

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

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

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

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

### **Comments - Commentaires**

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

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

<b>Title - Sujet</b> INFORMATICS PROFESSIONAL SERVICES		
<b>Solicitation No. - N° de l'invitation</b> EP506-133256/A		<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 20133256		<b>Date</b> 2013-06-10
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$EL-609-26066		
<b>File No. - N° de dossier</b> 609el.EP506-133256	<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 2013-07-02</b>		<b>Time Zone</b> <b>Fuseau horaire</b> 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> Bastien, Josée		<b>Buyer Id - Id de l'acheteur</b> 609el
<b>Telephone No. - N° de téléphone</b> (819) 956-6770 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**This amendment number 001 is raised to respond to vendor's questions and apply the following changes to the RFP:**

#### **QUESTION 1**

- a) Please confirm that a Bidder may choose to submit a proposal to bid on only one stream.
- b) Do bidders have to bid on every stream in order to submit a proposal for this opportunity, or can bidders only choose to bid on some of the streams?

#### **ANSWER 1**

At **3.2 Section I: Technical Bid** of the RFP, amend as follows:

##### **Delete:**

- (a) The bidder must submit a separate bid for each Stream in response to this bid solicitation. Each resource category in each Stream will be evaluated separately against the Bid Evaluation Criteria set out in Attachment 1 - Bid Evaluation Criteria. The bidder must not propose the same resource in more than one (1) resource category and in more than one (1) Stream.

##### **Insert:**

- (a) **The bidder may submit a bid in one or more Stream(s) in response to this bid solicitation.** The bidder must submit a separate bid for each Stream. Each resource category in each Stream will be evaluated separately against the Bid Evaluation Criteria set out in Attachment 1 - Bid Evaluation Criteria. The bidder must not propose the same resource in more than one (1) resource category and in more than one (1) Stream.

#### **QUESTION 2**

Could PWGSC please clarify the required level of Facility Security Clearance for the Contractor for solicitation EP506-133256/A?

#### **ANSWER 2**

There is no Facility Security Clearance required. Please refer to SRCL no. EN578-055605 of TBIPS Supply Arrangement.

#### **QUESTION 3**

For the ERP Functional Analyst (AA) - Level 2

R4 states "1 points per module to a maximum of 5 points." but there are 7 modules listed. Just to confirm the proposed candidate need to demonstrate experience with 5 of the 7 listed modules to obtain full points?

#### **ANSWER 3**

Yes.

#### **QUESTION 4**

For the ERP Functional Analyst (PM) - Level 2

R7 states " A valid SAP Material Management (MM) Certificate" but then it states "Copy of valid SAP Plant Maintenance (PM) certification must be included."

Can you please confirm if the requirement should be "A valid SAP Plant Maintenance (PM) Certificate"?

#### ANSWER 4

At **2. POINT RATED REQUIREMENT, 2.3.1 ERP FUNCTIONAL ANALYST (PM) - LEVEL 2** of the RFP, amend as follows:

##### Delete:

<b>R.7</b>	A valid SAP Material Management (MM) certification.  To be responsive such valid certification must have been issued by SAP.  Copy of valid SAP Plant Maintenance (PM) certification must be included.	<b>8</b>	Certification = 5 points.  3 Additional points will be attributed if the resource has a valid certification other than PM (Copy of other valid SAP certification to be provided)	
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##### Insert:

<b>R.7</b>	A Valid SAP Plant Maintenance (PM) Certification.  To be responsive, such valid certifications must have been issued by SAP and must be included in the bid.	<b>8</b>	Certification = 5 points.  3 Additional points will be attributed if the resource has a valid certification other than PM  (copy of other valid SAP issued certification must be included).	
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#### QUESTION 5

- a) For the ERP Functional Analyst (Salary Forecast) - Level 2  
For R.4 - Please confirm that by Plant Management the client is referring to Plant Maintenance?
- b) There is no R6 - it jumps from R5 to R7 - please confirm if this was omitted intentionally?

#### ANSWER 5

At **2. POINT RATED REQUIREMENT, 2.4.1 ERP FUNCTIONAL ANALYST (SALARY FORECAST) - LEVEL 2** of the RFP, amend as follows:

**Delete, 2.4.1, in it's entirety :**

**Insert:**

## 2.4.1 ERP FUNCTIONAL ANALYST (SALARY FORECAST) - LEVEL 2

### Experience and Expertise of the Proposed ERP Functional Analyst (Salary Forecast), Level 2

Name of proposed Resource: \_\_\_\_\_

The Bidder **SHOULD** demonstrate that the Proposed ERP Functional Analyst (Salary Forecast), Level 2 has:

			BIDDER'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
R.1	Experience, in excess of Mandatory Criteria M2, in configuring, implementing, and maintaining SAP Salary Forecasting Tool (SFT) version Enterprise Resource Planning (ERP) 6.0.	10	2+ to 3 years = 1 point. 3+ to 4 years = 2 points. 4+ to 5 years = 4 points. 5+ years = 5points.  If the experience was acquired in the last 2 years an additional 5 points will be allocated.	
R.2	Experience in configuring, implementing, and maintaining SAP Controlling (CO) version Enterprise Resource Planning (ERP) 6.0 and SAP FI Accounts Payable (FI-AR) version Enterprise Resource Planning (ERP) 6.0.	10	Less than 1year = 1 point. 1+ to 2 years = 2 points. 2+ to 3 years = 4 points. 3+ years = 5points.  If the experience was acquired in the last 2 years an additional 5 points will be allocated.	
R.3	Experience with the integration between the SAP Salary Forecasting Tool (SFT) module and the following modules:  1.Finance - FI 2.Controlling - CO 3.Project Systems - PS 4.Cross-Application Timesheets (CATS) and HR mini-master 5.Funds Management - FM 6.Business Intelligence - BI	10	2 points per integrated module to a maximum of 10 points	
R.4	Experience with the integration between SAP Controlling (CO) module and SAP FI-Account Receivable (FI-AR) module and the following modules:	12	2 point per integrated module to a maximum of 12 points	

**Experience and Expertise of the Proposed ERP Functional Analyst (Salary Forecast), Level 2****Name of proposed Resource:** \_\_\_\_\_**The Bidder SHOULD demonstrate that the Proposed ERP Functional Analyst (Salary Forecast), Level 2 has:**

			<b>BIDDER'S RESPONSE</b>	
<b>#</b>	<b>RATED CRITERIA</b>	<b>POINTS MAX</b>	<b>DEMONSTRATED EXPERIENCE</b>	<b>INSERT PAGE # OF RESUME</b>
	1.Fund Management - FM 2.Project Systems - PS 3.Sales and Distribution - SD 4.Materiel Management - MM 5.Asset Accounting - AA 6.Salary Forecasting Tool - SFT 7.Plant Maintenance - PM 8. Business Intelligence - B			
<b>R.5</b>	Experience working with the following SAP solution functions:  1.Cost splitting solution for pay transactions inbound to SAP. 2.Tool to facilitate salary expense and recoveries related cost adjustments. 3.User input tool for salary forecasting. 4.Process to automatically create commitments based on calculated forecasts. 5.Process to support salary forecasting impacts from salary receivables and payables. 6.Enhanced SFT reporting solution. 7.Loading and maintaining pay rates and isolated post allowances. 8.Enhance Regional Pay Salary Accrual interface for pay in arrears. 9. Salary Forecasting Year-end processes.	<b>18</b>	2 points per function	
<b>R.6</b>	Experience using Ancile Productivity Pak tool for documentation.	<b>8</b>	8 points	
<b>R.7</b>	A SAP R.3 Academy Certification.  A copy of the Certification must be included in the Bid.	<b>15</b>	No certification = 0 points  Financial Accounting (FI) and Controlling (CO) SAP certification = 5 points	

**Experience and Expertise of the Proposed ERP Functional Analyst (Salary Forecast), Level 2**

Name of proposed Resource: \_\_\_\_\_

**The Bidder SHOULD demonstrate that the Proposed ERP Functional Analyst (Salary Forecast), Level 2 has:**

			BIDDER'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
			Public Sector Management (PSM) SAP certification = 5 points  Human Capital Management (HR) SAP Certification = 5 points	
MAX. AVAILABLE POINTS		83		
MIN. POINTS REQUIRED		50		
Note: Proposals that do not meet the above minimum pass mark of 50 points for the proposed resource, will be found non-responsive.				

**QUESTION 6**

The title of the RFP is ERP TECHNICAL ANALYST LEVEL 3 but there are multiple requirements, Can you please explain?

**ANSWER 6**

At page 1 - **Title** of the RFP, amend as follows:

**Delete:**

ERP TECHNICAL ANALYST LEVEL 3

**Insert:**

INFORMATIC PROFESSIONAL SERVICES

**QUESTION 7**

- Are there currently or in the past 6 months any incumbents working in these positions or similar positions?
- Have there been any resources performing this work, or similar work within the last 6 months?
- Please identify whether there is or has been in the past, a company or individual performing similar or related work? If so, through which company, what was the contract value and how long were they performing the services under the contract (i.e.: length of initial contract and any extensions).

**ANSWER 7**

Name of Company: Systematix IT Solutions Inc.

Contract value: \$1,596,125.00

Contract period from March 2011 to October 2013

Name of Company: Systematix IT Solutions Inc.

