

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

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

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

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

Comments - Commentaires

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

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

<b>Title - Sujet</b> TBIPS - MPMCT PROJECT	
<b>Solicitation No. - N° de l'invitation</b> W8474-12MP11/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> W8474-12MP11	<b>Date</b> 2013-06-21
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$EL-626-26129	
<b>File No. - N° de dossier</b> 626el.W8474-12MP11	<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 2013-07-08</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dubé, Jonah	<b>Buyer Id - Id de l'acheteur</b> 626el
<b>Telephone No. - N° de téléphone</b> (819) 956-0712 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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> (type or print) <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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The Request for Proposal (RFP) Amendment 003 is raised to answer questions from industry and to modify the RFP.

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## QUESTIONS AND ANSWERS

### **Question #3:**

In Work Stream 3, FA2.1 M3 and FA2.2 M3, the requirement states: "Bidders must demonstrate that their implementation plan(s) included tasks, schedule and cost to complete the work.". Would the Crown please explain the response required to meet this ask.

**Answer:** See Modifications #2 and #3 below.

### **Question #4:**

Due to the large volume of RFPs and client work, would the Crown consider extending the closing date of the RFP by two weeks to July 17?

**Answer:** The Crown has extended the closing date to July 08, 2013 - Please refer to Solicitation Amendment 002.

### **Question #5:**

RE Stream 3 Criteria M3 for L2 FA Payroll and L2 FA HR

This criterion does not seem in line with a Level 2 position. While a Level 2 resource (5 years experience) would provide input and support for creating implementation plans, it is typically the responsibility of a more senior team member (i.e. Level 3 with 10 years experience) to develop the implementation plan for the solution. As such we request that this requirement be removed or modified as follows:

A minimum of ~~5~~ three (3) years experience, within the 10 years preceding the closing date of this bid solicitation, providing support for the development of ~~developing~~ one or more implementation plans for one or more PeopleSoft HR solutions with input that ~~The Contractor must demonstrate that the work implementation plan(s) included tasks, schedule and cost to complete the work.~~

**Answer:** See Modifications #2 and #3 below.

### **Question #6:**

Please confirm if we need to grid 4 ERP Functional Analyst Level 2s or if we can just present 2 (one Payroll and one HR).

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**Answer:** Bidders must propose two (2) Level 2 ERP Functional Analysts - HR and must propose two (2) Level 2 ERP Functional Analysts - Payroll, in accordance with Attachment 2 of the bid solicitation.

**Question #7:**

Please confirm that the Enterprise Architect is a part time role.

**Answer:** The Crown confirms, in accordance with Article 1.2 (h) of the bid solicitation.

**Question #8:**

Re Workstream 1

The criteria reads: "The Bidder must propose one resource and provide one résumé for the following Resource Category..". Please confirm that the Bidder needs to complete the grid and provide the corresponding résumé for only one resource for this Workstream.

**Answer:** The Crown confirms.

**Question #9:**

Re Workstream 2

The criteria reads: "The Bidder must propose one resource and provide one résumé for the following Resource Category..". Please confirm that the Bidder needs to complete the grid and provide the corresponding résumé for only one resource for this Workstream.

**Answer:** The Crown confirms.

**Question #10:**

Re Workstream 3

The criteria reads:

The Bidder must propose two resources and provide two résumés for each of the following Resource Categories:

1. (i) Level 2 ERP Functional Analyst - HR
2. (ii) Level 2 ERP Functional Analyst - Payroll

Please confirm that the Bidder needs to complete the grid and provide the corresponding résumé for a total of four resources (two for HR and two for Payroll) for this Workstream.

**Answer:** The Crown confirms.

## **RFP MODIFICATIONS**

### **Modification #2:**

At Attachment 2 of the bid solicitation,

#### **DELETE:**

### **2. WORKSTREAM 3**

#### **(a) Bidder's Proposed Resources**

The Bidder must propose two resources and provide two résumés for each of the following Resource Categories:

- (i) Level 2 ERP Functional Analyst - HR
- (ii) Level 2 ERP Functional Analyst - Payroll

