

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

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

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

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

**Comments - Commentaires**

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

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

<b>Title - Sujet</b> INFORMATICS PROFESSIONAL SERVICES	
<b>Solicitation No. - N° de l'invitation</b> 24062-130039/A	<b>Amendment No. - N° modif.</b> 006
<b>Client Reference No. - N° de référence du client</b> 24062-130039	<b>Date</b> 2013-05-14
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$EL-619-25971	
<b>File No. - N° de dossier</b> 619el.24062-130039	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-05-21</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Perkins, Deborah	<b>Buyer Id - Id de l'acheteur</b> 619el
<b>Telephone No. - N° de téléphone</b> (819) 956-8656 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**This amendment No. 6 to Request for Proposal 24062-130039/A is drawn up to change the bid closing date and to address the following Questions and Answers:**

**Delete the bid closing date from:**

May 17, 2013 Eastern Daylight Time (EST) and

**Replaced with the new bid closing date of:**

May 21, 2013 Eastern Daylight Time (EDT) at 2:00 pm.

This amendment is being issued to provide suppliers with new evaluation grids. It should be noted that this amendment does not in any way influence the submission of proposals by suppliers as it is simply providing new grids incorporating the changes that have been made in the previous amendments which addressed and actually reduced the number of months in certain rated criteria (60 months to 12 months) hence any initial resources being offered by suppliers would not be affected but has actually opened up the competition making it easier for suppliers to acquire resources within the new timeframes required.

We would also like to point out that as per the RFP questions submitted after 10 days prior to bid closing may not be replied to.

**Question 1**

Given that over half the team needs to be bilingual, including the Project Manager, we are requesting the requirement for the Project Executive to be bilingual, be removed as there are not many Project Executive's that are bilingual. This will open the pool of talent that is available to TBS.

**Answer 1**

The request is declined. The Project Executive has to be bilingual.

**Question 2**

Due to the complexity of this requirement and the level of effort required to submit a quality proposal to Treasury Board of Canada we request a 2 week extension to the closing date of this RFP?

**Answer 2**

See above.

**Question 3**

Regarding PART 5 Certifications, page 21,

**5.6 Certification of Language**

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be:

Fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

Fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

Would TBS please confirm that every proposed does not need to be fluent in both official languages as not all categories require being bilingual and therefore, should be removed from the Certifications?

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**Answer 3**

Section 5, Personnel Requirement, Annex A, Statement of Work, demonstrates the language proficiency for each resource category.

**Question 4**

As per Question 15 of Amendment 1, R2 and R3 are now valued at 10 points for the Project Manager Level 2 and Project Manager Level 3.

Could TBS please confirm that:

- For the Project Manager Level 3, the Maximum Technical Points are 40 (minimum pass mark of 28)
- For the Project Manager Level 2, the Maximum Technical Points are 30 (minimum pass mark of 21)

**Answer 4**

See revised resource grids.

**Question 5**

Would TBS please confirm that Bidders may use the following approach instead of page numbers:

All projects demonstrating experience for mandatory and rated requirements are detailed in the consultant's résumé provided in Appendix A. Projects in the résumé are listed in descending order, identified by project number (i.e. Project 20). Relevant expertise for each mandatory and rated requirement is identified in the project's description using the number of the criteria at the beginning of the bulleted experience (i.e. {M1, R2}). Please refer to the identified projects in the resume for substantiation of each requirement.

**Answer 5**

See amendment number 3.

**Question 6**

Reference: Question/Answer 1 of Amendment 2 to Request for Proposal 24062-130039/A

For the portion of the Answer for the Project Executive Level 3, the answer was somewhat ambiguous. In order to attempt to clarify and given the level of study required to achieve a Masters in Project Management, assuming that another degree other than a Masters in Project Management is used to satisfy R1, will Canada amend R2 as follows:

R2. The Bidder should demonstrate that each proposed Project Executive – Level III holds:

a valid Project Management Professional (PMP) certification from the Project Management Institute (PMI) ~~-or-~~ a Master's in Project Management (note: the Masters may not be used to satisfy the requirements of R1)

**Answer 6**

The requirement remains unchanged. There are looking for both a school degree (R1) and a certificate in PMP (R2).

