optimization (TAO)
- 17.2.17. SAP HP Quality Centre
- 17.2.18. SAP Testing Tools
- 17.2.19. Service Oriented Architecture (SOA)
- 17.2.20. Legacy System Migration Workbench (LSMW)
- 17.2.21. Legacy System data conversion
- 17.2.22. SAP IBIP transaction for data migration
- 17.2.23. ABAP
- 17.2.24. Enterprise Service Bus (ESB)
- 17.2.25. SAP Web Dynpro
- 17.2.26. Government of Canada Integrated Financial and Material System (GC-IFMS)
- 17.2.27. Large SAP system (5000+ users; 500+ concurrent users)

17.3. Certifications:

This Resource may be required to hold the following certification:

- 17.3.1. Any SAP Certification as delivered by SAP

17.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 17.4.1. Document detailing the Conversion Standards and Approach;
- 17.4.2. Document detailing the Interface Architecture using and SOA Approach;
- 17.4.3. Document detailing the ABAP Development Standards;
- 17.4.4. Document detailing the results of the Proof of Concept using SOA to expose SAP Web services;
- 17.4.5. Document detailing Web Dynpro Development Standards;
- 17.4.6. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 17.4.7. Status update presentations; and
- 17.4.8. Any other project deliverables related to the tasks identified in Section 17.1 above, on an “as and when requested” basis as specified by the Technical Authority.

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

18.1. Tasks:

The Project Manager – SAP Project Manager (Level 3) may 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:

- 18.1.1. Manage technical requirements planning activities identified in the business blueprint;
- 18.1.2. Implement reporting strategy and dashboard for technical ERP deliverables;
- 18.1.3. Develop Service Management requirements and practices required for the Project and In-Service Organization;
- 18.1.4. Create and document the custom development approach with other technical leads;
- 18.1.5. Interact with other business and technical teams to document and manage project schedule dependencies;
- 18.1.6. Prepare terms of reference and agenda for Technical Advisory Board ;
- 18.1.7. Develop technical risk management plan;
- 18.1.8. Develop and maintain technical ERP plans, tools, procedures and systems already in use or introduced by the ERP project management office;
- 18.1.9. Manage, coordinate and enforce the use of tools, procedures and systems within the technical teams;
- 18.1.10. Prepare, refine and review written documentation, reports, dashboards and make oral presentations;
- 18.1.11. Prepare or assist in developing project budget, costing and scheduling estimates as well as project implementation approaches, issue/quality management processes and organizational requirements;
- 18.1.12. 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;
- 18.1.13. Collect, review, analyze, track and report on project performance data and advise on the time, cost, scope, quality, business requirements or other performance parameters;
- 18.1.14. Prepare, refine and review performance reports and facilitate integration with other tools/reports as necessary;
- 18.1.15. Plan technical deliverables based on ASAP methodology with participation of team leads;
- 18.1.16. Develop weekly status report for Technical Director, management and steering committee meetings;
- 18.1.17. Provide timely and complete knowledge transfer to HRSDC's project team staff through individual and group training, shadowing, demonstrations and written instructions;
- 18.1.18. Submit status reports in MS Word format on a monthly basis and provide one electronic copy of the deliverables as specified in the TA that will be raised on an "as and when requested" basis to the Technical Authority; and

- 18.1.19. Assist in developing and presenting various project status updates as well as project deliverables.

18.2. Technologies/Technical Expertise:

It is anticipated that this Resource will require experience, without limitation, with any combination of the following technologies/technical areas:

- 18.2.1. SAP version ECC 6.0
- 18.2.2. SAP Solution Manager
- 18.2.3. SAP Process Integration/Process Orchestration (PI/PO)
- 18.2.4. SAP Business Intelligence (BI)
- 18.2.5. SAP Enterprise Portal
- 18.2.6. SAP Content Management
- 18.2.7. SAP Master Data Management (MDM)
- 18.2.8. SAP TREX
- 18.2.9. SAP Governance Risk and Compliance (GRC)
- 18.2.10. SAP Business Objects Reporting
- 18.2.11. SAP NetWeaver Development Infrastructure
- 18.2.12. SAP Identity Management (IDM)
- 18.2.13. Adaptive Computing Controller
- 18.2.14. Redwood Central Process Scheduler
- 18.2.15. SAP Business Objects Data Integrator (BODI)
- 18.2.16. SAP Vendor Invoice Management (VIM)
- 18.2.17. Productivity Pak
- 18.2.18. SAP Test Acceleration and Optimization (TAO)
- 18.2.19. SAP HP Quality Centre
- 18.2.20. SAP Testing Tools
- 18.2.21. SAP Public Sector Industry Solution
- 18.2.22. SAP ASAP Methodology
- 18.2.23. Certification and Accreditation Strategy based on Government of Canada MITS (Management of Information Technology Security)

18.3. Certifications:

This Resource may be required, without limitation, to hold any combination of the following certifications:

- 18.3.1. Any SAP Certification as delivered by SAP
- 18.3.2. PMI - PMP certification as delivered by SAP
- 18.3.3. ITIL Certification as delivered by SAP

18.4. Deliverables:

The Resource must provide, at a minimum, the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Technical Authority.

- 18.4.1. Technical project plan and schedule;
- 18.4.2. Document detailing Certification and Accreditation approach, deliverables and resource requirements;
- 18.4.3. Plan for managing technical critical path based on Project baseline schedule;
- 18.4.4. Document regarding HRSDC transport process and approval;
- 18.4.5. Release Management Strategy;
- 18.4.6. Document detailing the Custom Development Approach and related functional and technical design templates;
- 18.4.7. Solution Manager implementation plan with technical and business requirements;
- 18.4.8. Production cutover plan;
- 18.4.9. Status reports in MS Word format on a monthly basis and one electronic copy of the deliverables as specified in the TA that will be raised on an “as and when requested” basis to the Technical Authority;
- 18.4.10. Status update presentations; and
- 18.4.11. Any other project deliverables related to the tasks identified in Section 18.1 above, on an “as and when requested” basis as specified by the Technical Authority.

APPENDIX B TO ANNEX A
ESRP TRANSITION-IN PLAN

Expected On-Boarding Date	Resource Title	TBIPS Category	Level	Qty	Estimated Level of Effort (Working days)
01-Feb-13	SAP Basis BI	A.5 ERP Technical Analyst	2	1	165
	SAP Basis Training	A.5 ERP Technical Analyst	2	1	165
	SAP Basis Portal	A.5 ERP Technical Analyst	2	1	165
	SAP Solution Manager	A.5 ERP Technical Analyst	3	1	165
	SAP Roles and Authorizations Analyst	A.5 ERP Technical Analyst	2	1	165
	SAP Roles and Authorizations Analyst	A.5 ERP Technical Analyst	2	1	165
	SAP Process Integration Developer	A.3 ERP Programmer Analyst	2	1	165
	SAP Workflow Developer	A.3 ERP Programmer Analyst	2	1	165
	SAP Portal Developer	A.3 ERP Programmer Analyst	2	1	165
	SAP ABAP Developer	A.3 ERP Programmer Analyst	2	1	165
01-Mar-13	SAP Roles and Authorizations Analyst	A.5 ERP Technical Analyst	2	1	145
	SAP Process Integration Developer	A.3 ERP Programmer Analyst	2	1	145
	SAP Workflow Developer	A.3 ERP Programmer Analyst	2	1	145
	SAP Workflow Developer	A.3 ERP Programmer Analyst	2	1	145
	SAP Portal Developer	A.3 ERP Programmer Analyst	2	1	145
	SAP Portal Developer	A.3 ERP Programmer Analyst	2	1	145
	SAP ABAP Developer	A.3 ERP Programmer Analyst	2	1	145
	SAP ABAP Developer	A.3 ERP Programmer Analyst	2	1	145
01-Apr-13	SAP Technical Analyst	A.5 ERP Technical Analyst	3	1	380
	SAP System Analyst	A.4 ERP System Analyst	3	1	380
	SAP Programmer Analyst	A.3 ERP Programmer Analyst	3	1	380
	Application/ Software Architect	A.1 Application/ Software Architect	3	1	300
	SAP Project Manager	P.9 Project Manager	3	1	300
Estimated Total Working Days					4550

APPENDIX C TO ANNEX A

TASK AUTHORIZATION PROCEDURE

1.0 Task Authorization (TA) Initiation

Where a requirement for a specific task has been identified and a TA is to be provided to the Contractor in accordance with the allocation methodology stated in the contract article titled “Task Authorization”, a Task Authorization Form (TA Form) as attached at Appendix D to Annex A will be prepared by the Technical Authority. Each TA Form will contain the following information, if applicable:

- (i) a task number;
- (ii) the date by which the Contractor’s quotation must be received by the HRSDC Technical Authority;
- (iii) the Categories of Resources and the quantity required;
- (iv) a detailed Statement of Work (SOW) for the task outlining the work activities to be performed and describing the deliverables (such as reports) to be submitted, including the required format and media as well as the technical expertise, functional expertise and certifications required;
- (v) the required start and completion dates;
- (vi) a schedule of milestone completion dates for major work activities, deliverables and payments;
- (vii) the number of person-days of effort required;
- (viii) whether the work performance will require on-site activities at a given location;
- (ix) a description of any travel requirement, including the content and format of any required travel report;
- (x) whether performance of the work will require on-site activities;
- (xi) the level of security clearance required for the Contractor’s personnel;
- (xii) the language profile required for the Contractor’s personnel;
- (xiii) any funding sources against which the task will be tracked;
- (xiv) the maximum TA amount payable to the Contractor for performing the task, indicating how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, corresponding to the actual work the Contractor has performed. In this case, the Contractor must submit time sheets filled in at the time of the work by the individual resources to support the charges; and
- (xv) any constraints that might affect the completion of the task.

2.0 The Contractor’s TA Quotation

- 2.1 Once the Contractor receives a TA Form, the Contractor must then submit to the Technical Authority a quotation of rates to supply the requested Categories of Resources based on the information identified in the TA Form. The rates quoted for any given Category of Resource must not exceed the Firm Per Diem Rates detailed in the Basis of Payment at Annex B.
- 2.2 For each proposed Resource the Contractor must supply a resume, the requested security clearance information and must complete the Individual Resource Minimum Qualification Requirements at

Appendix E to Annex A as applicable to the Categories of Resources identified in the TA. The resumes should demonstrate that each proposed Resource meets the qualification requirements described (including any educational requirements, work experience requirements, technical and functional expertise and professional designation or membership requirements) in the Statement of Work provided as part of the TA. With respect to resumes and Resources:

- (i) A proposed Resource may be an employee of the Contractor or an employee of a subcontractor, or an independent contractor to whom the Contractor would subcontract a portion of the work (refer to Appendix F to Annex A). For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that have been successfully completed by the Resource by the time of bid closing.
- (ii) For requirements related to professional designation or membership, the Resource must have the required designation or membership at the time of the TA quotation and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the Contract Period.
- (iii) For work experience, Canada 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.
- (iv) For any requirements that specify a particular time period (e.g. two years) of work experience, Canada will disregard any information about experience if the Resource's resume does not include the relevant dates for the experience claimed (i.e. the start date and end date).
- (v) A resume must not simply indicate the title of the Resource's position, but must demonstrate that the Resource has the required work experience by explaining the responsibilities and work performed by the Resource while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated experience" for the purposes of the assessment. The Contractor should provide complete details as to where, when (month and year), and how, through which activities and responsibilities, the stated qualifications and 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 Resource's length of experience.

- 2.3 The quotation must be signed and submitted to the Technical Authority within the time for response as indicated in each TA Form.

3.0 Assessment

- 3.1 The qualifications and experience of the proposed Resource(s) will be assessed against the requirements set out in Appendix A to Annex A to determine each Resource's compliance with the criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. Reference checks will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider criteria as compliant unless the response is received within five (5) working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or consider criteria as compliant if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor), nor will points be allocated or consider criteria as compliant if the customer is itself an affiliate or other entity that

does not deal at arm's length with the Contractor. Crown references will be accepted.

- 3.2 During the assessment of the proposed Resources, should the references for two (2) or more Resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed Resource(s) to perform the required services, the Technical Authority may declare the quotation to be non-responsive for this TA.
- 3.3 In response to a TA, only quotations that fully meet the Individual Resource Minimum Qualification Requirements for the applicable Resource Categories as defined in the Statement of Work and as per Appendix E to Annex A will be considered. Otherwise, the Contractor's quotation will be found non-responsive.

4.0 Acceptance

- 4.1 Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. All TA Forms estimated at \$200,000.00 or less will be approved and signed by the Technical Authority who will send a copy of the signed TA to the Contracting Authority. All TA Forms estimated at over \$200,000.00 will require the Contracting Authority's review and approval and will be signed by both the Technical Authority and the Contracting Authority.
- 4.2 The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence any work until a fully signed TA Form has been received. Any work performed without Canada's permission and proper signature is at Contractor's own risk.

APPENDIX D TO ANNEX A

TASK AUTHORIZATION (TA) FORM

TASK AUTHORIZATION (TA)				
Contractor:		Contract Number:		
Commitment Number:		Financial Coding:		
Task Number:		Date:		
TA REQUEST (For completion by Technical Authority)				
1. Description of Requirement: As indicated in the attached Statement of Work (SOW)				
2. PERIOD OF SERVICES		From:	To:	
3. Work Location				
4. Travel Requirements		Yes: __ No: __ Specify:		
5. Conditions /Restraints		Yes: __ No: __ Specify:		
6. Task Proposal Check (insert rows as required):		Estimated Cost \$:	\$ _____ per diem rate	
7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL				
Reliability Status: ____ Secret: ____ Top Secret: ____ Other: ____				
8. BILINGUALISM (if applicable)				
Yes: _____		No: _____		
List of the categories of Resource for whom the bilingualism is required:				
TA PROPOSAL				
9. ESTIMATED CONTRACT				
Category (Level) and Name of Proposed Resource	PWGSC Security File Number	Firm Per Diem Rate	Estimated # of Working Days	Total Cost (\$)
Total				
HST				
Grand Total				

TA APPROVAL		
10. SIGNING AUTHORITIES		
Name, Title and Contact Information of Individual Authorized to Sign on Behalf of Contractor:	Signature:	Date:
Name, Title and Contact Information of Technical Authority:	Signature:	Date:
Name, Title and Contact Information of Contracting Authority:	Signature:	Date:
11. BASIS OF PAYMENT & INVOICING		
Must be in accordance with the article entitled "Basis of Payment" in the Contract.		
Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Technical Authority. Total of payments not to exceed the grand total.		
Original invoices must be sent to the Invoicing Authority & the Technical Authority. One copy of each invoice, together with attachments, must be sent to the Contracting Authority.		
DELIVERABLE ACCEPTANCE		
Department Name: HRSDC		
Task Authorization Number:		
Contracting Authority:		
Date Submitted:		
DESCRIPTION OF DELIVERABLE(S)		
Name of the individual who accepted the deliverable:		
Title of the individual who accepted the deliverable:		
Date accepted:		
Signature of the individual who accepted the deliverable:		
Comments:		

APPENDIX E TO ANNEX A

INDIVIDUAL RESOURCE MINIMUM QUALIFICATION REQUIREMENTS

Individual Resource Minimum Qualification Requirements – Contractor’s Response Template			
Name of Contractor:		Contract Number:	TA #:
Proposed Resource:	Position:	TBIPS Category:	TBIPS Level:
MQ#	Minimum Qualifications (MQ)	Reference	
MQ-1	<p>The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below as the Resource Category identified in the Task Authorization (TA) Request.</p> <p>For Level 2 categories: 5 years within the past 8 years For Level 3 categories: 10 years within the past 15 years</p> <p>In order for a Resource Project Reference to be accepted, it must demonstrate at least 60% of the responsibilities enumerated in the TA.</p>	Cross Reference to Assigned Resource Project Reference Number(s):	
MQ-2	<p>The Contractor must demonstrate that the proposed Resource’s experience submitted under MQ-1 includes the minimum number of months of experience specified below, in the Technology(ies) and or Module(s) identified as required in the TA Request.</p> <p>For Level 2 categories: 24 months within the past 48 months For Level 3 categories: 48 months within the past 96 months</p>	Cross Reference to Assigned Resource Project Reference Number(s):	
MQ-3	<p>When required, the proposed Resource must hold the certification(s) identified on the TA Request.</p>	Cross reference to Resume Page/Article #:	

APPENDIX F TO ANNEX A
CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. They must be signed and attached to the TA Form when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all statements made with regard to the education and the experience of individuals proposed for completing the subject work are accurate and factual, and the Contractor is aware that Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the TA response being declared non-responsive or in other action which Canada may consider appropriate.

2. AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under any Task Authorization resulting from this Contract, the Resource proposed in the TA response will be available to commence performance of the work within a reasonable time from the date of acceptance of the Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

3. STATUS OF PERSONNEL

If the Contractor has proposed any person in fulfillment of this requirement who is not an employee of the Contractor, the Contractor hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfillment of this requirement and to submit such person's resume to the Contracting Authority. As well, the Contractor hereby certifies that the proposed Resource is aware that overtime may be required and is willing to comply.

4. CERTIFICATION OF LANGUAGE

The Contractor certifies that the proposed Resource in response to this Task Authorization is fluent in the language(s) as identified in the TA. The proposed Resource must be able to communicate orally and in writing in the required language(s) without any assistance and with minimal errors.

The following signature applies to all Certifications above, when and if required:

Name of authorized individual

Title

Signature

Date

ANNEX B

BASIS OF PAYMENT

ANNEX B

BASIS OF PAYMENT

For each Resource Category, the estimated number of working days is the summation of estimated number of working days for each Resource under this category. The estimated number of working days listed herein is for financial evaluation purpose only. The actual number of working days for the Contract Period and Option Periods may be different.

With respect to the “Firm Per Diem Rates” for Contract Period #1 listed below, (F*) Firm Per Diem Rates must not exceed those rates set out in Annex “C” Schedule of Per Diem Rates of the SA Holder’s Supply Arrangement, for the respective Resource Category. The rates quoted for Contract Period #2 and the three Option Periods must not be lower than the rates quoted for Contract Period #1, for each respective Resource Category. The maximum allowable increase in the Firm Per Diem Rate from one period to the subsequent period is 5%.

Contract Periods:

Contract Period #1 (12 months)						
(A)	(B)	(C)	(D)	(E)	(F*)	(G)
Resource Category	Level of Expertise	Estimated No. of Working Days	SA Per Diem Rate	Discount %	Firm Per Diem Rate	Total Cost (CxF)
A.1 Application/ Software Architect	Level 3	200	\$		\$	\$
A.3 ERP Programmer Analyst	Level 2	1675	\$		\$	\$
A.3 ERP Programmer Analyst	Level 3	280	\$		\$	\$
A.4 ERP System Analyst	Level 3	280	\$		\$	\$
A.5 ERP Technical Analyst	Level 2	970	\$		\$	\$
A.5 ERP Technical Analyst	Level 3	445	\$		\$	\$
P.9 Project Manager	Level 3	200	\$		\$	\$
Total Estimated Cost (Contract Period #1):						\$ <TBD>