#### **(b) Mandatory Technical Evaluation Criteria**

- (i) Level 2 ERP Functional Analyst - HR

<b>The Bidder MUST demonstrate that its proposed Level 2 ERP Functional Analyst - HR has:</b>			
<b>Criteria ID</b>	<b>Requirement</b>	<b>Bidder's Response</b>	
		<b>Substantiation of Technical Compliance</b>	<b>Reference to Additional Documentation within the Bid</b>
FA2.1. M1	A minimum 3 years experience, within the 10 years preceding the closing date of this bid solicitation, performing fit-gap analysis for one or more PeopleSoft HR solutions.		
FA2.1. M2	A minimum of 8 years experience, within the 15 years preceding the closing date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions:		

	<ol style="list-style-type: none"> <li>1. Analysing business process and assessing business needs</li> <li>2. writing technical specifications based on business requirements</li> <li>3. creating one or more test cases and performing testing to ensure conformance to business requirements</li> <li>4. providing product support to HR business community for one or more PeopleSoft HR applications</li> </ol>		
FA2.1. M3	<p>A minimum of 5 years experience, within the 10 years preceding the closing date of this bid solicitation, developing one or more implementation plans for one or more PeopleSoft HR solutions.</p> <p>Bidders must demonstrate that their implementation plan(s) included tasks, schedule and cost to complete the work.</p>		
FA2.1. M4	<p>A minimum of 6 months experience performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions version 9.0 or above:</p> <ol style="list-style-type: none"> <li>1. analysing business process and assessing business needs</li> <li>2. writing technical specifications based on business requirements</li> <li>3. creating one or more test cases and performing testing to ensure conformance to business requirements</li> <li>4. providing product support to HR business community for one or more PeopleSoft HR applications.</li> </ol> <p>Bidders must provide the specific software version(s) in their bid.</p>		

## (ii) Level 2 ERP Functional Analyst - Payroll

<b>The Bidder MUST demonstrate that its proposed Level 2 ERP Functional Analyst - Payroll has:</b>			
<b>Criteria ID</b>	<b>Requirement</b>	<b>Bidder's Response</b>	
		<b>Substantiation of</b>	<b>Reference to Additional</b>

		Technical Compliance	Documentation within the Bid
FA2.2. M1	A minimum of 3 years of experience, within the 10 years preceding the posting date of this bid solicitation, performing fit-gap analysis for one or more PeopleSoft payroll applications.		
FA2.2. M2	A minimum of 5 years of experience, within the 15 years preceding the posting date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft payroll solutions: <ol style="list-style-type: none"> <li>1. Analysing business process and assessing business needs</li> <li>2. writing technical specifications based on business requirements</li> <li>3. creating one or more test cases and performing testing to ensure conformance to business requirements</li> <li>4. providing product support to payroll business community for one or more PeopleSoft payroll applications</li> </ol>		
FA2.2. M3	A minimum of 5 years of experience, within the 10 years preceding the posting date of this bid solicitation, developing one or more implementation plans for one or more PeopleSoft payroll solutions.  Bidders must demonstrate that their implementation plan(s) included tasks, schedule and cost to complete the work.		

**INSERT:****3. WORKSTREAM 3****(a) Bidder's Proposed Resources**

The Bidder must propose two resources and provide two résumés for each of the following Resource Categories:

- (i) Level 2 ERP Functional Analyst - HR
- (ii) Level 2 ERP Functional Analyst - Payroll

## (b) Mandatory Technical Evaluation Criteria

## (i) Level 2 ERP Functional Analyst - HR

<b>The Bidder MUST demonstrate that its proposed Level 2 ERP Functional Analyst - HR has:</b>			
<b>Criteria ID</b>	<b>Requirement</b>	<b>Bidder's Response</b>	
		<b>Substantiation of Technical Compliance</b>	<b>Reference to Additional Documentation within the Bid</b>
FA2.1. M1	A minimum 3 years experience, within the 10 years preceding the closing date of this bid solicitation, performing fit-gap analysis for one or more PeopleSoft HR solutions.		
FA2.1. M2	A minimum of 8 years experience, within the 15 years preceding the closing date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions: <ol style="list-style-type: none"> <li>1. Analysing business process and assessing business needs</li> <li>2. writing technical specifications based on business requirements</li> <li>3. creating one or more test cases and performing testing to ensure conformance to business requirements</li> <li>4. providing product support to HR business community for one or more PeopleSoft HR applications</li> </ol>		
FA2.1. M3	A minimum of 5 years experience, within the 10 years preceding the closing date of this bid solicitation, providing support for the development of one or more implementation plans for one or more PeopleSoft HR solutions, with input that included developing listings of the planned tasks, developing schedules for the planned tasks, and providing costs of the planned tasks.		
FA2.1. M4	A minimum of 6 months experience performing one or more of the following tasks for the implementation or maintenance		