**Question 7**

M2 page 74 1.5 Project Co-ordinator – Level 3, requires the resource to have a minimum of sixty (60) months

demonstrated experience in the last ninety-six (96) months developing and revising documents using Microsoft Office 2003, or 2007 or 2010, and Microsoft Project Professional 2003, or 2007, or 2010.

Please clarify if the Standard Microsoft Project version is acceptable?

**Answer 7**

Yes, the Standard Microsoft Project version is acceptable.

**Question 8**

RE: Appendix 4 of Annex A, Non-disclosure Agreement, (page 60 of 94)

Please confirm that the Non-disclosure Agreement has been included in the original solicitation document as information; that it is not required to be signed by resources and provided with the Bidder's proposal submission; and, that it will need to be signed and provided for each of the resources of the successful Bidder prior to contract award or TA activation?

**Answer 8**

That is correct the Non-disclosure Agreement needs to be signed at the TA stage.

**Question 9**

Rated Resource Evaluation Criteria, BPR Consultant, R2 – The reference regarding "Business Transformation Re-engineering strategies" points to Wikipedia article and indicates that the BPR discipline arose in the early 1990's. However, a critique in the same article states that the term BPR was just a buzzword for commonly held ideas, citing, for example, that Henry Ford re-engineered auto making in 1908. A further example that BPR existed prior to the early 1990's is Josiah Wedgwood (Wedgwood pottery) developed a number of industrial and organizational innovations in the 1760's which revolutionized the mass production of pottery. In short, it can be argued that BPR was not an innovation of the 1990's. Given that Wikipedia articles need not be vetted prior to being posted and the information contained is based exclusively on the author's research/perspective, and given there are critiques within the referenced article that indicate that BPR existed prior to the early 1990's; it is requested that projects prior to the early 1990's be allowed in support a resources experience regarding defining Business Transformation strategies.

**Answer 9**

The criteria does not refer to dates based on years but refers to points being allocated based on the amount of months the resource spent performing each project.

**Question 10**

Please confirm that based on this answer the new maximum attainable points for the Project Executive Level 3 is 65 and the new minimum pass mark is 45? Also, please note that this has an impact on the overall evaluation criteria, (i.e. page 67 of 94), with respect to #1. Please confirm that the Bidder/Contractor must obtain a pass mark of 70% which equates to 399 points out of a maximum of 570 points under the overall Rated Resource Evaluation Criteria?

**Answer 10**

See revised resource grids.

Solicitation No. - N° de l'invitation

24062-130039/A

Amd. No. - N° de la modif.

006

Buyer ID - Id de l'acheteur

619e1

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

24062-130039

File No. - N° du dossier

619e124062-130039

CCC No./N° CCC - FMS No/ N° VME

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### **Question 11**

On page 61 and page 62 of the RFP document the financial evaluation tables are provided. In reviewing these tables it is noted that the resource category level changes (L2 to L3 or vice versa) for 4 of the roles between the Initial Contract Period and the Option Periods. This does not align with the SOW or resource estimates provided. Can you please confirm that the category levels provided in the "Initial Contract Period" should also be applied to the Option Periods?

### **Answer 11**

The financial evaluation tables are revised to reflect the resource levels as outlined in the resource grids attached.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

## Resource Qualification Requirements

### 1.0 Mandatory Resource Evaluation Criteria :

#### 1.1 Business Process Re-engineering Consultant – Level 2

The Bidder/Contractor must demonstrate that the proposed Business Process Re-engineering Consultant – Level 2 has the following minimum experience:

		Bidder's Response		
		Demonstrated Experience (Bidders to insert Data)	Insert page # of Resume	Met/ Not Met
M1	The proposed resource must have a minimum of sixty (60) months demonstrated experience in business process re-engineering*within the last ninety six (96) months.			
M2	The proposed resource must have a minimum of sixty (60) months demonstrated experience in writing model processes using Business Process Modeling Notation (BPMN)* or Unified Modeling Language (UML)* notation, within the last ninety (90) months.  *BPMN Reference is available at <a href="http://www.bpmn.org/">http://www.bpmn.org/</a> And UML Reference is available at <a href="http://www.uml.org/">http://www.uml.org/</a>			

1.2 Business Analyst – Level 3

The Bidder/Contractor must demonstrate that the proposed Business Analyst – Level 3 has the following minimum experience:

		Bidder's Response		
		Demonstrated Experience (Bidders to insert Data)	Insert page # of Resume	Met/ Not Met
M1	The proposed resources must have a minimum of hundred and twenty (120) months demonstrated experience writing business requirements and business cases.			
M2	The proposed resources must have a minimum sixty (60) months demonstrated experience in the last ninety-six (96) months performing the following tasks: <ol style="list-style-type: none"> <li>1. Evaluating existing business procedures and methods; and</li> <li>2. Identifying and documenting any of the following items:               <ul style="list-style-type: none"> <li>• Database content</li> <li>• Application subsystems</li> </ul> </li> </ol>			
M3	The proposed resources must have a minimum sixty (60) months demonstrated experience in the last ninety-six (96) months developing presentation documents in an MS-Office software, e.g. MS-Word or MS-Powerpoint to enable effective communication of business requirements* to clients and senior management.			

1.3 Technical Writer – Level 2

The Bidder/Contractor must demonstrate that the proposed Technical Writer – Level 2 has the following minimum experience:

		Bidder's Response		
		Demonstrated Experience (Bidders to insert Data)	Insert page # of Resume	Met/ Not Met
M1	<p>The proposed resource must have a minimum twenty-four (24) months demonstrated experience in the last sixty (60) months in any of the following tasks:</p> <ol style="list-style-type: none"> <li>1) documenting help text using Microsoft Office 2003, or 2007 or 2010; or</li> <li>2) documenting user manuals using Microsoft Office 2003, or 2007 or 2010; or</li> <li>3) documenting technical documentation using Microsoft Office 2003, or 2007 or 2010; or</li> <li>4) documenting web page content using Microsoft Office 2003, or 2007 or 2010.</li> </ol>			

1.4 Project Executive – Level 3

The Bidder/Contractor must demonstrate that the proposed Project Executive – Level 3 has the following minimum experience:

		Bidder's Response		
		Demonstrated Experience (Bidders to insert Data)	Insert page # of Resume	Met/ Not Met
M1	The proposed resource must have a minimum one-hundred and twenty (120) months demonstrated experience in managing at least three (3) large projects* simultaneously in the Information Management (IM)/Information Technology (IT) sector.			
M2	The proposed resource must have a minimum one-hundred and twenty (120) months demonstrated experience managing at least two (2) project managers, each responsible for an element of the project and its associated project team of at least 5 team members.			

1.5 Project Co-ordinator – Level 3

The Bidder/Contractor must demonstrate that the proposed Project Co-ordinator – Level 3 has the following minimum experience:

		Bidder's Response		
		Demonstrated Experience (Bidders to insert Data)	Insert page # of Resume	Met/ Not Met
M1	<p>The proposed resource must have a minimum one hundred and twenty (120) months demonstrated experience performing project coordination related tasks assisting project managers, technical users and end users in a Project Delivery Office*.</p> <p>*Project Delivery Office is defined as a delivery of the IM/IT component of various TBS sector initiatives that are defined as projects (an IM/IT related project is a project that has an IT component that is critical to achieving the intended business outcomes). See SOW section 1.0, 2.0, 3.0 and 4.0.</p>			
M2	<p>The proposed resource must have a minimum of sixty (60) months demonstrated experience in the last ninety-six (96) months developing and revising documents using Microsoft Office 2003, or 2007 or 2010, and Microsoft Project Professional 2003, or 2007, or 2010.</p>			

1.6 Project Manager – Level 2

The Bidder/Contractor must demonstrate that the proposed Project Manager – Level 2 has the following minimum experience:

		Bidder's Response		
		Demonstrated Experience (Bidders to insert Data)	Insert page # of Resume	Met/ Not Met
M1	The proposed resources must have a minimum sixty (60) months in the last ninety-six (96) months demonstrated experience as a project manager performing project management tasks related to the list in the Statement of Work at Annex A for the Project Manager – Level 2, in the Information Management (IM)/Information Technology (IT) sector. Must demonstrate, as a minimum six (6) of the nine (9) tasks described above.			

1.7 Project Manager – Level 3

The Bidder/Contractor must demonstrate that the proposed Project Manager – Level 3 has the following minimum experience:

		Bidder's Response		
		Demonstrated Experience (Bidders to insert Data)	Insert page # of Resume	Met/ Not Met
M1	The proposed resource must have a minimum ninety-six (96) months in the last one hundred and forty-four (144) months demonstrated experience as a project manager performing project management tasks related to the list in the Statement of Work at Annex A for the Project Manager – Level 3, in the Information Management (IM)/Information Technology (IT) sector. Must demonstrate, as a minimum six (6) of the nine (9) tasks described above..			
M2	The proposed resource shall have a minimum ninety-six (96) months demonstrated experience managing at least five (5) project team members, each responsible for a different activity of the project.			

2.0 Mandatory Corporate Criteria

		Bidder's Response		
		Demonstrated Experience (Bidders to insert Data)	Insert page # of Resume	Met/ Not Met
M1	<p>The Bidder must demonstrate they have provided the services similar in scope as those described in the Statement of Work at Annex A by providing two (2) Corporate Project References related to the provision of IM/IT Professional Services resources on and for the development and implementation of client application systems.</p> <p>For each Corporate Project Reference, the Bidder's contract must have had:</p> <ul style="list-style-type: none"> <li>a) A single contract with a single client (may have included multiple TAs under a single contract);</li> <li>b) A total minimum contract value of \$1,000,000 (Cdn)*;</li> <li>c) A minimum contract period of six months;</li> <li>d) Completed in the last five years or has been ongoing for a minimum of six months (as of RFP close date); and</li> <li>e) Included resources in at least four of the resource categories (or equivalent) listed in this Statement of Work who delivered professional services in an application development or application support environment.</li> </ul> <p>Bidders must include, as a minimum, for each project submitted:</p> <ul style="list-style-type: none"> <li>1. a project description</li> <li>2. the name of the client organization</li> <li>3. the start and end date of the contract (mm-yyyy to mm-yyyy)</li> <li>4. contract value (value of contract awarded)</li> <li>5. Number of resources authorized on contract and their categories, description of role and activities</li> </ul>			

	<p>performed by each resource 6. Client reference (name, title, email)</p> <p>*Value includes initial contract cost plus any subsequent amendments, including all task-authorizations issued and taxes</p>			
M2	<p>The Bidder must provide a detailed Human Resources (HR) Plan demonstrating how it will effectively support the "as-and-when-requested" nature of the work. This plan must include a mitigation strategy demonstrating the approach and the measures the bidder will undertake to ensure its ability to propose fully qualified resources to within 10 working days of receipt of a TA. The mitigation strategy must include current corporate processes as well as specific measures the bidder proposes to implement in order to manage this contract.</p>			

3.0 Rated Resource Evaluation Criteria:

3.1 Business Process Re-engineering (BPR) Consultant – Level 2

The Bidder/Contractor should demonstrate that the proposed Business Process Re-engineering – Level 2 have the following experience:

#	Rated Criteria	Maximum Points	Bidder's Response	
			Demonstrated Experience (Bidder's to insert data)	Insert Page # of Resume Bidder to insert self-rating
R1	<p>The Bidder should demonstrate that the proposed Business Process Reengineering (BRP) Consultant – Level II holds a degree or diploma from a Canadian recognized post-secondary institute.</p> <p>* Foreign credentials must be assessed by a Canadian official credential assessment agency, educational institution and/or regulatory body</p> <p><b>Copy of Certification to be provided with the bid. If a copy is not provided, points will not be awarded.</b></p>	<b>20 points</b>		
R2	<p>The bidder should demonstrate that the proposed Business Process Reengineering (BPR) Consultant – Level II has experience defining Business Transformation process reengineering strategies*.</p> <p>*Business transformation reengineering strategies Reference is available at <a href="http://en.wikipedia.org/wiki/Business_process_reengineering">http://en.wikipedia.org/wiki/Business_process_reengineering</a></p> <p>The bidder should provide up to four (4) written project summaries.</p>	<p><b>20 points</b></p> <p>Up to 5 points per project in accordance with the scales below.</p> <p>5 points: Over 12 months of demonstrated experience</p> <p>4 points: 10 months to 12 months of demonstrated experience</p> <p>3 points: 7 months to 9 months of demonstrated experience</p> <p>2 points: 4 months to 6 months of demonstrated experience</p>		

		0 points: 3 months or less of experience.		
Maximum Technical Points		40		
Minimum Pass Mark (70 %)		28		
Bidder's Technical Score		/40		

3.2 Business Analyst – Level 3

The Bidder/Contractor should demonstrate that the proposed Business Analyst – Level 3 have the following experience:

#	Rated Criteria	Maximum Points	Bidder's Response	
			Demonstrated Experience (Bidder's to insert data)	Insert Page # of Resume Bidder to insert self-rating
R1	<p>The Bidder should demonstrate that each proposed Business Analyst – Level III has at least one (1) of the following Business Analysis Certifications:</p> <ul style="list-style-type: none"> <li>• International Institute of Business Analysis (IIBA)</li> <li>• Certified Business Analysis Professional (CBAP)</li> </ul> <p><b>Copy of Certification to be provided with the bid. If a copy is not provided, points will not be awarded.</b></p>	<p><b>20 points</b></p> <p>Demonstrates by providing a copy of a IIBA, or CBAP certification</p> <p>OR</p> <p>Demonstrates by providing a copy of a certification or validation from institution for formal training courses related to Business Analysis as follows:</p> <p><b>15 points:</b> Over 30 course hours</p> <p><b>10 points:</b> 16 to 29 course hours</p> <p><b>5 points:</b> 15 course hours or less</p> <p><b>0 points:</b> no course hours demonstrated</p>		
R2	<p>The Bidder should demonstrate that each proposed Business Analyst – Level III has experience writing any of the following:</p> <ul style="list-style-type: none"> <li>• Unified Modeling Language (UML*) Use-cases**, or</li> <li>• BPMN* for requirements definition, functional design, testing and traceability.</li> </ul>	<p><b>25 points</b></p> <p>Up to 5 points per project in accordance with the scales below.</p> <p>5 points: Over 12 months of demonstrated experience</p> <p>4 points: 10 months to 12 months of demonstrated</p>		

	The bidder should provide up to five (5) written project summaries.	<p>experience</p> <p>3 points: 7 months to 9 months of demonstrated experience</p> <p>2 points: 4 months to 6 months of demonstrated experience</p> <p>0 points: 3 months or less of experience</p>		
R3	<p>The Bidder should demonstrate that each proposed Business Analyst – Level III has experience defining and documenting interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.</p> <p>The bidder must provide up to five (5) written project summaries</p> <p>Duration must be at least six (6) months per project.</p>	<p><b>25 points</b></p> <p>Up to 5 points per project in accordance with the scales below.</p> <p>5 points: Over 12 months of demonstrated experience</p> <p>4 points: 10 months to 12 months of demonstrated experience</p> <p>3 points: 7 months to 9 months of demonstrated experience</p> <p>2 points: 4 months to 6 months of demonstrated experience</p> <p>0 points: 3 months or less of experience</p>		
R4	<p>The Bidder should demonstrate that each proposed Business Analyst – Level III has experience in conducting requirements analysis.</p> <p>The bidder should provide up to five (5) written project summaries.</p>	<p><b>25 points</b></p> <p>Up to 5 points per project in accordance with the scales below.</p> <p>5 points: Over 12 months of demonstrated experience</p> <p>4 points: 10 months to 12 months of demonstrated experience</p> <p>3 points: 7 months to 9 months of demonstrated</p>		

		experience 2 points: 4 months to 6 months of demonstrated experience 0 points: 3 months or less of experience		
Maximum Technical Points		95		
Minimum Pass Mark (70 %)		66.5		
Bidder's Technical Score		/95		