Contract Period #2 (14 months)				
(A)	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated No. of Working Days	Firm Per Diem Rate	Total Cost (CxD)
A.1 Application/ Software Architect	Level 3	300	\$	\$
A.3 ERP Programmer Analyst	Level 2	400	\$	\$
A.3 ERP Programmer Analyst	Level 3	900	\$	\$
A.4 ERP System Analyst	Level 3	100	\$	\$
A.5 ERP Technical Analyst	Level 2	0	\$	\$
A.5 ERP Technical Analyst	Level 3	700	\$	\$
P.9 Project Manager	Level 3	300	\$	\$
Total Estimated Cost (Contract Period #2):				\$ <TBD>

Option Periods:

Option Period #1 (12 months)				
(A)	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated No. of Working Days	Firm Per Diem Rate	Total Cost (CxD)
A.1 Application/ Software Architect	Level 3	200	\$	\$
A.3 ERP Programmer Analyst	Level 2	400	\$	\$
A.3 ERP Programmer Analyst	Level 3	800	\$	\$
A.4 ERP System Analyst	Level 3	0	\$	\$
A.5 ERP Technical Analyst	Level 2	0	\$	\$
A.5 ERP Technical Analyst	Level 3	600	\$	\$
P.9 Project Manager	Level 3	200	\$	\$
Total Estimated Cost (Option Period #1):				\$ <TBD>

Option Period #2 (12 months)				
(A)	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated No. of Working Days	Firm Per Diem Rate	Total Cost (CxD)
A.1 Application/ Software Architect	Level 3	200	\$	\$
A.3 ERP Programmer Analyst	Level 2	400	\$	\$
A.3 ERP Programmer Analyst	Level 3	800	\$	\$
A.4 ERP System Analyst	Level 3	0	\$	\$
A.5 ERP Technical Analyst	Level 2	0	\$	\$
A.5 ERP Technical Analyst	Level 3	600	\$	\$
P.9 Project Manager	Level 3	200	\$	\$
Total Estimated Cost (Option Period #2):				\$ <TBD>

Option Period #3 (6 months)				
(A)	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated No. of Working Days	Firm Per Diem Rate	Total Cost (Cx D)
A.1 Application/ Software Architect	Level 3	0	\$	\$
A.3 ERP Programmer Analyst	Level 2	0	\$	\$
A.3 ERP Programmer Analyst	Level 3	0	\$	\$
A.4 ERP System Analyst	Level 3	0	\$	\$
A.5 ERP Technical Analyst	Level 2	0	\$	\$
A.5 ERP Technical Analyst	Level 3	0	\$	\$
P.9 Project Manager	Level 3	0	\$	\$
Total Estimated Cost (Option Period #3):				\$ 0

TOTALS:

Total Estimated Cost – Per Resource Category:		
(A)	(B)	
Resource Category	Level of Expertise	Total Estimated Cost of All Contract Periods & Option Periods per Resource Category
A.1 Application/ Software Architect	Level 3	\$
A.3 ERP Programmer Analyst	Level 2	\$
A.3 ERP Programmer Analyst	Level 3	\$
A.4 ERP System Analyst	Level 3	\$
A.5 ERP Technical Analyst	Level 2	\$
A.5 ERP Technical Analyst	Level 3	\$
P.9 Project Manager	Level 3	\$

TOTAL BID PRICE:

Total Contract Periods (up to 26 months) + Option Periods (up to 30 months)	\$ <u><TBD></u>
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ANNEX C

SECURITY REQUIREMENTS CHECKLIST (SRCL)



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).

ANNEX D

BID EVALUATION CRITERIA

ANNEX D
BID EVALUATION CRITERIA

Corporate Mandatory Criteria:

ID	Corporate Mandatory Criteria	Cross Reference												
M-1	<p>The Bidder must demonstrate contract experience in the public or private sectors in supplying all of the following resource categories for the required Minimum Billable Days per category.</p> <p>To be accepted:</p> <ol style="list-style-type: none">1. The billable days must have been for SAP related projects;2. The billable days for each Contract Reference must have occurred within the last five (5) years (as of the RFP release date);3. The billable days must have been provided under a maximum of five (5) contract references where each contract is a single contract (may have included multiple Task Authorizations (TAs) under a single contract) with a single client (as is defined in Section 7.4 of the Terms and Conditions for this RFP);4. The billable days referenced for each Resource Category must have been in the performance of the duties identified for the respective Resource Category as detailed by the tasks in Appendix A to Annex A (SOW). The Bidder must demonstrate that the work performed for each Resource Category included at least 40% of the associated tasks for such category detailed in Appendix A to Annex A (SOW); and5. The billing value for at least one of the five contract references must have exceeded \$5,000,000 and have included the provision of resources for the Realization, Final Preparation, Go-live Support and Run phases. <p>The Bidder must complete both Appendix A to Annex D and Appendix B to Annex D for each Resource Category.</p> <table><tr><th>Category of Resource</th><th>Minimum Billable Days</th></tr><tr><td>Application/Software Architect</td><td>900</td></tr><tr><td>ERP Programmer Analyst</td><td>5600</td></tr><tr><td>ERP System Analyst</td><td>380</td></tr><tr><td>ERP Technical Analyst</td><td>3300</td></tr><tr><td>Project Manager</td><td>900</td></tr></table>	Category of Resource	Minimum Billable Days	Application/Software Architect	900	ERP Programmer Analyst	5600	ERP System Analyst	380	ERP Technical Analyst	3300	Project Manager	900	
Category of Resource	Minimum Billable Days													
Application/Software Architect	900													
ERP Programmer Analyst	5600													
ERP System Analyst	380													
ERP Technical Analyst	3300													
Project Manager	900													

Annex D

M-2	<p>The Bidder must demonstrate its experience in at least one (1) of the contract references provided in M-1, where it was required to manage the contract with respect to each of the following items. For each item, please describe the process that was followed.</p> <ul style="list-style-type: none"> a. Identify, select and deploy the appropriate resource in a timely manner as per the client's schedule; b. Manage quality assurance practices in providing resources for tasks; c. Manage practices to ensure resource availability and resource replacement; d. Manage the contract tracking, time sheet collection and invoicing process; and e. Manage the process of issue escalation and dispute resolution within the Bidder's organization and the client's organization. 	
M-3	<p>The Bidder must demonstrate its experience in at least one (1) high ramp-up professional services contract where it has been responsible for on-boarding ten (10) or more technical resources within three (3) months of contract award within the last ten (10) years. The Bidder must complete Appendix B to Annex D for contract references.</p>	
<p><i>Note: Bidders that do not meet all mandatory criteria will be eliminated from further consideration.</i></p>		

Corporate Rated Criteria:

ID	Corporate Rated Criteria					Points	Evaluation Guidelines	Cross Reference
R-1	The Bidder should demonstrate its billable days experience in excess to the minimum billable days under M-1.					Maximum 100 points	The Bidder’s demonstrated “Total Billable Days” provided in response to M1 will be used to evaluate this criterion. The Bidder will be awarded points for billable days in excess of the minimums identified under M-1 as demonstrated in the example evaluation scenario on the left side. In this example the Bidder would score 59.6 points out of a possible 100.	
	EXAMPLE EVALUATION SCENARIO							
	Billable Days							
		(A)	(B)	(C)	(D)			
	Category of Personnel	Billable Days Provided By Bidder	Minimum Identified Under M-1	Bidder Excess	Bidder % Increase To A Maximum Of 100			
	Application / Software Architect	1350	900	450	50%			
	ERP Programmer Analyst	9000	5600	3400	60.7%			
	ERP System Analyst	450	380	70	18.4%			
	ERP Technical Analyst	5500	3300	2200	66.7%			
	Project Manager	2000	900	1100	100%			
	BIDDER SCORE = SUM OF (D) FOR ALL 5 CATEGORIES / 5							

Annex D

R-2	The Bidder should demonstrate its experience in providing resources to an SAP implementation and/or upgrade project that was using the ASAP methodology as the primary approach within the last eight (8) years. For the project experience to qualify, the project must have involved at a minimum the Realization, Final Preparation and Go-live Support phases.	20 points per reference contract. Maximum 100 points		
R-3	The Bidder should demonstrate its experience in high ramp-up professional services contracts where it was responsible for on-boarding ten (10) or more technical resources within three (3) months of contract award within the last ten (10) years. The Bidder must complete Appendix B to Annex D as a contract reference for each reference project.	2 projects = 25 points 3 projects = 50 points 4 projects = 75 points projects or more = 100 Maximum 100 points		
R-4	The Bidder should show proof that it is a current SAP Partner (as of bid submission date) with a partner type designation of either: <ul style="list-style-type: none"> • “Solution Provider” (also known as channel partners or value-added resellers VARs); • “SAP Business One Software Solution Provider”; or • Global Alliances partner. 	Bronze Partner = 20 points OR Silver Partner = 30 points OR Gold Partner = 40 points Maximum 40 points.		
	TOTAL	340 points		

APPENDIX A TO ANNEX D
BIDDERS RESPONSE TEMPLATE FOR BILLABLE DAYS

The Bidder certifies that billable days provided below occurred for the following contract references for ALL of the categories listed below. The Bidder also certifies that the work billed for each Resource Category includes at least 40% of the associated tasks listed in the Statement of Work at Appendix A to Annex A of this solicitation for the appropriate Resource Category.

Resource Category	Cross Ref to Contract # _____	Cross Ref to Contract # _____	Cross Ref to Contract # _____	Cross Ref to Contract # _____	Cross Ref to Contract # _____	TOTAL
	Number of Billable Days					
Application/Software Architect						
ERP Programmer Analyst						
ERP System Analyst						
ERP Technical Analyst						
Project Manager						
<p>Canada may request proof for any of the Resource Categories to verify compliance to the certification provided here. Failure to comply with such a request by the Contracting Authority will render the bid non-responsive. Where such proof is requested, the following information will be required:</p> <ul style="list-style-type: none">a) An invoice referencing the above Contract # that clearly indicates the bidder has invoiced their customer the number of billable days included here for the associated resource category; orb) A signed contract or letter that references the above Contract #, signed by the bidder's customer for the associated Contract # , which includes at least 40% of the associated tasks listed in the Statement of Work at Appendix A to Annex A of this solicitation for the appropriate resource category. <p>If Canada requests such proof, it will be requested from all compliant Bidders.</p>						

APPENDIX B TO ANNEX D
BIDDERS RESPONSE TEMPLATE FOR CORPORATE REFERENCES

Contract Reference	
Bidder Name:	Bidder's Corporate Ref #:
Bidder's Corporate Reference Contact Information	
Name of Org:	
E-mail:	Contact Name:
Telephone:	Contact Title:
Project Detail	
Project Start Date:	Project End Date:
Project Title & Description:	
Billable Value (refer to M-1 bullet 5.): \$	
Resource Category Substantiation	
Cross Reference to Category of Resource (name under M-1)	Substantiation of Category of Resource Involvement (under M-1 bullet 4)

ANNEX E

BID SUBMISSION FORM

ANNEX E

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"	
Canadian Content Certification As described in the solicitation, bids with at least 80% Canadian content are being given a preference. [For the definition of Canadian goods and services, consult the PWGSC SACC clause A3050T]	On behalf of the bidder, by signing below, I confirm that <i>[check the box that applies]:</i>	
	At least 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)	
	Less than 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)	

Federal Contractors Program for Employment Equity (FCP EE) Certification 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: (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. 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. For joint ventures, be sure to provide this information for each of the members of the joint venture.	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	
Security Clearance Level of Bidder <i>[include both the CISD security clearance number, level and the date it was granted]</i>	(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).	
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: 1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.		
Signature of Authorized Representative of Bidder		
Name		
Signed		
Date		