	<p>of one or more PeopleSoft HR solutions version 9.0 or above:</p> <ol style="list-style-type: none"> <li>1. analysing business process and assessing business needs</li> <li>2. writing technical specifications based on business requirements</li> <li>3. creating one or more test cases and performing testing to ensure conformance to business requirements</li> <li>4. providing product support to HR business community for one or more PeopleSoft HR applications.</li> </ol> <p>Bidders must provide the specific software version(s) in their bid.</p>		
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## (ii) Level 2 ERP Functional Analyst - Payroll

<b>The Bidder MUST demonstrate that its proposed Level 2 ERP Functional Analyst - Payroll has:</b>			
<b>Criteria ID</b>	<b>Requirement</b>	<b>Bidder's Response</b>	
		<b>Substantiation of Technical Compliance</b>	<b>Reference to Additional Documentation within the Bid</b>
FA2.2. M1	A minimum of 3 years of experience, within the 10 years preceding the posting date of this bid solicitation, performing fit-gap analysis for one or more PeopleSoft payroll applications.		
FA2.2. M2	<p>A minimum of 5 years of experience, within the 15 years preceding the posting date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft payroll solutions:</p> <ol style="list-style-type: none"> <li>1. Analysing business process and assessing business needs</li> <li>2. writing technical specifications based on business requirements</li> <li>3. creating one or more test cases and performing testing to ensure conformance to business requirements</li> </ol>		

	4. providing product support to payroll business community for one or more PeopleSoft payroll applications		
FA2.2. M3	A minimum of 5 years experience, within the 10 years preceding the closing date of this bid solicitation, providing support for the development of one or more implementation plans for one or more PeopleSoft HR solutions, with input that included developing listings of the planned tasks, developing schedules for the planned tasks, and providing costs of the planned tasks.		

**Modification #3:**

At Appendix C to Annex B of the bid solicitation,

**DELETE:****WORKSTREAM 3**

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Appendix. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that the assessor can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

**1. Mandatory Resource Assessment Criteria:**

- (a) ERP Functional Analyst Level 2 - HR

<b>The Contractor MUST demonstrate that its proposed ERP Functional Analyst Level 2 - HR has:</b>			
<b>Criteria ID</b>	<b>Requirement</b>	<b>Contractor's Response</b>	
		<b>Substantiation of Technical Compliance</b>	<b>Reference to Additional Documentation within the TA quotation</b>
FA2.1. M1	A minimum 3 years experience, within the 10 years preceding the closing date of this bid solicitation, performing fit-gap analysis for one or more PeopleSoft HR solutions.		
FA2.1.	A minimum of 8 years experience, within the		

M2	<p>15 years preceding the closing date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions:</p> <ol style="list-style-type: none"> <li>1. Analysing business process and assessing business needs</li> <li>2. writing technical specifications based on business requirements</li> <li>3. creating one or more test cases and performing testing to ensure conformance to business requirements</li> <li>4. providing product support to HR business community for one or more PeopleSoft HR applications</li> </ol>		
FA2.1. M3	<p>A minimum of 5 years experience, within the 10 years preceding the closing date of this bid solicitation, developing one or more implementation plans for one or more PeopleSoft HR solutions.</p> <p>The Contractor must demonstrate that the implementation plan(s) included tasks, schedule and cost to complete the work.</p>		
FA2.1. M4	<p>A minimum of 6 months experience performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions version 9.0 or above:</p> <ol style="list-style-type: none"> <li>1. analysing business process and assessing business needs</li> <li>2. writing technical specifications based on business requirements</li> <li>3. creating one or more test cases and performing testing to ensure conformance to business requirements</li> <li>4. providing product support to HR business community for one or more PeopleSoft HR applications.</li> </ol> <p>The Contractor must provide the specific software version(s) in its TA quotation.</p>		

(a) ERP Functional Analyst Level 2 - Payroll

**The Contractor MUST demonstrate that its proposed ERP Functional Analyst Level 2 - Payroll has:**

Criteria ID	Requirement	Contractor's Response	
		Substantiation of Technical Compliance	Reference to Additional Documentation within the TA quotation
FA2.2. M1	A minimum of 3 years of experience, within the 10 years preceding the posting date of this bid solicitation, performing fit-gap analysis for one or more PeopleSoft payroll applications.		
FA2.2. M2	A minimum of 5 years of experience, within the 15 years preceding the posting date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft payroll solutions: <ol style="list-style-type: none"> <li>1. Analysing business process and assessing business needs</li> <li>2. writing technical specifications based on business requirements</li> <li>3. creating one or more test cases and performing testing to ensure conformance to business requirements</li> <li>4. providing product support to payroll business community for one or more PeopleSoft payroll applications</li> </ol>		
FA2.2. M3	A minimum of 5 years of experience, within the 10 years preceding the posting date of this bid solicitation, developing one or more implementation plans for one or more PeopleSoft payroll solutions.  The Contractor must demonstrate that the implementation plan(s) included tasks, schedule and cost to complete the work.		

**INSERT:**

**WORKSTREAM 3**

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Appendix. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that the assessor can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

1. **Mandatory Resource Assessment Criteria:**

- (a) ERP Functional Analyst Level 2 - HR

<b>The Contractor MUST demonstrate that its proposed ERP Functional Analyst Level 2 - HR has:</b>			
<b>Criteria ID</b>	<b>Requirement</b>	<b>Contractor's Response</b>	
		<b>Substantiation of Technical Compliance</b>	<b>Reference to Additional Documentation within the TA quotation</b>
FA2.1. M1	A minimum 3 years experience, within the 10 years preceding the closing date of this bid solicitation, performing fit-gap analysis for one or more PeopleSoft HR solutions.		
FA2.1. M2	A minimum of 8 years experience, within the 15 years preceding the closing date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions: <ol style="list-style-type: none"> <li>1. Analysing business process and assessing business needs</li> <li>2. writing technical specifications based on business requirements</li> <li>3. creating one or more test cases and performing testing to ensure conformance to business requirements</li> <li>4. providing product support to HR business community for one or more PeopleSoft HR applications</li> </ol>		
FA2.1. M3	A minimum of 5 years experience, within the 10 years preceding the closing date of this bid solicitation, providing support for the development of one or more implementation plans for one or more PeopleSoft HR solutions, with input that included developing listings of the planned tasks, developing		

	schedules for the planned tasks, and providing costs of the planned tasks.		
FA2.1. M4	<p>A minimum of 6 months experience performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions version 9.0 or above:</p> <ol style="list-style-type: none"> <li>1. analysing business process and assessing business needs</li> <li>2. writing technical specifications based on business requirements</li> <li>3. creating one or more test cases and performing testing to ensure conformance to business requirements</li> <li>4. providing product support to HR business community for one or more PeopleSoft HR applications.</li> </ol> <p>The Contractor must provide the specific software version(s) in its TA quotation.</p>		

## (b) ERP Functional Analyst Level 2 - Payroll

<b>The Contractor MUST demonstrate that its proposed ERP Functional Analyst Level 2 - Payroll has:</b>			
<b>Criteria ID</b>	<b>Requirement</b>	<b>Contractor's Response</b>	
		<b>Substantiation of Technical Compliance</b>	<b>Reference to Additional Documentation within the TA quotation</b>
FA2.2. M1	A minimum of 3 years of experience, within the 10 years preceding the posting date of this bid solicitation, performing fit-gap analysis for one or more PeopleSoft payroll applications.		
FA2.2. M2	A minimum of 5 years of experience, within the 15 years preceding the posting date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft payroll solutions:		

Solicitation No. - N° de l'invitation

W8474-12MP11/A

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

W8474-12MP11

Amd. No. - N° de la modif.

003

File No. - N° du dossier

626e1W8474-12MP11

Buyer ID - Id de l'acheteur

626e1

CCC No./N° CCC - FMS No/ N° VME

	<ol style="list-style-type: none"><li>1. Analysing business process and assessing business needs</li><li>2. writing technical specifications based on business requirements</li><li>3. creating one or more test cases and performing testing to ensure conformance to business requirements</li><li>4. providing product support to payroll business community for one or more PeopleSoft payroll applications</li></ol>		
FA2.2. M3	A minimum of 5 years experience, within the 10 years preceding the closing date of this bid solicitation, providing support for the development of one or more implementation plans for one or more PeopleSoft HR solutions, with input that included developing listings of the planned tasks, developing schedules for the planned tasks, and providing costs of the planned tasks.		

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