3.3 Technical Writer – Level 2

The Bidder/Contractor should demonstrate that the proposed Technical Writer – Level 2 have the following experience:

#	Rated Criteria	Maximum Points	Bidder's Response	
			Demonstrated Experience (Bidder's to insert data)	Insert Page # of Resume Bidder to insert self-rating
R1	<p>The Bidder should demonstrate that the proposed Technical Writer – Level II has experience in producing and presenting visual and audio materials in clear language.</p> <p>The bidder should provide up to four (4) written project summaries.</p>	<p>20 points</p> <p>Up to 5 points per project in accordance with the scales below.</p> <p>5 points: Over 12 months of demonstrated experience</p> <p>4 points: 10 months to 12 months of demonstrated experience</p> <p>3 points: 7 months to 9 months of demonstrated experience</p> <p>2 points: 4 months to 6 months of demonstrated experience</p> <p>0 points: 3 months or less of experience</p>		
R2	<p>The Bidder should demonstrate that the proposed Technical Writer – Level II has experience in analyzing and solving problems, and troubleshooting (examining documentation from the user's point of view and ensuring that it anticipates any questions or concerns they may have).</p> <p>The bidder should provide up to four (4) written project summaries.</p>	<p>20 points</p> <p>Up to 5 points per project in accordance with the scales below.</p> <p>5 points: Over 12 months of demonstrated experience</p> <p>4 points: 10 months to 12 months of demonstrated experience</p> <p>3 points: 7 months to 9 months of demonstrated experience</p>		

		2 points: 4 months to 6 months of demonstrated experience  0 points: 3 months or less of experience		
R3	<p>The Bidder should demonstrate that the proposed Technical Writer – Level II has a Technical Writing or English or Journalism Certification or Diploma from a Canadian recognized* post-secondary institute.</p> <p>*Foreign credentials must be assessed by a Canadian official credential assessment agency, educational institution and/or regulatory body.</p> <p><b>Copy of Certification to be provided with the bid. If a copy is not provided, points will not be awarded.</b></p>	20 points		
Maximum Technical Points		60		
Minimum Pass Mark (70 %)		42		
Bidder's Technical Score		/60		

### 3.4 Project Executive – Level 3

The Bidder/Contractor should demonstrate that the proposed Project Executive – Level 3 have the following experience:

#	Rated Criteria	Maximum Points	Bidder's Response	
			Demonstrated Experience (Bidder's to insert data)	Insert Page # of Resume Bidder to insert self-rating
R1	<p>The Bidder should demonstrate that the proposed Project Executive – Level III holds a degree or diploma from a Canadian recognized* post-secondary institute.</p> <p>* Foreign credentials must be assessed by a Canadian official credential assessment agency, educational institution and/or regulatory body</p> <p><b>Copy of Certification to be provided with the bid. If a copy is not provided, points will not be awarded.</b></p>	<b>20 points</b>		
R2	<p>The Bidder should demonstrate that each proposed Project Executive – Level III holds:</p> <ul style="list-style-type: none"> <li>• a valid Project Management Professional (PMP) certification from the Project Management Institute (PMI)</li> </ul> <p><b>Copy of Certification to be provided with the bid. If a copy is not provided, points will not be awarded.</b></p>	<b>20 points</b>		
R3	<p>The Bidder should demonstrate that the proposed Project Executive – Level III has experience in communicating, as a minimum verbally (face to face) and written memos, to Federal government</p>	<p><b>25 points</b></p> <p>Up to 5 points per project in accordance with the scales below.</p> <p>5 points: Over 12 months of</p>		

	<p>department senior personnel: Senior Director, Assistant Deputy Minister (ADM) and Chief Information Officer (CIO).</p> <p>The bidder should provide up to five (5) written project summaries.</p>	<p>demonstrated experience</p> <p>4 points: 10 months to 12 months of demonstrated experience</p> <p>3 points: 7 months to 9 months of demonstrated experience</p> <p>2 points: 4 months to 6 months of demonstrated experience</p> <p>0 points: 3 months or less of experience</p>		
Maximum Technical Points	<b>65</b>			
Minimum Pass Mark (70 %)	<b>45.5</b>			
Bidder's Technical Score	<b>/65</b>			

3.5 Project Co-ordinator – Level 3

The Bidder/Contractor should demonstrate that the proposed Project Co-ordinator – Level 3 have the following experience:

#	Rated Criteria	Maximum Points	Bidder's Response	
			Demonstrated Experience (Bidder's to insert data)	Insert Page # of Resume Bidder to insert self-rating
R1	<p>The Bidder should demonstrate that the proposed Project Coordinator – Level II has experience in all of the following:</p> <ul style="list-style-type: none"> <li>• Planning, coordinating, and scheduling meetings</li> <li>• Preparing contractual and budget documentation for the purpose of submitting to the Procurement and Contracting unit</li> </ul> <p>The bidder should provide up to four (4) written project summaries.</p>	<p><b>20 points</b></p> <p>Up to 5 points per project in accordance with the scales below.</p> <p>5 points: Over 12 months of demonstrated experience</p> <p>4 points: 10 months to 12 months of demonstrated experience</p> <p>3 points: 7 months to 9 months of demonstrated experience</p> <p>2 points: 4 months to 6 months of demonstrated experience</p> <p>0 points: 3 months or less of experience</p>		
R2	<p>The Bidder should demonstrate that the proposed Project Co-ordinator – Level III has experience performing project coordination tasks related to the list in the Statement of Work at Annex A for the Project Coordinator – Level III, in the Information Management Technology sector. Must demonstrate, as a minimum four (4) of the six (6) tasks described above.</p> <p>The bidder should provide up to four (4) written project summaries.</p>	<p><b>20 points</b></p> <p>Up to 5 points per project in accordance with the scales below.</p> <p>5 points: Over 12 months of demonstrated experience</p> <p>4 points: 10 months to 12 months of demonstrated experience</p> <p>3 points: 7 months to 9 months of demonstrated</p>		

		experience 2 points: 4 months to 6 months of demonstrated experience  0 points: 3 months or less of experience		
	Maximum Technical Points	40		
	Minimum Pass Mark (70 %)	28		
	Bidder's Technical Score	/40		

### 3.6 Project Manager – Level 2

The Bidder/Contractor should demonstrate that the proposed Project Manager – Level 2 have the following experience:

#	Rated Criteria	Maximum Points	Bidder's Response	
			Demonstrated Experience (Bidder's to insert data)	Insert Page # of Resume Bidder to insert self-rating
R1	<p>The Bidder should demonstrate that each proposed Project Manager – Level II holds:</p> <ul style="list-style-type: none"> <li>a valid Project Management Professional (PMP) certification from the Project Management Institute (PMI)</li> </ul> <p><b>Copy of Certification to be provided with the bid. If a copy is not provided, points will not be awarded.</b></p>	<b>20 points</b>		
R2	<p>The Bidder should demonstrate that each proposed Project Manager – Level II has managed IM/IT Projects involving at least 4 of the following elements within the last one-hundred and twenty (120) months:</p> <ul style="list-style-type: none"> <li>Scope;</li> <li>Time;</li> <li>Cost;</li> <li>Quality;</li> <li>Human resources;</li> <li>Communications;</li> <li>Risk;</li> <li>Procurement.</li> </ul> <p>The bidder should provide up to five (5) written project* summaries.</p> <p>*Each project must have a duration of at least six (6) months.</p>	<p><b>25 points</b></p> <p>Up to 5 points per project in accordance with the scales below.</p> <p>5 points: Over 12 months of demonstrated experience</p> <p>4 points: 10 months to 12 months of demonstrated experience</p> <p>3 points: 7 months to 9 months of demonstrated experience</p> <p>2 points: 4 months to 6 months of demonstrated experience</p> <p>0 points: 3 months or less of experience</p>		
<b>Maximum Technical Points</b>		<b>45</b>		

Minimum Pass Mark (70 %)	31.5		
Bidder's Technical Score	145		

3.7 Project Manager – Level 3

The Bidder/Contractor should demonstrate that the proposed Project Manager – Level 3 have the following experience:

#	Rated Criteria	Maximum Points	Bidder's Response	
			Demonstrated Experience (Bidder's to insert data)	Insert Page # of Resume Bidder to insert self-rating
R1	<p>The Bidder should demonstrate that the proposed Project Manager – Level III holds a degree or diploma from a Canadian recognized* post-secondary institute or hold a valid Project Management Professional (PMP) certification from the Project Management Institute (PMI).</p> <p>*Foreign credentials must be assessed by a Canadian official credential assessment agency, educational institution and/or regulatory body.</p> <p><b>Copy of Certification to be provided with the bid. If a copy is not provided, points will not be awarded.</b></p>	<p><b>20 points</b></p>		
R2	<p>The Bidder should demonstrate that the proposed Project Manager – Level III has managed IM/IT Projects involving at least 4 of the following elements within the last one-hundred and twenty (120) months:</p> <ul style="list-style-type: none"> <li>• Scope;</li> <li>• Time;</li> <li>• Cost;</li> <li>• Quality;</li> <li>• Human resources;</li> <li>• Communications;</li> <li>• Risk;</li> <li>• Procurement.</li> </ul> <p>The bidder should provide up</p>	<p><b>25 points</b></p> <p>Up to 5 points per project in accordance with the scales below.</p> <p>5 points: Over 12 months of demonstrated experience</p> <p>4 points: 10 months to 12 months of demonstrated experience</p> <p>3 points: 7 months to 9 months of demonstrated experience</p>		

	<p>to five (5) written project* summaries.</p> <p>* Duration must be at least six (6) months.</p>	<p>2 points: 4 months to 6 months of demonstrated experience</p> <p>0 points: 3 months or less of experience</p>		
R3	<p>The Bidder should demonstrate that each proposed Project Manager – Level III has experience in the last one-hundred and twenty (120) months, facilitating meetings at the senior management* level including project status/financial reporting, risk management and presentation to obtain client approvals. The Bidder should provide up to five (5) written projects**.</p> <p>*Senior Management is defined as Director level and above.</p> <p>** Each project must have a duration of at least six (6) months.</p>	<p><b>25 points</b></p> <p>Up to 5 points per project in accordance with the scales below.</p> <p>5 points: Over 12 months of demonstrated experience</p> <p>4 points: 10 months to 12 months of demonstrated experience</p> <p>3 points: 7 months to 9 months of demonstrated experience</p> <p>2 points: 4 months to 6 months of demonstrated experience</p> <p>0 points: 3 months or less of experience</p>		
Maximum Technical Points		<b>70</b>		
Minimum Pass Mark (70 %)		<b>49</b>		
Bidder's Technical Score		<b>/70</b>		

4.0 Rated Corporate Evaluation Criteria

#	Rated Criteria	Maximum Points	Bidder's Response	
			Demonstrated Experience (Bidder's to insert data)	Insert Page # of Resume Bidder to insert self-rating
R1	<p>The client was a Federal or Provincial Government of Canada entity.</p> <p>Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>If clients were/are a Federal or Provincial department or agency as defined under Schedules I, I.1 and II of the Financial Administration Act (R.S.C. 1985 C. F-11), award 15 points per project; or</li> </ul> <p>If a Crown Corporation as defined under Schedule III of the Financial Administration Act (R.S.C. 1985 C. F-11), award 7 points per project.</p>	30 points		
Maximum Technical Points		30		
Minimum Pass Mark (70 %)		21		
Bidder's Technical Score		/30		

**Grand Total = 445 points**

**Passing mark of 70% = 311.5 points**