Contract value: \$1,369,475.00

Contract period from January 2011 to October 2013

Name of Company: Cache Consulting

Contract value: \$1,226,050.00

Contract period from May 2011 to May 2014

Name of Company: Cache Consulting

Contract value: \$596,640.00

Contract period from December 2010 to March 2013.

Name of Company: Cache Consulting

Contract value: \$492,228.00

Contract period from September 2010 to March 2013.

Name of Company: Cache Consulting

Contract value: \$559,350.00

Contract period from June 2011 to October 2013.

Name of Company: IT/NET

Contract value: \$533,925.00

Contract period from June 2011 to October 2013.

Name of Company: Systematix IT Solutions Inc.

Contract value: \$77,941.00

Contract period from February 2013 to June 2013.

Name of Company: GSI Consulting

Contract value: \$74,580.00

Contract period from May 2013 to August 2013.

**QUESTION 8**

Please confirm that there are no corporate mandatory or rated criteria to be submitted with this proposal.

**ANSWER 8**

Confirmed. No corporate criteria.

**QUESTION 9**

In regards to the bid preparation instructions – the bidder is requested to submit separate bids for each stream. In order to reduce the amount of paper used, would the client be willing to accept one set of

proposal documents (technical, financial and certifications) outlining the bidder's responses to multiple streams in separate sections?

#### ANSWER 9

No. The bidder must submit a separate bid for each Stream.

#### QUESTION 10

- a) 1.6 APPLICATION SERVICES (SAP) STREAM 6 - M2 - Certification in SAP Development 'Abap Workbench' version 4.7 or higher.

Would the client accept any valid SAP ABAP certification? A recent certification will preclude many of those who have been certified in the past on previous versions.

- b) In reference to Stream 6, mandatory requirement M.2, would the client be willing to accept SAP ABAP Workbench version 4.6?

- c) Stream 6 – M2 – Requires the consultant to have a certification for 4.7, would the crown consider a certification in a lower version and or 10 years' in combination experience with ECC6 and 4.7?

#### ANSWER 10

At **ATTACHMENT 1 - BID EVALUATION CRITERIA - 1.1.6 ERP PROGRAMMER ANALYST - LEVEL 2**

Delete:

Experience and Expertise of the Proposed – ERP Programmer Analyst, Level 2			
Name of proposed Resource: _____			
The Bidder MUST demonstrate that the Proposed ERP Programmer Analyst, Level 2 has:			
Criteria	Mandatory Requirement	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	Insert page # of resume
<b>M.1</b>	A minimum of 5 years experience as an ERP Programmer Analyst in programming, using SAP ABAP Programming language in SAP version 4.7 or higher.		
<b>M.2</b>	Certification in SAP Development 'Abap Workbench' version 4.7 or higher  *A copy of the Certification must be provided with the bid.		

Insert:



**Experience and Expertise of the Proposed – ERP Programmer Analyst, Level 2****Name of proposed Resource:** \_\_\_\_\_**The Bidder MUST demonstrate that the Proposed ERP Programmer Analyst, Level 2 has:**

Criteria	Mandatory Requirement	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	Insert page # of resume
<b>M.1</b>	A minimum of 5 years experience as an ERP Programmer Analyst in programming, using SAP ABAP Programming language in SAP version 4.7 or higher.		
<b>M.2</b>	Certification in SAP Development 'Abap Workbench' version 4.6 or higher  *A copy of the Certification must be provided with the bid.		

**QUESTION 11**

(d) Number of Resources Evaluated:

Only a certain number of resources per category will be evaluated as part of this bid solicitation as identified in Attachment 1 - Bid Evaluation Criteria. Additional 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 a resource to satisfy the specific requirement based on the TA Form's Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract's Statement of Work in accordance with Appendix C to Annex A.

For Stream 6 and Stream 7, does the client require 1 candidate response per stream or 3 responses for each stream?

**ANSWER 11**

1 candidate for Stream 6 and 1 candidate for Stream 7.

**QUESTION 12**

Please clarify the overall availability requirements and duration of the contract for each individual position/stream.

The contract terms indicate "from contract award for 1 year". Does this mean that the resources will be required to work full time for 1 year (i.e. 220 days)? Or will it simply be on a task authorization basis whereby the deliverables will be determined by TA's (i.e. TA for a specific timeframe, 50 days).

**ANSWER 12**

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On a Task Authorization basis.

**QUESTION 13**

As per Part 4 Section D. Number of Resources Evaluated, PWGSC also indicates that "only a certain number of resources per category will be evaluated". Please clarify; after contract award, will additional resources be required under each stream? Or will the winning firm have the opportunity to replace the initial proposed resource bid with another at time of TA?

**ANSWER 13**

Additional resources **may** be required. Only the winning firm of each stream will have the opportunity to provide additional resources under their respective stream (s).

**QUESTION 14**

As per section 5.4 Status and Availability of Resources, Do all resources have to be available upon contract award or upon TA issue?

**ANSWER 14**

Upon contract award.

**QUESTION 15**

As this RFP is intended to result in a contract for each stream (8 contracts) would the Crown consider opening this requirement up to Tier 1 TBIPS holders as well? None of these contracts would surpass the threshold for Tier 1.

**ANSWER 15**

No.

**QUESTION 16**

In regard to Stream 6; requirement M2 for the ERP Program Analyst, states: Certification in SAP Development 'Abap Workbench' version 4.7 or higher.

Would the Crown consider the "Development Consultant SAP Netweaver 04' Application Development focused ABAP" as an equivalent form of certification?

**ANSWER 16**

No, the Crown would not accept.

**QUESTION 17**

To properly substantiate candidates' qualifications and expertise, please confirm it is acceptable provide summary information in the evaluation grid and then cross-reference our response to detailed project descriptions in the attached résumés. The projects in the résumés will be sequentially numbered and, in each project description, the supporting detail (bullets) will be numbered. The project number (along with page number in résumé, client, role, duration, brief summary of responsibilities) will be used in the response grid/matrix to identify the relevant projects and the specific bullets that apply to the given criteria will be cited (i.e. please refer to Bullet 6, 7, 9, 12 etc.). This way the reviewer can easily assess the grid, avoid reading repetitive narrative (where the same proof point applies to many criteria as is often the case) yet the reviewer can still refer to résumé should more detail/explanation be required.

Would this streamlined response approach be considered compliant?

#### **ANSWER 17**

Yes.

#### **QUESTION 18**

Can the Crown 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 descending order, identified by project number (i.e. Project 20), in the consultant's résumé provided in Appendix A. Relevant expertise, for each mandatory and rated requirement, is identified in the project's description in the résumé, using the criteria number 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 18**

Yes but, by also indicating the page number in the résumé.

#### **QUESTION 19**

For ease of population, please provide a Word version of the above mentioned opportunity.

#### **ANSWER 19**

Unfortunately, a Word version is not available.

#### **QUESTION 20**

- a) Respectfully, we request that the above solicitation be extended by four weeks.
- b) Due to the scope and scale of this request for proposal we respectfully request a two week extension so that we may submit a proposal with the most optimal resourcing and pricing strategy to meet the Crown's needs to be successful in this initiative.

#### **ANSWER 20**

At **Page 1** of the RFP, amend as follows:

**Delete:**

Solicitation No. - N° de l'invitation

EP506-133256/A

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

20133256

Amd. No. - N° de la modif.

001

File No. - N° du dossier

609eEP506-133256

Buyer ID - Id de l'acheteur

609e1

CCC No./N° CCC - FMS No/ N° VME

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### **Solicitation Closes - L'invitation prend fin**

at - à 02:00 PM

on - le 2013-06-19

#### **Insert:**

### **Solicitation Closes - L'invitation prend fin**

at - à 02:00 PM

on - le 2013-07-02

### **QUESTION 21**

Of the 8 streams, Stream 1: Application Services (PeopleSoft) is the only Stream that contains multiple PeopleSoft resources categories, making it a “winner take all” stream. It is unclear as to why all the PeopleSoft resource categories would be consolidated in one stream, while the SAP resource categories have been separated (presumably designed to provide for more than one bidder). We recommend that Stream 1 be broken into four separate streams, to allow for the possibility for multiple firms to bid and potentially provide resources to PWGSC.

### **ANSWER 21**

This request is denied.

### **QUESTION 22**

Could you please tell us which positions have incumbents?

### **ANSWER 22**

No, this information is not available.

### **QUESTION 23**

In regards to the above noted solicitation, we have a question regarding Certification 5.6 Certification of Language - English or Bilingual Essential. Are all three Courseware developers required to be fluently bilingual?

### **ANSWER 23**

Yes.

### **THE FOLLOWING CHANGES APPLY TO THE RFP:**

At **ANNEX A - STATEMENT OF WORK - Sections 3.5, 3,5,1 and 3,5,2** of the RFP, amend as follows:  
**Delete:**

ERP FUNCTIONAL ANALYST (ASSET ACCOUNTING (PM)) - LEVEL 2

Solicitation No. - N° de l'invitation

EP506-133256/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

609e1

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

20133256

File No. - N° du dossier

609e1EP506-133256

CCC No./N° CCC - FMS No/ N° VME

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**Replace:**

ERP FUNCTIONAL ANALYST (PLANT MAINTENANCE (PM)) - LEVEL 2

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGE**