

**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**

**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**

<b>Title - Sujet</b> ERP TECHNICAL ANALYST LEVEL 3	
<b>Solicitation No. - N° de l'invitation</b> EP506-133256/A	<b>Date</b> 2013-05-28
<b>Client Reference No. - N° de référence du client</b> 20133256	
<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 at - à 02:00 PM on - le 2013-06-19</b>	<b>Time Zone 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: Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA HUMAN RESOURCES INFO. SYSTEM 2ND FLOOR, 255 ALBERT ST OTTAWA Ontario K1A0S5 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**

Informatics Professional Services - EL Division/Services  
professionnels en informatique - division EL  
4C2, Place du Portage

Gatineau

Québec

K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<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 (type or print)</b> <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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**BID SOLICITATION**

**FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-  
BASED IN INFORMATICS PROFESSIONAL SERVICES (TBIPS)**

**FOR**

**VARIOUS CATEGORIES AND LEVELS OF RESOURCES**

**FOR**

**PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC)**

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#### List of Annexes to the Resulting Contract:

Annex A Statement of Work

Appendix A to Annex A - Tasking Procedures

Appendix B to Annex A - Task Authorization (TA) Form

Appendix C to Annex A - Resource Assessment Criteria and Response Tables

Appendix D to Annex A - Certifications at the TA stage

Annex B Basis of Payment

Annex C Security Requirements Check List

Solicitation No. - N° de l'invitation

EP506-133256/A

Amd. No. - N° de la modif.

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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**List of Annex and Attachments to Part 2 (Bidder Instructions):**

Annex B      Basis of Payment  
Attachment 1      Bid Evaluation Criteria  
Attachment 2      Bid Submission Form

**List of Annex and Attachments to Part 3 (Bid Preparation Instructions):**

Annex B      Basis of Payment  
Attachment 1      Bid Evaluation Criteria  
Attachment 2      Bid Submission Form

**List of Annex and Attachments to Part 4 (Evaluation Procedures and Basis of Selection):**

Annex B      Basis of Payment  
Attachment 1      Bid Evaluation Criteria

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

This document states terms and conditions that apply to bid solicitation EP506-133256/A. It is divided into seven parts plus annexes and 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;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the Basis of Payment, the RFP Evaluation Criteria, the Bid Submission Form and any other annexes or attachments.

### 1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of Public Works and Government Services Canada (PWGSC) (the "Client") 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 a maximum of one contract per Stream, for a maximum total of 8 contract(s), each for one (1) year plus one (1) one-year irrevocable option allowing Canada to extend the term of the contract.
- (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 on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://ssi-iss.tpsgc-pwgsc.gc.ca>) Website
- (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), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement if it is in force, and the Canada-Panama Free Trade Agreement if it is in force.
- (e) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2 in the National Capital Region under the EN578-055605/D series of Supply Arrangements (SAs) are eligible to compete. The TBIPS Supply Arrangement EN578-055605/D is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.

- (f) Supply Arrangement (SA) Holders that are invited to compete as a Joint Venture, must submit a proposal as the Joint Venture and must have already been qualified under the SA #EN578-055605/D as a joint venture.
- (g) The following resources in the Categories of Personnel described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "B":

<b>APPLICATION SERVICES (PEOPLESOFT) STREAM 1</b>		
<b>CATEGORY OF PERSONNEL</b>	<b>LEVEL OF EXPERTISE</b>	<b>ESTIMATED NUMBER OF RESOURCES REQUIRED</b>
ERP Systems Analyst	Level 3	1
ERP Technical Analyst	Level 3	1
ERP Functional Analysts (Resource A)	Level 3	2
ERP Functional Analysts (Resource B)	Level 3	1
<b>APPLICATION SERVICES (SAP) STREAM 2</b>		
ERP Functional Analyst AA	Level 2	1
<b>APPLICATION SERVICES (SAP) STREAM 3</b>		
ERP Functional Analyst PM	Level 2	1
<b>APPLICATION SERVICES (SAP) STREAM 4</b>		
ERP Functional Analyst (Salary Forecast)	Level 2	1
<b>APPLICATION SERVICES (SAP) STREAM 5</b>		
ERP Functional Analyst (Financial Accounting FI)	Level 2	1
<b>APPLICATION SERVICES (SAP) STREAM 6</b>		
ERP Programmer/Analyst	Level 2	2
<b>BUSINESS SERVICES STREAM 7</b>		
Courseware Developer	Level 2	3
<b>PROJECT MANAGEMENT SERVICES STREAM 8</b>		
Project Executive	Level 3	1

### 1.3 Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

## 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).
- (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 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation, with Subsection 5.4 amended by deleting "sixty (60) days" and inserting "180 days". If there is a conflict between the provisions of 2003 and this document, this document prevails.

### 2.2 Submission of Bids

- (a) Bids must be submitted only to Public Works and Government Services Canada Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.
- (b) **Location for Delivery of Bid:** Bids must not be sent directly to the Contracting Authority. Bids sent directly to the Contracting Authority will not be considered.

The bid must be delivered to the following location:

Department of Public Works and Government Services

Bid Receiving Unit

Portage III, 0A1, 11 Laurier Street

Gatineau, Quebec K1A 0S5

- (c) Bid Receiving Unit Address is Solely for Delivery of Bids: The above address is for the sole purpose of bid submission. No other communications are to be forwarded to this address.
- (d) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to Public Works and Government Services Canada will not be accepted.

### 2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) 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.

### 2.4 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 their 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.

## 2.5 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 favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Inquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

## 2.6 Volumetric Data

The data 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 will be consistent with this data. It is provided purely for information purposes.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- (a) Canada requests that Bidders provide their bid in separately bound sections as follows:
- (i) Section I: Technical Bid (4 hard copies);
  - (ii) Section II: Financial Bid (2 hard copies)
  - (iii) Section III: Certifications (2 hard copies)
- Prices must appear in the financial bid only. No prices must 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) Multiple bids from the same Bidder (or a bid from a Bidder and another bid from any of its affiliates) are not permitted in response to this bid solicitation. Each Bidder must submit only a single bid per Stream. For the purpose of this bid solicitation, individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. If any Bidder submits more than one bid per Stream (or an affiliate also submits a bid), either on its own or as part of a joint venture, Canada will choose in its discretion which bid to consider.

### 3.2 Section I: Technical Bid

- (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.
- (b) The technical bid consists of the following:
- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - Attachment "2" with their bids. 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.
  - (ii) **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date. If the Bidder has not included the security information, the Contracting Authority will provide the Bidder with an opportunity to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

<b>SECURITY INFORMATION</b>	<b>BIDDER TO INSERT DATA</b>
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Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

- (iii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment "1", which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product 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 "Bidder's Response" column of Attachment "1", where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (iv) **For the Proposed Resources:** The technical bid must include résumés for the resources identified in the bid solicitation. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
  - (B) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
  - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the evaluation and Contract Period.
  - (D) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
  - (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant date(s) (month and year) for the experience claimed (i.e., the start date and end date).
  - (F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
- (v) **Customer Reference Contact Information:** When requested by PWGSC, the Bidder must provide customer references who must each confirm the facts identified in the Bidder's proposal. 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.

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex "B" of this bid solicitation. The total amount of Goods and Services Tax or Harmonized or Quebec 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" to Part A 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 contract 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 periods of the resulting contract, including option years at a rate higher than the current applicable ceiling rate. The Bidder's firm per diem rate must remain within the current applicable ceiling rate for the initial contract period 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.
- (e) **SACC Manual Clauses:**
  - (i) C3011T (2010-01-11), Exchange Rate Fluctuation

### 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 evaluated in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) 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.
- (c) An evaluation team composed of representatives of the Client 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.
- (d) 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 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) **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 - Mandatory Technical Criteria

- (a) Each bid will be reviewed to determine whether it meets 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. The Mandatory evaluation criteria are described in Attachment " 1 " - Bid Evaluation Criteria.
- (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. The rated evaluation criteria are described in Attachment " 1 " - Bid Evaluation Criteria.
- (c) **Reference Checks:** Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not allocate any points nor consider a mandatory criteria met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 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 or a mandatory criteria considered as met 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 or a mandatory criteria considered as met 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.
- (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.

- (e) **Resource Qualifications:** The qualifications and experience of the proposed resource(s) will be evaluated against the requirements set out in this bid solicitation. Canada may request proof of successful completion of formal training, as well as reference information. The Contracting Authority reserves the right to request references from a Bidder to conduct a reference check to verify the accuracy of the information provided.

#### 4.3 Financial Evaluation

- (a) The Bidder must provide firm, all inclusive per diem rates for the initial contract period and option periods for each Resource Category of each Stream identified in Annex "B" using the tables attached at Annex "B". The Financial evaluation will be conducted only on proposals that are technically responsive by using these rates to calculate the Total Financial Score. For the initial contract period of any contract (from date of award) resulting from this bid solicitation, 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. Failure to abide with this condition will result in a proposal being considered non-responsive.

(b) **Firm Per Diem Median Rate Evaluation Method**

- 1) There are two financial evaluation methods possible for this requirement. The first method will be used if 3 or more bids are determined responsive (see 2) Financial Evaluation - Method 1 below), and the second method will be used if fewer than 3 bids are determined responsive (see 3) Financial Evaluation - Method 2 below).
- 2) Financial Evaluation - Method 1: The following financial evaluation method will be used if 3 or more bids are determined responsive:

- (i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY OF EACH STREAM:** The Contracting Authority will establish, for each period and each Resource Category of each Stream, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each period and each Resource Category of each Stream, the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 20% of the median, and any rate of a value of plus (+) 30% of the median. When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.

- (ii) **STEP 2 - POINTS ALLOCATION:** For each period and each Resource Category of each Stream, points will be allocated as follows:

- (A) A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.
- (B) A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate Within the median band limit}} \times \text{Maximum Points Assigned at Table 1 below}$$

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- (C) A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 below.

TABLE 1 - MAXIMUM POINTS ASSIGNED FOR APPLICATION SERVICES STREAM 1			
RESOURCE CATEGORIES	INITIAL (1 YEAR) CONTRACT PERIOD	OPTION PERIOD 1	TOTAL POINTS
ERP Systems Analyst Level 3	50	50	100
ERP Technical Analyst Level 3	50	50	100
ERP Functional Analyst Level 3 (Resource A)	50	50	100
ERP Functional Analyst Level 3 (Resource B)	50	50	100
<b>TOTAL</b>	<b>200</b>	<b>200</b>	<b>400</b>

TABLE 1 - MAXIMUM POINTS ASSIGNED FOR APPLICATION SERVICES STREAM 2			
RESOURCE CATEGORIES	INITIAL (1 YEAR) CONTRACT PERIOD	OPTION PERIOD 1	TOTAL POINTS
ERP Functional Analyst AA Level 2	50	50	100
<b>TOTAL</b>	<b>50</b>	<b>50</b>	<b>100</b>

TABLE 1 - MAXIMUM POINTS ASSIGNED FOR APPLICATION SERVICES STREAM 3			
RESOURCE CATEGORIES	INITIAL (1 YEAR) CONTRACT PERIOD	OPTION PERIOD 1	TOTAL POINTS
ERP Functional Analyst PM Level 2	50	50	100
<b>TOTAL</b>	<b>50</b>	<b>50</b>	<b>100</b>

TABLE 1 - MAXIMUM POINTS ASSIGNED FOR APPLICATION SERVICES STREAM 4			
RESOURCE CATEGORIES	INITIAL (1 YEAR) CONTRACT PERIOD	OPTION PERIOD 1	TOTAL POINTS
ERP Functional Analyst (Salary Forecast) Level 2	50	50	100
<b>TOTAL</b>	<b>50</b>	<b>50</b>	<b>100</b>

TABLE 1 - MAXIMUM POINTS ASSIGNED FOR APPLICATION SERVICES STREAM 5			
RESOURCE CATEGORIES	INITIAL (1 YEAR) CONTRACT PERIOD	OPTION PERIOD 1	TOTAL POINTS
ERP Functional Analyst (Financial Accounting) Level 2	50	50	100
<b>TOTAL</b>	<b>50</b>	<b>50</b>	<b>100</b>

**TABLE 1 - MAXIMUM POINTS ASSIGNED FOR  
APPLICATION SERVICES  
STREAM 6**

RESOURCE CATEGORIES	INITIAL (1 YEAR) CONTRACT PERIOD	OPTION PERIOD 1	TOTAL POINTS
ERP Programmer Analyst Level 2	50	50	100
<b>TOTAL</b>	<b>50</b>	<b>50</b>	<b>100</b>

**TABLE 1 - MAXIMUM POINTS ASSIGNED FOR  
BUSINESS SERVICES  
STREAM 7**

RESOURCE CATEGORIES	INITIAL (1 YEAR) CONTRACT PERIOD	OPTION PERIOD 1	TOTAL POINTS
Courseware Developer - Level 2	50	50	100
<b>TOTAL</b>	<b>50</b>	<b>50</b>	<b>100</b>

**TABLE 1 - MAXIMUM POINTS ASSIGNED FOR  
PROJECT MANAGEMENT SERVICES  
STREAM 8**

RESOURCE CATEGORIES	INITIAL (1 YEAR) CONTRACT PERIOD	OPTION PERIOD 1	TOTAL POINTS
Project Executive - Level 3	50	50	100
<b>TOTAL</b>	<b>50</b>	<b>50</b>	<b>100</b>

(iii) **STEP 3 - TOTAL FINANCIAL SCORE:** Points allocated under STEP 2 for each period and Resource Category of each Stream will be added together and rounded to two decimal places to produce the total financial score. Bidders will find below an example of a financial evaluation using method 1.

(iv) **EXAMPLE OF A FINANCIAL EVALUATION USING METHOD 1**

**TABLE 2**

**EXAMPLE OF A FINANCIAL EVALUATION USING METHOD 1**

Category of Personnel	Points Assigned	Bidder 1		Bidder 2		Bidder 3	
		Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Programmer	150 (75 pts. per year)	\$400.00	\$400.00	\$420.00	\$450.00	\$450.00	\$450.00
Business Analyst	100 (50 pts. per year)	\$600.00	\$600.00	\$600.00	\$620.00	\$650.00	\$820.00
Project Manager	50 (25 pts. per year)	\$555.00	\$900.00	\$750.00	\$800.00	\$700.00	\$800.00
<b>TOTAL</b>	<b>300</b>						

**STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BANDS FOR EACH PERIOD AND EACH CATEGORY OF PERSONNEL**

(Median 1) For the Programmer Category of Personnel, the year 1 median would be \$420.00. The lower median band limit would be \$336.00 and higher median band limit would be \$546.00.



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- (Median 2) For the Programmer Category of Personnel, the year 2 median would be \$450.00. The lower median band limit would be \$360.00 and higher median band limit would be \$585.00.
- For the Business Analyst Category of Personnel, the year 1 median would be \$600.00. The lower median band limit would be \$480.00 and higher median band limit would be \$780.00.
- (Median 3) For the Business Analyst Category of Personnel, the year 2 median would be \$620.00. The lower median band limit would be \$496.00 and higher median band limit would be \$806.00.
- (Median 4) For the Project Manager Category of Personnel, the year 1 median would be \$700.00. The lower median band limit would be \$560.00 and higher median band limit would be \$910.00.
- (Median 5) For the Project Manager Category of Personnel, the year 2 median would be \$800.00. The lower median band limit would be \$640.00 and higher median band limit would be \$1,040.00.
- (Median 6)

**STEP 2 - POINT ALLOCATION****Bidder 1:**

- Programmer Year 1 = 75 points (lowest rate within the lower and upper median band limits)
- Programmer Year 2 = 75 points (lowest rate within the lower and upper median band limits)
- Business Analyst Year 1 = 50 points (lowest rate within the lower and upper median band limits)
- Business Analyst Year 2 = 50 points (lowest rate within the lower and upper median band limits)
- Project Manager Year 1 = 0 points (outside the lower and higher median band limits)
- Project Manager Year 2 = 22.22 points (based on the following calculation = (Lowest rate of \$800.00 / Bidder's proposed rate of \$900.00) Multiplied by 25 pts)

**Bidder 2:**

- Programmer Year 1 = 71.43 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$420.00) Multiplied by 75 pts)
- Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
- Business Analyst Year 1 = 50 points (lowest price within the lower and upper median band limits)
- Business Analyst Year 2 = 48.39 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$620.00) Multiplied by 50 pts)
- Project Manager Year 1 = 23.33 points (based on the following calculation = (Lowest rate of \$700.00 / Bidder's proposed rate of \$750.00) Multiplied by 25 pts)
- Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

**Bidder 3:**

- Programmer Year 1 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
- Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
- Business Analyst Year 1 = 46.15 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$650.00) Multiplied by 50 pts)
- Business Analyst Year 2 = 0 points (outside the lower and higher median band limits)
- Project Manager Year 1 = 25 points (lowest price within the lower and upper median band limits)
- Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

**STEP 3 - TOTAL FINANCIAL SCORE****Bidder 1**

75 + 75 + 50 + 50 + 0 + 22.22 = Total Financial Score of 272.22 points out of a possible 300 points

**Bidder 2**

$71.43 + 66.67 + 50 + 48.39 + 23.33 + 25 =$  Total Financial Score of 284.82 points out of a possible 300 points

**Bidder 3**

$66.67 + 66.67 + 46.15 + 0 + 25 + 25 =$  Total Financial Score of 229.49 points out of a possible 300 points

- 3) Financial Evaluation - Method 2: The following financial evaluation method will be used if less than 3 bids are determined responsive:

- (i) **STEP 1 - POINTS ALLOCATION:** For each period and each Resource Category of each Stream points will be allocated as follows:

- (A) Points will be established based on the following calculation, with points rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate}}{\text{Bidder's proposed firm per diem rate}} \times \text{Maximum Points Assigned at Table 1}$$

- (B) The Bidder with the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 above.

- (ii) **STEP 2 - TOTAL FINANCIAL SCORE:** Points allocated under STEP 1, for each period and each Resource Category of each Stream, will be added together and rounded to two decimal places to produce the Total Financial Score.

**(c) 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.

**4.4 Basis of Selection**

- (a) A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid that obtains the highest combined rating of technical merit and price, by adding the technical score with the financial score, will be recommended for award of a contract. The total possible technical score is 60 while the total possible financial score is 40.
- (b) The maximum number of 8 contract(s), one per Stream, may be awarded in total as a result of this solicitation.
- (c) 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.
- (d) If more than one Bidder is ranked first because of identical overall scores, then the Bidder with the lowest total price will become the top-ranked Bidder.

**(e) Evaluation of Proposal - Best Overall Value**

The Method of Selection to issue the resulting Contract is the Best Overall Value.

**FOR EACH STREAM PROPOSAL(S):**

The technically responsive proposal that obtains the highest combined rating of technical merit and price, e.g. adding the technical score with the financial score, will be recommended for award of a contract. The total possible technical score is 60 while the total financial score is 40. Where

two or more proposals achieve the identical highest combined technical (60%) and financial (40%) score, the proposal with the lowest total price will be recommended for award of a contract.

**(I) FOR APPLICATION SERVICES - STREAM 1 - PROPOSAL:**

Calculation of Technical Score: The technical component score will constitute 60% of the total Bidder's score. The Final Technical score (out of 60 points) will be computed for each responsive Bidder. The Final Technical score will then be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\begin{array}{rcl} \text{Total Bidder Technical Score Obtained} & \times & 60 \\ \mathbf{293 \text{ points}} & \text{Points} & = \text{Technical Score} \\ & & \text{(Max. of 60 points)} \end{array}$$

Calculation of Financial Score:

The Bidder's Total Estimated Cost will be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\begin{array}{rcl} \text{Bidder's Total Financial Score} & \times & 40 \\ \text{Table 1 - } \mathbf{400 \text{ points}} & \text{Points} & = \text{Financial Proposal Score} \\ & & \text{(Max. of 40 points)} \end{array}$$

**(II) FOR APPLICATION SERVICES - STREAM 2 - PROPOSAL:**

Calculation of Technical Score: The technical component score will constitute 60% of the total Bidder's score. The Final Technical score (out of 60 points) will be computed for each responsive Bidder. The Final Technical score will then be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\begin{array}{rcl} \text{Total Bidder Technical Score Obtained} & \times & 60 \\ \mathbf{50 \text{ points}} & \text{Points} & = \text{Technical Score} \\ & & \text{(Max. of 60 points)} \end{array}$$

Calculation of Financial Score:

The Bidder's Total Estimated Cost will be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\begin{array}{rcl} \text{Bidder's Total Financial Score} & \times & 40 \\ \text{Table 1 - } \mathbf{100 \text{ points}} & \text{Points} & = \text{Financial Proposal Score} \\ & & \text{(Max. of 40 points)} \end{array}$$

**(III) FOR APPLICATION SERVICES - STREAM 3 - PROPOSAL:**

Calculation of Technical Score: The technical component score will constitute 60% of the total Bidder's score. The Final Technical score (out of 60 points) will be computed for each responsive Bidder. The Final Technical score will then be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\begin{array}{rcl} \text{Total Bidder Technical Score Obtained} & \times & 60 \\ \mathbf{54 \text{ points}} & \text{Points} & = \text{Technical Score} \\ & & \text{(Max. of 60 points)} \end{array}$$

Calculation of Financial Score:

The Bidder's Total Estimated Cost will be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\begin{array}{rcl} \text{Bidder's Total Financial Score} & \times & 40 \\ \text{Table 1 - } \mathbf{100 \text{ points}} & \text{Points} & = \text{Financial Proposal Score} \\ & & \text{(Max. of 40 points)} \end{array}$$

**(IV) FOR APPLICATION SERVICES - STREAM 4 - PROPOSAL:**

Calculation of Technical Score: The technical component score will constitute 60% of the total Bidder's score. The Final Technical score (out of 60 points) will be computed for each responsive Bidder. The Final Technical score will then be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\frac{\text{Total Bidder Technical Score Obtained}}{83 \text{ points}} \times 60 \text{ Points} = \text{Technical Score (Max. of 60 points)}$$

Calculation of Financial Score:

The Bidder's Total Estimated Cost will be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\frac{\text{Bidder's Total Financial Score}}{\text{Table 1 - 100 points}} \times 40 \text{ Points} = \text{Financial Proposal Score (Max. of 40 points)}$$

**(V) FOR APPLICATION SERVICES - STREAM 5 - PROPOSAL:**

Calculation of Technical Score: The technical component score will constitute 60% of the total Bidder's score. The Final Technical score (out of 60 points) will be computed for each responsive Bidder. The Final Technical score will then be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\frac{\text{Total Bidder Technical Score Obtained}}{61 \text{ points}} \times 60 \text{ Points} = \text{Technical Score (Max. of 60 points)}$$

Calculation of Financial Score:

The Bidder's Total Estimated Cost will be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\frac{\text{Bidder's Total Financial Score}}{\text{Table 1 - 100 points}} \times 40 \text{ Points} = \text{Financial Proposal Score (Max. of 40 points)}$$

**(VI) FOR APPLICATION SERVICES - STREAM 6 - PROPOSAL:**

Calculation of Technical Score: The technical component score will constitute 60% of the total Bidder's score. The Final Technical score (out of 60 points) will be computed for each responsive Bidder. The Final Technical score will then be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\frac{\text{Total Bidder Technical Score Obtained}}{125 \text{ points}} \times 60 \text{ Points} = \text{Technical Score (Max. of 60 points)}$$

Calculation of Financial Score:

The Bidder's Total Estimated Cost will be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\frac{\text{Bidder's Total Financial Score}}{\text{Table 1 - 100 points}} \times 40 \text{ Points} = \text{Financial Proposal Score (Max. of 40 points)}$$

**(VII) FOR BUSINESS SERVICES - STREAM 7 - PROPOSAL:**

Calculation of Technical Score: The technical component score will constitute 60% of the total Bidder's score. The Final Technical score (out of 60 points) will be computed for each responsive Bidder. The Final Technical score will then be converted to points (i.e. Scored), and rounded to

two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\frac{\text{Total Bidder Technical Score Obtained}}{75 \text{ points}} \times 60 \text{ Points} = \text{Technical Score (Max. of 60 points)}$$

Calculation of Financial Score:

The Bidder's Total Estimated Cost will be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\frac{\text{Bidder's Total Financial Score}}{\text{Table 1 - 100 points}} \times 40 \text{ Points} = \text{Financial Proposal Score (Max. of 40 points)}$$

#### **(VIII) FOR PROJECT MANAGEMENT SERVICES - STREAM 8 - PROPOSAL:**

Calculation of Technical Score: The technical component score will constitute 60% of the total Bidder's score. The Final Technical score (out of 60 points) will be computed for each responsive Bidder. The Final Technical score will then be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\frac{\text{Total Bidder Technical Score Obtained}}{120 \text{ points}} \times 60 \text{ Points} = \text{Technical Score (Max. of 60 points)}$$

Calculation of Financial Score:

The Bidder's Total Estimated Cost will be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\frac{\text{Bidder's Total Financial Score}}{\text{Table 1 - 100 points}} \times 40 \text{ Points} = \text{Financial Proposal Score (Max. of 40 points)}$$

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications 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 or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### 5.2 Federal Contractors Program - Certification

- (a) The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, 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, 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 Skills 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 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, 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.
- (d) Each bidder is requested to indicate in its bid whether it is:
  - (i) not subject to FCP, having a workforce of fewer than 100 permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
  - (ii) not subject to FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
  - (iii) subject to the requirements of FCP, because it has a workforce of 100 or more permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more 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, and has a valid certification number (i.e., has not been declared an ineligible contractor by HRSDC).
- (e) Further information on the FCP is available on the following HRSDC Website:  
<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>.

**Note to Bidders:** Bidders are 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:
    - (A) an individual;
    - (B) an individual who has incorporated;
    - (C) a partnership made of former public servants; or
    - (D) 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 size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.
  - (iii) **"pension"** means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S. 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canadian Pension Plan Act*, R.S., 1985, c. C-8.
- (c) If the Bidder is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:
  - (i) name of former public servant;
  - (ii) date of termination of employment or retirement from the Public Service.
- (d) If the Bidder 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.

**Note to Bidders:** *Bidders are requested to provide the information required by this clause in their Bid Submission Form.*

#### 5.4 Status and Availability of Resources

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

#### 5.5 Education and Experience

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

#### 5.6 Certification of Language - English or Bilingual Essential

- (a) By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, the ERP Systems Analyst, the ERP Technical Analyst, the ERP Programmer/Analyst, the Project Executive and/or the ERP Functional Analyst 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.
- (b) By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, the Courseware Developer proposed in its bid, will be fluent in both official languages



Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

**EP506-133256**

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File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement 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) For additional information on security requirements, Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to Bidders" document on the Departmental Standard Procurement Documents Website.
- (d) In the case of a joint venture Bidder, each member of the joint venture must meet the security requirements.

### 6.2 Financial Capability

- (a) SACC Manual clause A9033T (2011-05-16) 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 contract resulting from the bid solicitation.

### 7.1 Requirement

- (a) \_\_\_\_\_ (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.
- (b) **Client:** Under the Contract, the "**Client**" is **Public Works and Government Services Canada (PWGSC)**.
- (c) **Reorganization of 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.
- (d) **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 in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract.

### 7.2 Task Authorization

- (a) **Purpose of a 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) **Process of Issuing a TA:** The processes for issuing, responding to, assessing and approving Task Authorizations are stated in Appendices A, B, C and D of Annex A.
- (c) **Authority to Issue a TA:** Any TA with a value less than or equal to **\$300,000.00** (including GST/HST) may be issued by the Technical 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 Technical 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 during the Transition In and 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) **Task Authorization Quotations:** The Contractor is required to submit a responsive quotation in response to every TA Form issued to it by Canada. In addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default if during the Contract Period the Contractor has not responded or has not submitted responsive quotations when issued a TA Form. A responsive quotation is one that is submitted within the time stated in the TA Form and meets all requirements of the TA issued, including quoting the required number of resources at pricing not exceeding the rates of Annex B.
- (f) **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.

- (g) **TA Reports:** The Contractor must submit 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,
  - (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract (excluding GST/HST); and
  - (ii) **"Minimum Contract Value"** means 3% of the Maximum Contract Value on the date the contract is first issued.
- (b) 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 sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
  - (i) for default;
  - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
  - (iii) for convenience within 90 business days of Contract award.

### 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 (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

- (a) **General Conditions:**
  - (i) 2035 (2011-05-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
- (b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

  - (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
  - (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

### 7.5 Security Requirement

The following Security Requirement (SRCL and related clausings), as set out under Annex "A" to Part B to the Supply Arrangement applies to the Contract.

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:****PWGSC FILE #EN578-055605 – Revision 2011**

- (a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- (b) The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- (c) The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- (e) The Contractor must comply with the provisions of the:
  - (i) Security Requirements Check List, attached at Annex C;
  - (ii) 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 one (1) year later; 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 the irrevocable option to extend the term of the Contract by up to one (1) additional one-year 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 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: Josée Bastien  
 Title: Supply Specialist  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Directorate: Informatics and Telecommunications Systems Procurement Directorate  
 Address: 11 Laurier St., Gatineau, Québec  
 Telephone: (819) 956-6770  
 E-mail address: josee.bastien@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) Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

The Technical 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 Technical Authority; however, the Technical 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) Delegation of Authority**

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

**(d) Contractor's Representative**

**Note to Bidders:** The Contractor's Representative and Technical Authority and contact information will be identified at the time of contract award.

**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, GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) Estimated Cost: \$ \_\_\_\_\_

**(iii) Work outside normal office hours:**

- (A) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (B) The Technical Authority will advise the Contractor as soon as possible of any work outside normal office hours overtime requirements. All work outside normal office hours must be pre-approved by the Technical Authority.

- (iv) 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.

- (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 three times or

more 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 Corrective Measure Policy 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 goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

**(b) Limitation of Expenditure**

**(i) Limitation of Expenditure - Cumulative Total of all Task Authorizations**

- (A) Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$\_\_\_\_\_. Customs duties are included, as applicable and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
- (B) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (C) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- (1) when it is 75 percent committed, or
  - (2) four (4) months before the contract expiry date, or
  - (3) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
- whichever comes first.
- (D) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**(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 in the invoice.
- (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 time spent performing the work related to that TA.

**(d) Time Verification**

Time charged and the accuracy of the Contractor's time recording system are 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**

- (i) 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.
- (ii) 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, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

**7.10 Certifications**

- (a) Compliance with the certifications provided by the Contractor in its response to the bid solicitation or a TA request 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 or a TA response 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 \_\_\_\_\_. (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

**7.12 Priority of Documents**

If there is a discrepancy between the wording 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) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
  - (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2011-05-16);



- (d) Annex A, Statement of Work:
  - (i) Appendix A to Annex A - Tasking Procedures;
  - (ii) Appendix B to Annex A - Task Authorization (TA) and Acceptance Form;
  - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Tables;
  - (iv) Appendix D to Annex A - Certification at the TA stage.
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations including any required Certifications;
- (h) Supply Arrangement Number EN578-055605/xxx/EI (the "Supply Arrangement"); and
- (i) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*), as amended \_\_\_\_\_ (*insert date(s) of amendment(s) if applicable*).

### 7.13 Foreign Nationals (Canadian Contractor)

- (a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor).

### 7.14 Foreign Nationals (Foreign Contractor)

- (a) SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor).

### 7.15 Insurance Requirements

#### (a) Contractor's Responsibility

- (i) It will be the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its obligations under the Contract. Any such insurance will be provided and maintained by the Contractor at its own expense.
- (ii) The insurance stipulation provisions contained herein will not limit any insurance required by federal, provincial or municipal law. The required insurance is to the benefit and protection of the Contractor and will not be deemed to release or diminish its liability in any manner including as may be referenced elsewhere by the provision of the Contract.
- (iii) To meet the insurance requirements of the Contract, the Contractor must provide, upon request, in its application a Certificate of Insurance containing reasonable detail of the insurance coverage, exclusions, deductibles and conditions applying to such policies and confirming that the insurance is in force to meet these requirements or, at the request of the Contracting Authority, a certified true copy of all applicable insurance policies.
- (iv) Commercial General Liability (CGL)

Commercial General Liability insurance will be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability **NOT LESS THAN \$5 million** per accident or occurrence and in the annual aggregate.

#### (b) CGL Endorsements

The following endorsements must be incorporated into the conditions of the Contractor's Commercial General Liability insurance policy:

- (i) Additional Insured Endorsement: Canada is included as an additional insured, but only with respect to liabilities that may arise from the contractor's own negligence, in the performance of the contract;

- (ii) The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada;
  - (iii) Notice of Cancellation Endorsement: The Insurer agrees to provide the Contracting Authority thirty (30) days written notice of policy cancellation;
  - (iv) Cross Liability Endorsement: Without increasing the limit of liability, the policy will protect all insured parties to the full extent of coverage provided. Further, the policy will apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each;
  - (v) Contractual Liability Endorsement: The policy will, on a blanket basis or by specific reference to threshold limits of the SO/SA Tiers, extend to assumed liabilities with respect to contractual insurance provisions;
  - (vi) Contingent Employer's Liability Endorsement": To protect Contractor for liabilities arising in the management and administration of statutory and contractual entitlements of their employees;
  - (vii) Employees and (where applicable) Volunteers as Additional Insured: All employees and (where applicable) volunteers, on behalf of the Contractor, will be included as additional insured;
  - (viii) Voluntary Medical Payments, \$5,000 per person, \$25,000 per accident: To provide, without contestation, for expenses incurred in instances of minor accidental bodily injuries;
  - (ix) Products and Completed Operations Broad Form (24 months): While not limited to, the endorsement should include service, assembly and repair activities as well as material, parts or equipment furnished in connection with the work performed by the Contractor or on it's behalf;
  - (x) Personal Injury Broad Form: While not limited to, the endorsement should include coverage for Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character;
  - (xi) Independent Contractors Liability Endorsement (if any): Unless otherwise insured elsewhere, and evidence thereof is secured by the Contractor; all subcontractors are included as Insured by the policy;
  - (xii) Non-Owned Automobile Endorsement: To protect the Contractor for liabilities arising by their use of vehicles owned by other parties including Canada;
  - (xiii) Where the Contractor is a Joint Venture, for the purposes of the Contract and any related documents (including insurance certificates), Canada requires that the Joint Venture Contractor identify itself by a single name. Upon request by Canada, a Joint Venture Contractor must specify the name of the Joint Venture to the Contracting Authority.
- (c) Errors and Omissions insurance
- Errors and Omissions Liability insurance will be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability **NOT LESS THAN \$500K** per loss and in the annual aggregate, inclusive of defence costs.
- If this is a claims made policy and the duration of the Contract exceeds the policy term; in the event of cancellation or non-renewal of the policy, an Extended Claims Reporting Endorsement, minimum twelve (12) months, must be secured by the Contractor.
- (d) Errors and Omissions Endorsements
- The following clauses must be incorporated into the conditions of the Contractor's Errors and Omissions Liability coverage:
- (i) Notice of Cancellation Endorsement: The Insurer agrees to provide the Contracting Authority thirty-day written notice of policy cancellation.

**7.16 Limitation of Liability - Information Management/Information Technology**

- (a) 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 Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
- (i) 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:
    - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
    - (B) physical injury, including death.
  - (ii) The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
  - (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any 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.
  - (iv) 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 (i)(A) above.
  - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:
    - (A) 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
    - (B) 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 either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell 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 subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
  - (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful 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.

**(c) Third Party Claims:**

- (i) 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.
- (ii) 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 Sub-article (i), 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.
- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

**7.17 Joint Venture Contractor**

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid]*.
- (b) 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 fully authority 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.
- (c) 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.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) 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.

The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

**7.18 Professional Services - General**

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language

proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) 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 Technical Authority within ten 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.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

#### **Replacement of Specific Individuals**

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
  - (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
  - (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement will be rated by the Project Authority and the score obtained must be equal or superior to the score obtained for that original resource.
- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
  - (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor", or
  - (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this subarticle (C).
  - (C) Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.
- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

#### **7.19 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

## **7.20 Representations and Warranties**

The Contractor made statements regarding its and its proposed resources experience and expertise in its bid that resulted in the award of the Contract and issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. 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..

## **7.21 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.

## **7.22 Transition Services at end of Contract Period**

The Contractor agrees that, in the period leading up to the end of the Contract Period and for up to 3 months afterwards, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier. The Contractor agrees that there will be no charge for these services.

## **7.23 Identification Protocol Responsibilities**

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have 5

working days to deliver the action plan to the Client and the Contracting Authority, and 20 working days to rectify the underlying problem.

- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

## ANNEX A

### STATEMENT OF WORK

#### 1. BACKGROUND

The Shared Services Integration Sector (SSI), part of the Integrated Services Branch of PWGSC, provides integrated program support and management to a cluster of departments and agencies that use corporate administrative shared systems. The sector also provides human resources services to various small government departments and agencies.

SSI supports five shared corporate administrative systems: Integrated Financial and Materiel System (IFMS), FreeBalance System (FB), Government of Canada Human Resources Management System (GCHRMS), Human Resources Information System (HRIS), and a materiel management information system, AMMIS. Services provided by SSI are fully cost recoverable.

The Integrated Financial and Materiel Management System (IFMS, SAP) and Government of Canada Human Resources Information Systems (GC HRMS, PeopleSoft) provide functional and technical expertise to cluster member organizations on the Government of Canada SAP and PeopleSoft products.

ERP software packages that are currently supported are:

- 1.1 SAP version EEC 6 an integrated system that supports financial and materiel management; and
- 1.2 Oracle's PeopleSoft Version 8.9 an integrated system that supports human resources management.

The SSI also currently supports the following projects:

- Shared Financial System and Services project (SAP); and
- Human Resources Information System Replacement project (PeopleSoft).

#### 2. OBJECTIVE

The Integrated Services Branch (ISB) requires "as-and-when-requested" professional services of the following categories of resources:

CATEGORY OF PERSONNEL	LEVEL OF EXPERTISE
<b>APPLICATION SERVICES (PEOPLESOFT) STREAM 1</b>	
ERP Systems Analyst	Level 3
ERP Technical Analyst	Level 3
ERP Functional Analyst (Resource A)	Level 3
ERP Functional Analyst (Resource B)	Level 3
<b>APPLICATION SERVICES (SAP) STREAM 2</b>	
ERP Functional Analyst AA	Level 2



<b>APPLICATION SERVICES (SAP) STREAM 3</b>	
ERP Functional Analyst PM	Level 2
<b>APPLICATION SERVICES (SAP) STREAM 4</b>	
ERP Functional Analyst (Salary Forecast)	Level 2
<b>APPLICATION SERVICES (SAP) STREAM 5</b>	
ERP Functional Analyst (Financial Accounting (FI))	Level 2
<b>APPLICATION SERVICES (SAP) STREAM 6</b>	
ERP Programmer/Analyst	Level 2
<b>BUSINESS SERVICES STREAM 7</b>	
Courseware Developer	Level 2
<b>PROJECT MANAGEMENT SERVICES STREAM 8</b>	
Project Executive	Level 3

### 3. SCOPE OF WORK, TASKS AND DELIVERABLES

#### APPLICATION SERVICES (PEOPLESOFT) - STREAM 1

##### 3.1 TASKS - ERP SYSTEM ANALYST - LEVEL 3

The ERP System Analyst Level 3 will be responsible for, but not limited to, the activities related to the establishment of a production environment and migration of two (2) HRIS organizations from the legacy system onto the new application. The responsibilities will include, but are not limited to, the following tasks:

- 3.1.1 Execute database design, application page construction, coding, and documentation;
- 3.1.2 Work with project manager and team members to define transition steps from the current HRIS application to the PeopleSoft GCHRMS v9.1 application architecture including conversion of data;
- 3.1.3 Develop, estimate and manage technical aspects of the implementation;
- 3.1.4 Occasional review of the technical work performance as well as related documentation to ensure it is of suitable quality and maintainability;
- 3.1.5 Assist Business Analysts and project analysts in determining security requirements including multi company configuration and user accounts, roles and permission lists;
- 3.1.6 Work with Business Analysts on testing the product and ensure that business requirements are supported by the architecture;
- 3.1.7 Identify all technical requirements for the migration and conversion from HRIS to PeopleSoft v9.1;
- 3.1.8 Analysis, design, development, testing, and maintenance of various PeopleSoft objects including pages, PeopleCode, tables, views, reports, indexes, SQR, and App Engine batch processes including using PeopleTools in a development and operational environment;

- 3.1.9 Review information requirements and recommend changes based on technical merit;
- 3.1.10 Maintain an awareness of current and future trends and development in the IT field; and
- 3.1.11 Provide knowledge transfer to the project analysts.

### **3.1.1 DELIVERABLES - ERP SYSTEM ANALYST - LEVEL 3**

The ERP System Analyst - Level 3 will be responsible for, but are not limited to, the following deliverables:

- 3.1.1.1 Data conversion and implementation, including the implementation of a reporting solution and data fixes;
- 3.1.1.2 Preparation of technical migration and data conversion plans with fellow analysts;
- 3.1.1.3 Develop batch programs to migrate and convert legacy HRIS data to PeopleSoft database structure;
- 3.1.1.4 Manage the technical environments;
- 3.1.1.5 Re-map HRIS to PeopleSoft; includes the development of Crystal Reports and SQRs if applicable; and
- 3.1.1.6 Analysis, design, development, testing, and maintenance of numerous SQL scripts, stored procedures, and nightly batch jobs for SQL Server.

### **3.2 TASKS - ERP TECHNICAL ANALYST - LEVEL 3**

**The ERP Technical Analyst - Level 3** will be responsible for, but not limited to, the activities related to the establishment of a production environment and migration of two (2) HRIS organizations from the legacy system onto the new application. The responsibilities will include, but are not limited to, the following tasks :

:

- 3.2.1 Provide technical expertise/advice on PeopleSoft GC HRMS modules version 9.1;
- 3.2.2 Analyze and recommend alternatives and options for the solution implementation;
- 3.2.3 Establish technical standards for the technical framework;
- 3.2.4 Model Human Resource and administrative process and data requirements;
- 3.2.5 Analyze PeopleCode and PS objects to determine functional fit;
- 3.2.6 Use PeopleSoft Tools (i.e. Security Administrator, Application Designer, Translate Facility, Message Catalog, datamover etc.) in performing analyst requirements;
- 3.2.7 Use the SQL Plus tool to write SQL queries to verify data values being stored in the database, and to validate test results;
- 3.2.8 Help provide a solution for reporting possibly including de-normalization, PeopleSoft Queries and Crystal Reports;
- 3.2.9 Assist developers in the understanding of design specifications;
- 3.2.10 Review Functional/Transaction Design Documents created by developers;
- 3.2.11 Help to resolve various implementation issues and recommend solutions;
- 3.2.12 Participate in testing, monitoring and reconciliation work related to reports, data quality and data integrity;
- 3.2.13 Participate in data conversion activities; and
- 3.2.14 Provide knowledge transfer to the project analysts

### **3.2.1 DELIVERABLES - ERP TECHNICAL ANALYST - LEVEL 3**

The ERP Technical Analyst - Level 3 will be responsible for, but are not limited to, the following deliverables:

- 3.2.1.1 Develop PeopleSoft architecture plan - test, and implement for user community;
- 3.2.1.2 Set-up, manage and maintain the technical environments in support of the solution;
- 3.2.1.3 Adjust the architectural design for the shared instance and implement the production environment;
- 3.2.1.4 Write and review technical documentation, and adjust as required;

- 3.2.1.5 Develop and/or manage technical aspects of application software, user interfaces, and third-party components;
- 3.2.1.6 Apply updates and fixes (bundles) released by the PeopleSoft GC HRMS Program Office and PeopleSoft HRMS commercial;
- 3.2.1.7 Analyze, design, develop, test, implement, and document any outstanding technical specification changes required for the project;
- 3.2.1.8 Create test scenarios and scripts according to business requirements, support system testing and validation of test cases; and
- 3.2.1.9 Test, monitor and reconcile work related to the solution, to reports, data quality and data integrity

### **3.3 ERP FUNCTIONAL ANALYSTS - LEVEL 3**

The Human Resources Information System (HRIS) cluster member organizations are looking to replace their current Human Resources system to enable greater flexibility and functionality in service delivery. HRIS Cluster members understand that they need to be well positioned to meet the challenges of Government of Canada (GC) transformational initiatives. The HRIS governance structure approved the replacement of the legacy system in order to move forward with the modernization of HRIS. With the new system, HRIS members will be on the same version of the database and software.

The project objectives are the establishment of a single production instance of the currently PeopleSoft application, the establishment of infrastructure at Shared Services Canada (SSC), the establishment of an application support organization, and the migration of 2 of the 32 member departments to the new instance.

#### **3.3.1 TASKS - ERP FUNCTIONAL ANALYST (RESOURCE A) - LEVEL 3**

The ERP Functional Analysts (Resource A) Level 3 will be responsible for, but not limited to, the following tasks:

- 3.3.1.1 Research, analyze and document user requirements, map interdependencies, and produce the required functional specifications and/or process re-engineering recommendations;
- 3.3.1.2 Provide functional and technical expertise/advice on PeopleSoft HRMS modules and available functionality;
- 3.3.1.3 Perform a review of the Chief Human Resources Officer (OCHRO) Common HR Business processes (CHRBP) and fit/gap to system;
- 3.3.1.4 Assess the functionality of PeopleSoft products outside the currently used licensed footprint;
- 3.3.1.5 Conduct working groups to facilitate requirements gathering for on-boarding organizations and data conversion;
- 3.3.1.6 Assist in conducting working groups to facilitate the change management process;
- 3.3.1.7 Provide change management recommendations to the senior project executive;
- 3.3.1.8 Work on a variety of project areas (development, conversion, testing, training , etc.) to communicate requirements, assess proposed solutions, integrate plans and address a variety of implementation issues;
- 3.3.1.9 Mentor project team members in requirement analysis, design and conversion tasks;
- 3.3.1.10 Help to resolve various implementation issues and recommend various business process solutions to improve the effectiveness of processes;
- 3.3.1.11 Prepare high level business requirement statements of future functions to be implemented;
- 3.3.1.12 Assess the high level impact and key issues that organizations will need to address in migrating to PeopleSoft HRMS;
- 3.3.1.13 Create a test bed of data for the testing environments;
- 3.3.1.14 Create test scenarios according to business requirements and support system testing and validation of test cases;
- 3.3.1.15 Participate in testing, monitoring and reconciliation work related to reports, data quality and data integrity;
- 3.3.1.16 Provide demonstrations of new functionality;

3.3.1.17 Provide the senior project executive with status, issue, risk, scope creep, updates and escalate issues/risks as appropriate; and

3.3.1.18 Report on project status on a weekly basis.

### **3.3.2 TASKS - ERP FUNCTIONAL ANALYST (RESOURCE B) - LEVEL 3**

The ERP Functional Analysts (Resource B) Level 3 will be responsible for, but not limited to, the following tasks:

- 3.3.2.1 Research, analyze and document user requirements, map interdependencies, and produce the required functional specifications and/or process re-engineering recommendations;
- 3.3.2.2 Provide functional and technical expertise/advice on PeopleSoft HRMS modules and available functionality;
- 3.3.2.3 Ensure the multi-company requirements of a single common instance are met;
- 3.3.2.4 Assess the functionality of PeopleSoft products outside the currently used licensed footprint;
- 3.3.2.5 Conduct working groups to facilitate requirements gathering for on-boarding organizations and data conversion;
- 3.3.2.6 Work on a variety of project areas (development, conversion, testing, training , etc.) to communicate requirements, assess proposed solutions, integrate plans and address a variety of implementation issues;
- 3.3.2.7 Make use of PeopleSoft development tools such as Application Engine, SQL, and PeopleCode;
- 3.3.2.8 Mentor project team members in requirement analysis, design and conversion tasks;
- 3.3.2.9 Help to resolve various implementation issues and recommend various business process solutions to improve the effectiveness of processes;
- 3.3.2.10 Prepare high level business requirement statements of future functions to be implemented;
- 3.3.2.11 Assess the high level impact and key issues that organizations will need to address in migrating to PeopleSoft HRMS;
- 3.3.2.12 Create a test bed of data for the testing environments;
- 3.3.2.13 Create test scenarios according to business requirements and support system testing and validation of test cases;
- 3.3.2.14 Participate in testing, monitoring and reconciliation work related to reports, data quality and data integrity;
- 3.3.2.15 Provide demonstrations of new functionality;
- 3.3.2.16 Provide the senior project executive with status, issue, risk, scope creep, updates and escalate issues/risks as appropriate; and
- 3.3.2.17 Report on project status on a weekly basis.

### **3.3.3 DELIVERABLES - ERP FUNCTIONAL ANALYSTS (RESOURCE A & B) - LEVEL 3**

The ERP Functional Analysts (A&B)- Level 3 will be responsible for, but not limited to, the following deliverables:

- 3.3.3.1 Detailed analysis of the HRMS 9.1 commercial functionality for modules;
- 3.3.3.2 Document key issues that organizations will need to address in migrating to version 9.1;
- 3.3.3.3 Document fit/gap, interdependencies, and functional specifications and/or process re-engineering recommendations;
- 3.3.3.4 Produce high level business requirement statements of future functions to be implemented;
- 3.3.3.5 Document Change Management/control (CM) Strategy and approaches including governance, roles and responsibilities, change request prioritization, risk analysis and process/procedures for common HR business processes;
- 3.3.3.6 Model HR and administrative process and data requirements;
- 3.3.3.7 Develop and execute a strategy for data - analysis, clean-up and conversion;
- 3.3.3.8 Produce a test bed of data for the testing environments;
- 3.3.3.9 Produce test scenarios according to business requirements and support system testing and validation of test cases;

- 3.3.3.10 Take part in testing, monitoring and reconciliation work related to data conversion, reports, data quality and data integrity;
- 3.3.3.11 Prepare briefing notes and presentations for senior management (Directors, DG's, ADM);
- 3.3.3.12 Prepare periodic written status reports citing milestones completed, variances and/or problems, and proposed remedial action, stating the work to be completed during the next reporting period; and
- 3.3.3.13 Provide a bi-monthly time sheet and status report for the senior project executive.

## **APPLICATION SERVICES (SAP) - STREAM 2**

### **3.4 ERP FUNCTIONAL ANALYSTS (ASSET ACCOUNTING (AA) - LEVEL 2**

The ERP Functional Analysts (AA) Level 2, will be responsible for, but not limited to, the following:

- 3.4.1 Providing support of the existing GC Public Sector Industry solution approved footprint SAP ECC 6;
- 3.4.2 Providing support to the IFMS Program Office with the realization and development of the solutions in all project lifecycle stages;
- 3.4.3 Departmental upgrades and implementations of the GC approved SAP ECC 6 footprint;
- 3.4.4 Providing ongoing support and expert level advice and recommendations to IFMS Program Office employees and knowledgeable subject matter expert (SME) clients; and
- 3.4.5 Preparing SAP knowledge transfer documentation and training to IFMS resources.

#### **3.4.1 TASKS - ERP FUNCTIONAL ANALYSTS (ASSET ACCOUNTING (AA)) - LEVEL 2**

The ERP Functional Analysts (AA) Level 2 will be responsible for, but not limited to, the following tasks:

- 3.4.1.1 Maintain and support the Government of Canada (GC) Public Sector Industry solution approved SAP ERP 6.0 footprint Asset Accounting (AA) Module;
- 3.4.1.2 Analyze, develop, test and implement Asset Accounting (AA) functionality for enhancement and support pack updates in SAP ECC 6.0 versions;
- 3.4.1.3 Create and update SAP Asset Accounting (AA) configuration and business process procedures documentation using the Ancile Productivity Pak tool;
- 3.4.1.4 Provide Asset Accounting (AA) problem resolution assistance and support to IFMS Cluster departments for SAP ECC 6.0 footprint;
- 3.4.1.5 Provide implementation assistance with the Government of Canada (GC) approved SAP ECC 6.0 footprint, enhancement and support pack updates, Online Support System notes and transports in the area of Asset Accounting (AA);
- 3.4.1.6 Log into the IFMS Program Office issue management system, all reported queries, problems and change requests related to SAP Asset Accounting (AA) including documenting resolution information;
- 3.4.1.7 Prepare and present material for fit/gap presentation, knowledge transfer sessions, functionality sessions and analysis related to SAP Asset Accounting (AA);
- 3.4.1.8 Develop and prepare knowledge transfer documentation relevant to Government of Canada (GC) SAP ECC 6.0 footprint for Asset Accounting (AA) functionality and deliver knowledge transfer sessions to IFMS Program Office employees and cluster member subject matter experts (SME);
- 3.4.1.9 Develop detailed test plans and scripts for SAP Asset Accounting (AA) using Computer Aided Testing tool (CATT); and
- 3.4.1.10 Work with other functional teams to ensure that continued effective integration of Asset Accounting (AA) to Project Systems (PS), Financial Accounting, (FI), Asset Accounting (AA), Controlling (CO), Sales and distribution (SD), Materiel Management (MM), Plant Maintenance (PM), Funds Management (FM) and Business Intelligence (BI) is achieved.

#### **3.4.2 DELIVERABLES - ERP FUNCTIONAL ANALYSTS (ASSET ACCOUNTING(AA)) - LEVEL 2**

The Contractors will provide, but limited to, various reports, plans, work breakdown structures, schedules and other related documents. Deliverables will be more elaborated at TA stage.

### **APPLICATION SERVICES (SAP) - STREAM 3**

#### **3.5 ERP FUNCTIONAL ANALYST (ASSET ACCOUNTING (PM)) - LEVEL 2**

The ERP Functional Analyst (Asset Accounting (PM)) Level 2, will be responsible for, but not limited to, the following:

- 3.5.1 Providing support of the existing GC Public Sector Industry solution approved footprint SAP ECC 6;
- 3.5.2 Providing support to the IFMS Program Office with the realization and development of the solutions in all project lifecycle stages;
- 3.5.3 Departmental upgrades and implementations of the GC approved SAP ECC 6 footprint;
- 3.5.4 Providing ongoing support and expert level advice and recommendations to IFMS Program Office employees and knowledgeable subject matter expert (SME) clients; and
- 3.5.5 Preparing SAP knowledge transfer documentation and training to IFMS resources.

##### **3.5.1 ERP FUNCTIONAL ANALYST (ASSET ACCOUNTING (PM)) - LEVEL 2**

The ERP Functional Analyst (PM) Level 2 will be responsible for, but not limited to, the following tasks:

- 3.5.1.1 Maintain and support the Government of Canada (GC) Public Sector Industry solution approved SAP ECC 6.0 footprint for Plant Maintenance (PM);
- 3.5.1.2 Analyze, develop, test and implement Plant Maintenance (PM functionality for enhancement and support pack updates in SAP ECC 6.0 versions);
- 3.5.1.3 Create and update SAP Plant Maintenance (PM configuration and business process procedures documentation using the Ancile Productivity Pak tool);
- 3.5.1.4 Provide Plant Maintenance (PM problem resolution assistance and support to IFMS Cluster departments for SAP ECC 6.0 footprint);
- 3.5.1.5 Provide implementation assistance with the Government of Canada (GC) approved SAP ECC 6.0 footprint, enhancement and support pack updates, Online Support System notes and transports in the area of Plant Maintenance (PM);
- 3.5.1.6 Log into the IFMS Program Office issue management system, all reported queries, problems and change requests related to SAP Plant Maintenance (PM including documenting resolution information);
- 3.5.1.7 Prepare and present material for fit/gap presentation, knowledge transfer sessions, functionality sessions and analysis related to SAP Plant Maintenance (PM);
- 3.5.1.8 Develop and prepare knowledge transfer documentation relevant to Government of Canada (GC) SAP ECC 6.0 footprint for Plant Maintenance (PM functionality and deliver knowledge transfer sessions to IFMS Program Office employees and cluster member subject matter experts (SME);
- 3.5.1.9 Develop detailed test plans and scripts for SAP Plant Maintenance (PM using Computer Aided Testing tool (CATT); and
- 3.5.1.10 Work with other functional teams to ensure that continued effective integration of Plant Maintenance (PM to Project Systems (PS), Financial Accounting, (FI), Asset Accounting (AA), Controlling (CO), Sales and distribution (SD), Materiel Management (MM), Funds Management (FM), Salary Forecasting Tool (SFT), and Business Intelligence (BI) is achieved.

##### **3.5.2 DELIVERABLES - ERP FUNCTIONAL ANALYST (ASSET ACCOUNTING(PM)) - LEVEL 2**

The Contractors will provide, but limited to, various reports, plans, work breakdown structures, schedules and other related documents. Deliverables will be more elaborated at TA stage.

### **APPLICATION SERVICES (SAP) - STREAM 4**

### 3.6 TASKS - ERP FUNCTIONAL ANALYST (SALARY FORECAST) - LEVEL 2

The ERP Functional Analyst (Salary Forecast) Level 2 will be responsible for, but not limited to, the following tasks:

- 3.6.1 Providing support of the existing GC Public Sector Industry solution approved footprint SAP ECC 6;
- 3.6.2 Providing support to the IFMS Program Office with the realization and development of the solutions in all project lifecycle stages.
- 3.6.3 Departmental upgrades and implementations of the GC approved SAP ECC 6 footprint;
- 3.6.4 Providing ongoing support and expert level advice and recommendations to IFMS Program Office employees and knowledgeable subject matter expert (SME) clients;
- 3.6.5 Preparing SAP knowledge transfer documentation and training to IFMS resources;
- 3.6.6 Maintain and support the GC Public Sector Industry solution approved SAP ERP 6.0 footprint for the Salary Forecasting Tool (SFT);
- 3.6.7 Analyze, develop, test and implement Salary Forecasting Tool (SFT) functionality for enhancement and support pack updates in SAP ERP 6.0 versions;
- 3.6.8 Create and /or update Salary Forecasting Tool (SFT) and SAP Controlling (CO) configuration and business process procedures documentation using the Productivity Pack tools;
- 3.6.9 Salary Forecasting Tools (SFT) and SAP Controlling (CO) problem resolution assistance and support to IFMS Cluster departments for SAP ERP 6.0 footprint;
- 3.6.10 Provide implementation assistance with the GC approved SAP ERP 6.0 footprint, enhancements and support pack updates, OSS notes and transports. Provide problem resolution assistance and ongoing support to SAP cluster member departments in implementing the support pack updates, Online Self-Service (OSS) notes and transports;
- 3.6.11 Log into SAP Solutions Manager, all reported queries, problems and change requests related to SAP Salary Forecasting Tool (SFT) and SAP Controlling (CO) including documenting resolution information;
- 3.6.12 Using GC business requirements to develop and model GC business processes into SAP Solution Manager;
- 3.6.13 Prepare and present material for fit/gap presentation, knowledge transfer sessions, functionality sessions and analysis related to SAP Salary Forecasting Tool (SFT);
- 3.6.14 Develop and prepare knowledge transfer documentation relevant to GC SAP ERP 6.0 footprint for Salary Forecasting Tool (SFT) and SAP Controlling (CO) functionality and deliver knowledge transfer sessions to IFMS Program Office employees and cluster member subject matter experts (SME);
- 3.6.15 Develop detailed test plans for SAP Salary Forecasting Tool (SFT) and SAP Controlling (CO) using Computer Aided Testing tool (CATT) and/or HP Quality Center;
- 3.6.16 Work with other functional teams to ensure that continued effective integration of SAP Salary Forecasting Tool (SFT) to Funds Management (FM), Financial Accounting, (FI), Project Systems (PS), Asset Accounting (AA), Controlling (CO), Sales and distribution (SD), Materiel Management (MM), Plant Maintenance (PM) and Business Intelligence (BI) is achieved;
- 3.6.17 Develop enhancements, maintain and support the Government of Canada (GOC) SAP footprint in SAP ECC 6.0 versions for SAP Controlling (CO) module. Analyze, implement and test the SAP Controlling functionality for both enhancement pack and support pack updates, in SAP ECC 6.0; and
- 3.6.18 Develop, test and maintain year-end and carry-forward activities related to SAP Salary Forecasting Tool (SFT) and SAP Controlling (CO) and assist GC departments in completing their year-end closing procedures as required, in all environments.

#### 3.6.1 DELIVERABLES

The ERP Programmer/ Analyst (Salary Forecast) Level 2 will be responsible for, but not limited to, the following deliverables:

3.6.1.1 Provide various reports, plans, work breakdown structures, schedules and other related documents. Deliverables will be more elaborated at TA stage.

## **APPLICATION SERVICES (SAP) - STREAM 5**

### **3.7 TASKS - ERP FUNCTIONAL ANALYST (FINANCIAL ACCOUNTING (FI)) - LEVEL 2**

The ERP Functional Analyst (Financial Accounting (FI)) Level 2 will be responsible for, but not limited to, the following tasks:

- 3.7.1 Providing support of the existing GC Public Sector Industry solution approved footprint SAP ECC 6.
- 3.7.2 Providing support to the IFMS Program Office with the realization and development of the solutions in all project lifecycle stages.
- 3.7.3 Departmental upgrades and implementations of the GC approved SAP ECC 6 footprint.
- 3.7.4 Providing ongoing support and expert level advice and recommendations to IFMS Program Office employees and knowledgeable subject matter expert (SME) clients.
- 3.7.5 Preparing SAP knowledge transfer documentation and training to IFMS resources.
- 3.7.6 Develop enhancements, maintain and support the Government of Canada (GOC) SAP footprint in SAP ECC 6.0 versions for SAP FI-AR and SAP SD modules;
- 3.7.7 Analyze, implement and test the SAP Accounts Receivable and SAP Sales and Distribution functionalities for both enhancement pack and support pack updates, in SAP ECC 6.0;
- 3.7.8 Provide problem resolution assistance and ongoing support to SAP cluster member departments in implementing the support pack updates, Online Self-Service (OSS) notes and transports in the areas of SAP Accounts Receivable and SAP Sales and Distribution;
- 3.7.9 Prepare and present material for fit/gap presentations, knowledge-transfer sessions, e-learning, other sessions and analysis related to SAP Accounts Receivable and SAP Sales and Distribution;
- 3.7.10 Develop, test and maintain year-end and carry-forward activities related to SAP Accounts Receivable and SAP Sales and Distribution and assist GC departments in completing their year end closing procedures as required, in all environments;
- 3.7.11 Create and update SAP Accounts Receivable and SAP Sales and Distribution configuration and business process procedures documentation using RWD Productivity Pak documentation tool;
- 3.7.12 Prepare, develop, support; test and document changes using the IFMS Program Office testing tools for SAP Accounts Receivable and SAP Sales and Distribution functionalities;
- 3.7.13 Develop and deliver knowledge transfer and training sessions, as well as prepare documentation for knowledge transfer related to SAP Accounts Receivable and SAP Sales and Distribution functionalities and aimed at functional analysts;
- 3.7.14 Develop detailed test plans for SAP Accounts Receivable and SAP Sales and Distribution functionalities using Computer Aided Testing tool (CATT); and
- 3.7.15 Work with other functional teams to ensure that continued effective integration of SAP Financial Accounting (FI) to Funds Management (FM), Asset Accounting (AA), Controlling, Project systems (PS), Sales and Distribution (SD), Materiel Management (MM), Plant Maintenance (PM), and Salary Forecasting Tool (SFT).

#### **3.7.1 DELIVERABLES**

The ERP Functional Analyst (Financial Accounting (FI)) Level 2 will be responsible for, but not limited to, the following deliverables:

- 3.7.1.1 Provide various reports, plans, work breakdown structures, schedules and other related documents. Deliverables will be more elaborated at TA stage.

## **APPLICATION SERVICES (SAP) - STREAM 6**

### **3.8 TASKS - ERP PROGRAMMER/ANALYST - LEVEL 2**



The ERP Programmer Analysts will be required, but not limited to, scope, plan, write, implement and maintain Advanced Business Application Programming (ABAP) programs that support both new and existing functionality. ABAP is a programming language for developing applications for the SAP ERP Application.

The ERP Programmer/ Analyst Level 2 will be responsible for, but are not limited to, the following tasks :

- 3.8.1 Develop enhancements, maintain and support the Government of Canada (GC) approved SAP ERP 6.0 footprint;
- 3.8.2 Provide problem resolution assistance and support to SAP cluster departments in implementing the GC approved SAP footprint, enhancements and support pack updates, On-line Support Service (OSS) notes and transports;
- 3.8.3 Log into the IFMS Program Office issues logging system and report all problems related to the GC approved SAP application. Evaluate change requests and enhancement requests and provide resource requirement estimates;
- 3.8.4 Evaluate, develop and maintain ABAP programs that support GC IFMS SAP functionality to the following:
  - The interest on overdue accounts payable process
  - Special Purpose Ledger (SPL) Roll-ups
  - Automated Taxable Benefit Programs (T1204)
  - PAYE/RAYE - Programs
  - Automated Carry Forward Programs
  - FIS Reconciliation Tools
  - Developing Smartforms, Sap Scripts
  - Statistical sampling
  - Procurement reporting
  - Physical Asset Tracking
  - Salary Forecasting Tool (SFT)
  - New customizations undertaken by the IFMS Cluster
  - Interfaces to GC Central systems
  - Business Intelligence
- 3.8.5 Make corrections to existing IFMS Program Office custom developed programs in SAP ERP 6.0;
- 3.8.6 Debug new and existing functionality to determine the cause and resolution of identified errors;
- 3.8.7 Evaluate Transactions SPAU and SPDD outputs related to upgrades;
- 3.8.8 Provide support to cluster members as required;
- 3.8.9 Search and follow up on SAP OSS notes; and
- 3.8.10 Participate in team meetings.

### **3.8.1 DELIVERABLES - ERP PROGRAMMER / ANALYST LEVEL 2**

The ERP Programmer / Analyst Level 2 will be responsible for, but are not limited to, the following deliverables:

- 3.8.1.1 Program specifications for any new or changed programs;
- 3.8.1.2 Develop the following:
  - User exits
  - Validations
  - System Interface
  - Business Application Programming Interface (BAPI)
  - Business Add-Ins (BADI).
- 3.8.1.3 Status updates;
- 3.8.1.4 Logging system updates with all work performed in relation to enhancement and/or problems related to the GC approved SAP application; and
- 3.8.1.5 Provide resource requirement estimates resulting from change requests and enhancement requests.

**3.8.2 REPORTING REQUIREMENTS - ERP PROGRAMMER / ANALYST LEVEL 2**

The ERP Programmer Analyst must prepare monthly status reports of the work performed. As a minimum, each monthly status report must document the following information:

- 3.8.2.1 Significant Accomplishments: Showing all activities completed during the previous period;
- 3.8.2.2 Planned Accomplishments: Showing all activities planned for the next period;
- 3.8.2.3 Unplanned Activities: Showing all activities completed which were not planned for the period;
- 3.8.2.4 Risks, Issues and Mitigation: Identifying all risks and issues, with probability of occurrence, impact, and measures applied to mitigate the risks.

**BUSINESS SERVICES - STREAM 7****3.9 TASKS - COURSEWARE DEVELOPER - LEVEL 2**

The Courseware Developer Level 2 will, but not limited to, be setting up the production support for the single application for Small Departments and Agencies (SDA) and will assist in the establishment of the User Productivity Kit (UPK) documentation tool. The consultant will examine the requirements related to the production support for documenting system procedures and training documentation, assist in the execution of the tasks and provide knowledge transfer to Subject Matter Experts.

The Courseware Developer Level 2 will be responsible for, but not limited to, the following tasks:

- 3.9.1 Research and analyze source documentation e.g. PeopleBooks and existing GC UPK documentation;
- 3.9.2 Work with end-users, subject matter experts, and/or business analysts, the 9.1 Joint Build Project Team, the Office of the Chief Human Resources Officer (OCHRO) to design and develop user documentation and training materials;
- 3.9.3 Perform quality assurance and compare UPK topics;
- 3.9.4 Assist in assessing the requirements for populating the training database; and
- 3.9.5 Provide knowledge transfer to Subject Matter Experts.

**3.9.1 DELIVERABLES - COURSEWARE DEVELOPER - LEVEL 2:**

The Courseware Developer Level 2 will be responsible for, but not limited to, the following deliverables:

- 3.9.1.1 Storyboard the Learning Content with Subject Matter Experts or Business Analysts;
- 3.9.1.2 Establish and apply standards for UPK topic development;
- 3.9.1.3 Develop learning packages and documentation for PeopleSoft version 9.1 using User Productivity Kit (UPK);
- 3.9.1.4 Create a French and English Lexicon for PeopleSoft terminology;
- 3.9.1.5 Develop, maintain and update English and French UPK PeopleSoft topics;
- 3.9.1.6 Provision of learning packages; and
- 3.9.1.7 Provide in writing to the project manager the status, issue, risk, scope creep and updates as appropriate and when requested:
  - a) Report on project status on a bi-weekly basis:
    - Progress Reports - Showing work activities completed against project plan:
      - Significant Accomplishments: Showing all activities completed.
      - Planned Accomplishments: Showing all activities planned for the next period; and
      - Unplanned Activities: Showing all activities completed which were not planned for the period.

**PROJECT MANAGEMENT SERVICES - STREAM 8**

### 3.10 TASKS - PROJECT EXECUTIVE - LEVEL 3

The Project Executive Level 3 will be responsible for, but not limited to, the following tasks:

- 3.10.1 Work with the PMC Senior Project Manager and project managers through workshops or group sessions attended by cross functional teams to implement best practices in project management and in business analysis, from project concept through to solution implementation and support;
- 3.10.2 Evaluate the use of Rational Unified Process (RUP) as a tool for SSI's business analysis, use cases and object modeling;
- 3.10.3 Guide managers and the project office on approaches and methods to improve the gathering of requirements;
- 3.10.4 Propose improvements to performance reporting and risk management;
- 3.10.5 Work with the Senior Project Manager and scheduler implementing a SSI Master Project Plan; and
- 3.10.6 Coach and mentor managers in the areas of business analysis and project management.

#### 3.10.1 DELIVERABLES:

The Project Executive Level 3 will be responsible for, but not limited to, the following deliverables:

- 3.10.1.1 Implement a standard project methodology for SSI IT and non-IT projects;
- 3.10.1.2 Implement best practices in business analysis and project management;
- 3.10.1.3 If required, implement the Rational Unified Process (RUP) tool;
- 3.10.1.4 Implement improved performance reporting and risk management;
- 3.10.1.5 Provide written reports with recommendations for improvements to existing business analysis practices;
- 3.10.1.6 Document and implement an approach to unify individual project plans with a common resource pool;
- 3.10.1.7 Document and implement an approach to project reporting using Earned Value analysis;
- 3.10.1.8 Develop, document and implement SAP Time Reporting for all SSI project personnel;
- 3.10.1.9 Create template documents for all project phase deliveries;
- 3.10.1.10 Develop and document standards and templates for requirements gathering;
- 3.10.1.11 Document business requirements use cases to include in the present business requirements for the Project Management Centre;
- 3.10.1.12 Create risk management documentation that is accurate and complete;
- 3.10.1.13 Provide in writing to the PMC Senior Project Manager the status, issue, risk and updates as appropriate and when requested; and
- 3.10.1.14 Report on project status on a bi-weekly basis:
  - a) Progress Reports - Showing work activities:
    - Significant Accomplishments: Showing all activities completed;
    - Planned Accomplishments: Showing all activities planned for the period; and
    - Unplanned Activities: Showing all activities completed which were not planned for the period.

### 4. WORKING HOURS

Normal working hours will be from 07:00 to 17:00 EDT Monday through Friday where the Contractor's resources will be expected to work 7.5 hours each day between those hours. A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{Hours worked} \times \text{applicable firm per diem rate}$$

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7.5 hours

**ANNEX B****BASIS OF PAYMENT**

In respect of the "Firm Per Diem Rates" for the initial contract period listed below, must not exceed those rates set out in Annex (C) Schedule of Per Diem Rates of the SA Holder's Supply Arrangement.

The rate(s) quoted for any option period(s) must not be lower than the corresponding rate(s) quoted for the Initial Contract Period.

**APPLICATION SERVICES (PEOPLESOFT)****STREAM 1****INITIAL CONTRACT PERIOD:**

Initial Contract Period (From date of contract award for a period of one year)		
Resource Category	Level of Expertise	Firm Per Diem Rate
ERP Systems Analyst	Level 3	\$
ERP Technical Analyst	Level 3	\$
ERP Functional Analyst (Resource A)	Level 3	\$
ERP Functional Analyst (Resource B)	Level 3	\$

**OPTION PERIOD:**

Option Period 1 (For a period of one year)		
Resource Category	Level of Expertise	Firm Per Diem Rate
ERP Systems Analyst	Level 3	\$
ERP Technical Analyst	Level 3	\$
ERP Functional Analyst (Resource A)	Level 3	\$
ERP Functional Analyst (Resource B)	Level 3	\$

**APPLICATION SERVICES (SAP)****STREAM 2****INITIAL CONTRACT PERIOD:**

Initial Contract Period (From date of contract award for a period of one year)		

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Resource Category	Level of Expertise	Firm Per Diem Rate
ERP Functional Analyst AA	Level 2	\$

**OPTION PERIOD:**

		Option Period 1 (For a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate
ERP Functional Analyst AA	Level 2	\$

**APPLICATION SERVICES (SAP)  
STREAM 3**

**INITIAL CONTRACT PERIOD:**

		Initial Contract Period (From date of contract award for a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate
ERP Functional Analyst PM	Level 2	\$

**OPTION PERIOD:**

		Option Period 1 (For a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate
ERP Functional Analyst PM	Level 2	\$

**APPLICATION SERVICES (SAP)  
STREAM 4**

**INITIAL CONTRACT PERIOD:**

		Initial Contract Period (From date of contract award for a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate

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ERP Functional Analyst (Salary Forecast)	Level 2	\$
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**OPTION PERIOD:**

		<b>Option Period 1</b> (For a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate
ERP Functional Analyst (Salary Forecast)	Level 2	\$

**APPLICATION SERVICES (SAP)**  
**STREAM 5**

**INITIAL CONTRACT PERIOD:**

		<b>Initial Contract Period</b> (From date of contract award for a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate
ERP Functional Analyst (Financial Accounting)	Level 2	\$

**OPTION PERIOD:**

		<b>Option Period 1</b> (For a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate
ERP Functional Analyst (Financial Accounting)	Level 2	\$

**APPLICATION SERVICES (SAP)**  
**STREAM 6**

**INITIAL CONTRACT PERIOD:**

		<b>Initial Contract Period</b> (From date of contract award for a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate
ERP Programmer/Analyst	Level 2	\$

**OPTION PERIOD:**

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		Option Period 1 (For a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate
ERP Programmer/Analyst	Level 2	\$

**BUSINESS SERVICES  
STREAM 7**

**INITIAL CONTRACT PERIOD:**

		Initial Contract Period (From date of contract award for a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate
Coursware Developer	Level 2	\$

**OPTION PERIOD:**

		Option Period 1 (For a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate
Coursware Developer	Level 2	\$

**PROJECT MANAGEMENT SERVICES  
STREAM 8**

**INITIAL CONTRACT PERIOD:**

		Initial Contract Period (From date of contract award for a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate
Project Executive	Level 3	\$

**OPTION PERIOD:**

		Option Period 1 (For a period of one year)
Resource Category	Level of Expertise	Firm Per Diem Rate



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Project Executive	Level 3	\$

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**ANNEX C**  
**SECURITY REQUIREMENTS CHECK LIST**  
**(SEE ATTACHED)**

## ATTACHMENT 1 BID EVALUATION CRITERIA

For each proposed resources in each category of each Stream, the bidder must include one (1) up to date résumé.

To facilitate bid preparation and evaluation, Bidders must prepare and submit their proposal using the tables provided in this Attachment for each proposed resources. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the resume should be incorporated so that the evaluator can verify this information. It is not acceptable that the tables should contain all the project information from the résumé. Only the specific answer should be provided.

The Technical proposals will be evaluated and scored in accordance with the following evaluation criteria (Mandatory Requirements and Point Rated Requirements).

### PERSONNEL QUALIFICATION REQUIREMENTS

#### 1. MANDATORY REQUIREMENTS:

#### **1.1 APPLICATION SERVICESN (PEOPLESFT) STREAM 1**

##### 1.1.1 ERP SYSTEMS ANALYST - LEVEL 3

Experience and Expertise of the Proposed – ERP Systems Analyst, Level 3			
Name of proposed Resource: _____			
The Bidder <b>MUST</b> demonstrate that the Proposed ERP Systems Analyst, Level 3 has:			
Criteria	Mandatory Requirement	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	Insert page # of resume
<b>M.1</b>	A minimum of ten (10) years experience, within the last 15 years, performing PeopleTools upgrades and PeopleCode/Application Engine/SQR/SQL.		
<b>M.2</b>	A minimum of two (2) years experience on a PeopleSoft HRMS version 8.9 or above in ERP system analysis providing solutions for a multiple company* environment that includes segregating and sharing data within a single PeopleSoft instance and .configuration.  * Three (3) or more organizations.		
<b>M.3</b>	A minimum of two (2) years experience, within the last fifteen (15) years, providing upgrade kits for more than one database platform for PeopleSoft HRMS.		

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<b>M.4</b>	Experience in designing and building a data conversion framework for hosting *multiple-company organizations in one single PeopleSoft instance converting data from *multiple database platforms.  * Three (3) or more.		
<b>M.5</b>	Experience in designing and building an Application Security Framework for hosting *multi-company organizations in one single PeopleSoft instance.  * Three (3) or more organizations		

### 1.1.2 ERP TECHNICAL ANALYST - LEVEL 3

<b>Experience and Expertise of the Proposed – ERP Technical Analyst, Level 3</b>			
Name of proposed Resource: _____			
The Bidder <b>MUST</b> demonstrate that the Proposed ERP Technical Analyst, Level 3 has:			
Criteria	Mandatory Requirement	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	Insert page # of resume
<b>M.1</b>	A minimum of ten (10) years experience, within the last fifteen (15) years, performing PeopleSoft HRMS IT tasks.		
<b>M.2</b>	A minimum of two (2) years experience on a PeopleSoft HRMS version 8.9 or above in ERP technical analysis providing solutions for multi-company* (data separation).  * Three (3) or more organizations.		
<b>M.3</b>	A minimum of two (2) years experience on a PeopleSoft HRMS version 8.9 or above project in ERP technical analysis providing solutions for common application configuration for multiple organizations (more than three (3)).		
<b>M.4</b>	A minimum of two (2) years experience, within the last fifteen (15) years, implementing upgrade kits for PeopleSoft HRMS.		

### 1.1.3 ERP FUNCTIONAL ANALYST (RESOURCE A) - LEVEL 3

**Experience and Expertise of the Proposed – ERP Functional Analyst (Resource A), Level 3****Name of proposed Resource:** \_\_\_\_\_**The Bidder MUST demonstrate that the Proposed ERP Functional Analyst(Resource A), Level 3 has:**

Criteria	Mandatory Requirement	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	Insert page # of resume
<b>M.1</b>	<p>Ten (10) years experience as a <i>*Functional Analyst</i> for PeopleSoft HRMS.</p> <p><i>*A Functional Analyst is defined as followed: Records the business requirements, and describes what the application, process, or service must do to fulfill the business requirements.</i></p>		
<b>M.2</b>	<p>A minimum of two (2) year's experience on PeopleSoft HRMS version 8.9 or greater project(s) as a <i>*Functional Analyst</i> providing solutions for <i>*multiple-company code (data separation)</i> solutions.</p> <p><i>* Three (3) or more organizations.</i></p> <p><i>*A Functional Analyst is defined as followed: Records the business requirements, and describes what the application, process, or service must do to fulfill the business requirements.</i></p>		
<b>M.3</b>	<p>A minimum of three (3) year's experience in the design of <i>*common</i> Human Resource (HR) business process.</p> <p><i>*Common is defined as followed: Single, standard process applicable to multiple organizations.</i></p>		
<b>M.4</b>	<p>A minimum of two (2) year's experience on a PeopleSoft HRMS version 8.9 or greater project as a <i>*functional analyst</i> providing solutions for <i>**common</i> configuration for <i>*multiple organizations</i></p> <p><i>*Five (5) or more organizations.</i></p> <p><i>*A Functional Analyst is defined as followed: Records the business requirements, and describes what the application, process, or service must do to fulfill the business requirements.</i></p>		

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	<b>**Common is defined as followed:</b> <i>Single, standard process applicable to multiple organizations.</i>		
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#### 1.1.4 ERP FUNCTIONAL ANALYST (RESOURCE B) - LEVEL 3

<b>Experience and Expertise of the Proposed – ERP Functional Analyst (Resource B), Level 3</b>			
Name of proposed Resource: _____			
The Bidder <b>MUST</b> demonstrate that the Proposed ERP Functional Analyst(Resource B), Level 3 has:			
Criteria	Mandatory Requirement	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	Insert page # of resume
<b>M.1</b>	Ten (10) years experience, within the last 20 years, as a <i>*functional analyst</i> for PeopleSoft HRMS.  <i>*A Functional Analyst is defined as followed: Records the business requirements, and describes what the application, process, or service must do to fulfill the business requirements.</i>		
<b>M.2</b>	A minimum of three (3) year's experience within last 5 years demonstrating use of PeopleSoft development tools such as Application Engine, SQL, and PeopleCode for PeopleSoft HRMS projects.		
<b>M.3</b>	A minimum of 1 year experience, within the last 2 years, performing in-depth impact analysis of new functionality on the Base Benefits module for PeopleSoft HRMS.		

### **1.2 APPLICATION SERVICES (SAP) STREAM 2**

#### 1.2.1 ERP FUNCTIONAL ANALYST (AA) - LEVEL 2

<b>Experience and Expertise of the Proposed – ERP Functional Analyst (AA), Level 2</b>			
Name of proposed Resource: _____			
The Bidder <b>MUST</b> demonstrate that the Proposed ERP Functional Analyst (AA), Level 2 has:			
Criteria	Mandatory Requirement	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	Insert page # of resume

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<b>M.1</b>	A minimum of 5 years of experience configuring, implementing and providing ongoing support of SAP version 4.7 Enterprise or higher.		
<b>M.2</b>	A minimum of 3 years experience in configuring, implementing and maintaining the Asset Accounting (AA) module in Enterprise Central Component (ECC) 6.0.		

### **1.3 APPLICATION SERVICES (SAP) STREAM 3**

#### **1.3.1 ERP FUNCTIONAL ANALYST (PM) - LEVEL 2**

<b>Experience and Expertise of the Proposed – ERP Functional Analyst (PM), Level 2</b>			
Name of proposed Resource: _____			
The Bidder <b>MUST</b> demonstrate that the Proposed ERP Functional Analyst (PM), 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 of experience configuring, implementing and providing ongoing support of SAP version 4.7 Enterprise or higher.		
<b>M.2</b>	A minimum of 3 years experience in configuring, implementing and maintaining the SAP Plant Maintenance (PM) module in Enterprise Central Component (ECC) 6.0.		

### **1.4 APPLICATION SERVICES (SAP) STREAM 4**

#### **1.4.1 ERP FUNCTIONAL ANALYST (SALARY FORECAST) - LEVEL 2**

<b>Experience and Expertise of the Proposed – ERP Functional Analyst (Salary Forecast), Level 2</b>			
Name of proposed Resource: _____			
The Bidder <b>MUST</b> demonstrate that the Proposed ERP Functional Analyst (Salary Forecast), 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 of experience configuring, implementing, and providing ongoing support of SAP version 4.7 Enterprise or higher.		

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<b>M.2</b>	<p>Has a minimum of two (2) years experience in configuring, implementing and maintaining the SAP Salary Forecasting Tool (SFT);</p> <p>OR</p> <p>A minimum of two (2) years experience in configuring, implementing and maintaining Controlling (CO) version ERP 6.0 and SAP FI Accounts Payable (FI-AR) version ERP 6.0.</p>		
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## **1.5 APPLICATION SERVICES (SAP)**

### **STREAM 5**

#### **1.5.1 ERP FUNCTIONAL ANALYST (FINANCIAL ACCOUNTING (FI)) - LEVEL 2**

<b>Experience and Expertise of the Proposed – ERP Functional Analyst (Financial Accounting (FI)), Level 2</b>			
<b>Name of proposed Resource:</b> _____			
<b>The Bidder MUST demonstrate that the Proposed ERP Functional Analyst (Financial Accounting (FI)), Level 2 has:</b>			
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 of experience configuring, implementing and providing ongoing support of SAP version 4.7 or higher.		
<b>M.2</b>	A minimum of 2 years experience in configuring, implementing and maintaining the SAP Sales and Distribution (SD) module in Enterprise Central Component (ECC) 6.0.		
<b>M.3</b>	A minimum of 2 years experience in configuring, implementing and maintaining the SAP Accounts Receivable (FI-AR) module in Enterprise Central Component (ECC) 6.0.		

## **1.6 APPLICATION SERVICES (SAP)**

### **STREAM 6**

#### **1.6.1 ERP PROGRAMMER ANALYST - LEVEL 2**



**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.		

## **1.7 BUSINESS SERVICES**

### **STREAM 7**

**1.7.1 COURSEWARE DEVELOPER - LEVEL 2****Experience and Expertise of the Proposed - Courseware Developer, Level 2**

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

The Bidder **MUST** demonstrate that the Proposed Courseware Developer, 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 eight (8) years experience, within the last then (10) years, as a <i>*Courseware Developer</i> .  <i>*A Courseware Developer is defined as followed: develop system process documentation and training program materials tailored to the intended audience, as well as recommend instructional strategies, and develop performance measurements.</i>		
<b>M.2</b>	A minimum of three (3) years experience, within the last eight (8) years, with PeopleSoft version 8.9 or above.		
<b>M.3</b>	A minimum of three (3) years experience, within the last eight (8) years, with User Productivity Kit (UPK)		

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	maintaining and updating English and French UPK topics.		
<b>M.4</b>	One (1) year experience, within the last three (3) years, with common instance planning and procedures using UPK.		

## **1.8 PROJECT MANAGEMENT SERVICES**

### **STREAM 8**

#### **1.8.1 PROJECT EXECUTIVE - LEVEL 3**

<b>Experience and Expertise of the Proposed - Project Executive, Level 3</b>			
Name of proposed Resource: _____			
The Bidder <b>MUST</b> demonstrate that the Proposed Project Executive, Level 3 has:			
Criteria	Mandatory Requirement	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	Insert page # of resume
<b>M.1</b>	A minimum of 10 years experience in the past 15 years developing and facilitating workshops or group sessions related to Project Management and Business Analysis within organizations with greater than 300 employees.		
<b>M.2</b>	Experience on projects providing advice and guidance on the implementation or improvement of processes and tools in a Project Management Office (PMO) environment.		
<b>M.3</b>	A minimum of 5 years in the last 10 years working with clients to establish best practices in business analysis and project management from project conception through to solution implementation and support.		
<b>M.4</b>	A certifications in Project Management Professional (PMP) and Business Analysis Professional (CBAP).  Copy of the certificate must be included.		

## **2. POINT RATED REQUIREMENT**

### **2.1 APPLICATION SERVICES (PEOPLESOFT)**

#### **STREAM 1**

#### **2.1.1 ERP SYSTEMS ANALYST - LEVEL 3**

**Experience and Expertise of the Proposed ERP Systems Analyst, Level 3****Name of proposed Resource:** \_\_\_\_\_**The Bidder SHOULD demonstrate that the Proposed ERP Systems Analyst, Level 3 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>
<b>R.1</b>	<p>Experience performing *ERP System Analyst functions on multiple versions of PeopleSoft HRMS or PeopleSoft GC HRMS product. (Versions 7, 7.5, 8, 8.8, to 8.9 or higher)</p> <p><i>*A ERP System Analyst is defined as follows: Analyzing, refining and documenting the business requirements of clients included in the development, implementation and production of integrated Enterprise Resource Planning (ERP) systems. Creates functional and technical specifications for ERP systems to meet business requirements, while ensuring the integrity of the technical design process. Serves as a technical expert on all business requirements and information needs of customers.</i></p>	<b>10</b>	2 points for each version up to a maximum of 10 points.	
<b>R.2</b>	<p>Experience on a PeopleSoft HRMS 9.1 project performing system analysis tasks such as:</p> <ul style="list-style-type: none"> <li>•designing an application security framework for a *multiple company environment; *Three (3) or more organizations.</li> <li>•performing installation, configuration and monitoring of PeopleSoft Internet Architecture (PIA); and</li> <li>•providing technical expertise on the impact of changes such as customizations / de-customizations, including analyzing and recommending alternative solutions through options analysis.</li> </ul>	<b>20</b>	<p>2+ to 6 months = 10 points</p> <p>6+ to 10 months = 15 points</p> <p>10+ months = 20 points</p>	

**Experience and Expertise of the Proposed ERP Systems Analyst, Level 3****Name of proposed Resource:** \_\_\_\_\_**The Bidder SHOULD demonstrate that the Proposed ERP Systems Analyst, Level 3 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>
<b>R.3</b>	Experience migrating data within/to/from the PeopleSoft application, for example with data mapping, data conversion, data integrity issues and data clean-up	<b>20</b>	1+ to 6 years = 10 points 6+ to 9 years = 15 points 9+ years = 20 points	
<b>R.4</b>	Applied PeopleSoft Updates and Fixes released by the Government of Canada and Oracle including GC HRMS Bundles within the last ten (10) years.	<b>10</b>	1+ to 3 years = 5 points 3+ to 5 years = 7 points 5+ years = 10 points	
<b>R.5</b>	Experience in developing design specifications and reviewing technical specifications for PeopleSoft GC HRMS 8.9 or PeopleSoft 9.1 within the last six (6) years.	<b>20</b>	1+ to 2 years = 10 points 2+ to years = 15 points 3+ years = 20 points	
<b>R.6</b>	Experience in performing changes* to the PeopleSoft HRMS application such as web, module functionality, security or data integrity.	<b>8</b>	2 points for each complete year up to a maximum of 8 points.	
<b>R.7</b>	Experience installing or configuring User Productivity Kit (UPK) or Nakisa Org Chart software.	<b>5</b>	1 point for every 6 months up to a maximum of 5 points.	
<b>R.8</b>	Experience in configuring and/or set-up of PeopleSoft's Internet Architecture (PIA).	<b>5</b>	1 point for each complete year up to a maximum of 5 points.	
<b>R.9</b>	Experience in designing and building an Application Security Framework for hosting *multiple-company organizations in one single PeopleSoft instance.  Three (3) or more organizations.	<b>5</b>	2 to 3 Organizations = 1 Point 4 to 6 Organizations = 2 Points 7 to 10 Organizations = 3 Points 10 to 15 Organizations = 4 Points > 15 Organizations = 5 Points	
<b>MAX. AVAILABLE POINTS</b>		<b>103</b>		
<b>MIN. POINTS REQUIRED</b>		<b>72</b>		

**Note: Proposals that do not meet the above minimum pass mark of 72 points for the proposed resource, will be found non-responsive.****2.1.2 ERP TECHNICAL ANALYST - LEVEL 3**

**Experience and Expertise of the Proposed ERP Technical Analyst, Level 3****Name of proposed Resource:** \_\_\_\_\_**The Bidder SHOULD demonstrate that the Proposed ERP Technical Analyst, Level 3 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>
<b>R.1</b>	Experience on a PeopleSoft HRMS 9.1 project performing technical tasks that include: maintenance of the technical infrastructure, demonstrating new PeopleTools functionality, and producing technical design documents.	<b>20</b>	2+ to 6 months = 10 points  6+ to 10 months = 15 points  10+ months = 20 points	
<b>R.2</b>	Used PeopleTools 8.4x or greater in performing upgrade and implementation projects within the last six (6) years.	<b>20</b>	1+ to 2 years = 10 points 2+ to 4 years = 15 points 4+ years = 20 points	
<b>R.3</b>	Applied PeopleSoft Updates and Fixes released by the Government of Canada and Oracle including GC HRMS Bundles within the last ten (10) years.	<b>10</b>	1+ to 3 years = 5 points 3+ to 5 years = 7 points 5+ years = 10 points	
<b>R.4</b>	Experience in developing or reviewing technical specifications for PeopleSoft HRMS 8.9 or PeopleSoft 9.x within the last six (6) years.	<b>20</b>	1+ to 2 years = 10 points 2+ to 3 years = 15 points 3+ years = 20 points	
<b>R.5</b>	Experience working on multiple versions of the PeopleSoft HRMS product, from 3.22 to 9.1. (3.22, 4, 5, 5.5, 6, 7, 7.5, 8, 8.9, 9.1)	<b>10</b>	1 point for each version up to a maximum of 10 points.	
<b>R.6</b>	Experience being responsible for <i>*all phases of the lifecycle</i> of the PeopleSoft HRMS product.  <i>*All phases is defined as follows: maintenance of the technical infrastructure, demonstrating new PeopleTools functionality, and producing technical design documents.</i>	<b>5</b>	1 point for each complete year up to a maximum of 5 points.	
<b>R.7</b>	Experience in configuring and/or set-up of PeopleSoft's Internet Architecture (PIA).	<b>5</b>	1 point for each complete year up to a maximum of 5 points.	
<b>MAX. AVAILABLE POINTS</b>		<b>90</b>		
<b>MIN. POINTS REQUIRED</b>		<b>63</b>		

**Note: Proposals that do not meet the above minimum pass mark of 63 points for the proposed resource, will be found non-responsive.**

**2.1.3 ERP FUNCTIONAL ANALYST (RESOURCE A) - LEVEL**

**Experience and Expertise of the Proposed ERP Functional Analyst (Resource A), Level****Name of proposed Resource:** \_\_\_\_\_**The Bidder SHOULD demonstrate that the Proposed ERP Systems Analyst (Resource A), Level 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>
<b>R.1</b>	Experience reviewing and mapping Common Human Resources Business Processes and business requirements from government departments/agencies to PeopleSoft HRMS version 9.1 with the goal of leveraging commercial opportunities and dropping GC customizations.	<b>10</b>	6+ to 12 months = 2 points 12+ to 24 months = 7 points 24+ months = 10 points	
<b>R.2</b>	Experience within the last 5 years conducting requirements review for Organization and Classification business areas for PeopleSoft HRMS.	<b>5</b>	6+ to 12 months = 1 point 12+ to 24 months = 4 points 24+ months = 5 points	
<b>R.3</b>	Experience within the last 5 years with performing fit and gap modeling analysis on a non-PeopleSoft to PeopleSoft HRMS product.	<b>10</b>	6+ to 12 months = 2 points 12+ to 24 months = 7 points 24+ months = 10 points	
<b>R.4</b>	Experience within the last 5 years designing and documenting functional requirements for the Organization and Classification business areas for PeopleSoft HRMS.	<b>5</b>	6+ to 12 months = 1 point 12+ to 24 months = 4 points 24+ months = 5 points	
<b>R.5</b>	Experience developing Change Management/control (CM) Strategy and approaches including governance, roles and responsibilities, change request prioritization, risk analysis and process/procedures for common HR business processes within the last 8 years.	<b>10</b>	2 points for each year up to a maximum of 10 points.	
<b>R.6</b>	Experience within the last 5 years in design and documentation of functional requirements for multi-company business requirements for PeopleSoft HRMS.	<b>10</b>	6+ to 12 months = 2 points 12+ to 24 months = 7 points 24+ months = 10 points	
<b>MAX. AVAILABLE POINTS</b>		<b>50</b>		
<b>MIN. POINTS REQUIRED</b>		<b>35</b>		

**Note: Proposals that do not meet the above minimum pass mark of 35 points for the proposed resource, will be found non-responsive.**

## 2.1.4 ERP FUNCTIONAL ANALYST (RESOURCE B) - LEVEL

### Experience and Expertise of the Proposed ERP Functional Analyst (Resource B), Level

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

The Bidder **SHOULD** demonstrate that the Proposed ERP Systems Analyst (Resource B), Level has:

			BIDDER'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
R.1	Experience reviewing collective agreements for configuration requirements for Absence Management Module of PeopleSoft HRMS implementation within the last 5 years.	10	3+ to 6 months = 2 points 7+ to 10 months = 7 points 10+ months = 10 points	
R.2	Experience conducting multi-company requirements analysis on PeopleSoft HRMS within the last 5 years.	10	3+ to 6 months = 2 points 7+ to 10 months = 7 points 10+ months = 10 points	
R.3	Experience within the last 5 years assessing the impact of new functionality of PeopleSoft HRMS on Position Management, Workforce Administration, Labour Administration, Health and Safety, Recruiting and Enterprise Learning.	10	3+ to 12 months = 2 points 12+ to 24 months = 7 points 24+ months = 10 points	
R.4	Experience within the last 8 years analyzing records, fields and PeopleCode and comparing reports to determine differences between on one PeopleSoft HRMS version and another.	10	2 points for each year up to a maximum of 10 points.	
R.5	Experience within the last 8 years analyzing requirements and developing a strategy for data conversion for PeopleSoft HRMS.	10	2 points for each year up to a maximum of 10 points.	
R.6	Experience analyzing delivered data conversion Application Engine scripts and performing a fit-gap analysis in order to provide the developers direction on data conversion path within the past 8 years.	10	2 points for each year up to a maximum of 10 points.	
MAX. AVAILABLE POINTS		60		
MIN. POINTS REQUIRED		42		

**Note: Proposals that do not meet the above minimum pass mark of 42 points for the proposed resource, will be found non-responsive.**

**TOTAL POINTS ACHIEVED - APPLICATIONS SERVICES STREAM 1**

<b>TOTAL MAX. AVAILABLE POINTS (2.1.1+2.1.2+2.1.3+2.1.4)</b>	<b>293</b>
<b>TOTAL POINTS ACHIEVED (2.1.1+2.1.2+2.1.3+2.1.4)</b>	

## 2.2 APPLICATION SERVICES STREAM 2

**2.2.1 ERP FUNCTIONAL ANALYST (AA) - LEVEL 2**

Experience and Expertise of the Proposed ERP Functional Analyst (AA), Level 2				
Name of proposed Resource: _____				
The Bidder SHOULD demonstrate that the Proposed ERP Functional Analyst (AA), Level 2 has:				
			BIDDER'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
<b>R.1</b>	Experience, in excess of Mandatory Criteria M2, in configuring, implementing, and maintaining SAP Asset Accounting Module (AA) in ECC 6.0.	<b>11</b>	3+ to 4 years = 2 points  4+ to 5 years = 4 points  5+ years = 6 points  If the additional experience was acquired in the last 2 years an additional 5 points will be allocated.	
<b>R.2</b>	Experience integrating Enterprise Asset Management (EAM) and/or Procure to Payment (P2P) business processes using SAP's Business Workflow.	<b>4</b>	1 business process = 2 points  2 business processes = 4 points	
<b>R.3</b>	Experience implementing the following SAP EAM functionality:  1. Synchronization of Fixed Assets and Technical Equipment; 2. BI Business Content for asset accounting; 3. Asset Acquisition integrating with Procure to Payment (P2P); 4. Asset Assessment analysis; 5. Asset Replacement analysis; 6. Master data framework in Asset Accounting;	<b>16</b>	2 points per functionality for a maximum of 16 points.	



**Experience and Expertise of the Proposed ERP Functional Analyst (AA), Level 2****Name of proposed Resource:** \_\_\_\_\_**The Bidder SHOULD demonstrate that the Proposed ERP Functional Analyst (AA), 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>
	7. Linking EAM processes with other systems using SAP interoperability tools; 8. Interdepartmental Asset transfer.  <i>Experience must have been for a minimum period of 6 months for each functionality.</i>			
<b>R.4</b>	Experience with the integration between the SAP Asset Accounting (AA) module and the following modules:  1. Material Management (MM) 2. Plant Maintenance (PM) 3. Project Systems (PS) 4. Funds Management (FM) 5. Controlling (CO) 6. Salary Forecasting Tool (SFT) 7. Special Purpose Ledger (SPL)  <i>Experience must have been for a minimum period of 6 months for each module.</i>	<b>5</b>	1 points per module to a maximum of 5 points	
<b>R.5</b>	Experience performing the following tasks:  1. Using Ancile Productivity Pak tool for documentation.  2. Preparing and presenting material for presentations, knowledge transfer and training sessions (in house, e-Learning, etc) for SAP Funds Management.	<b>6</b>	3 points per task for a maximum of 6 points.	
<b>R.6</b>	A valid SAP Financial Accounting (FI) certification. To be responsive such valid certification must have been issued by SAP.  A copy of valid SAP Financial Accounting (FI) 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 FI (Copy of other valid SAP certification to be provided)	

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<b>MAX. AVAILABLE POINTS</b>	<b>50</b>	
<b>MIN. POINTS REQUIRED</b>	<b>35</b>	
<b>Note: Proposals that do not meet the above minimum pass mark of 35 points for the proposed resource, will be found non-responsive.</b>		

## TOTAL POINTS ACHIEVED - APPLICATION SERVICES STREAM 2

<b>TOTAL MAX. AVAILABLE POINTS (2.2.1)</b>	<b>50</b>
<b>TOTAL POINTS ACHIEVED (2.2.1)</b>	

## 2.3 APPLICATION SERVICES STREAM 3

### 2.3.1 ERP FUNCTIONAL ANALYST (PM) - LEVEL 2

Experience and Expertise of the Proposed ERP Functional Analyst (PM), Level 2				
Name of proposed Resource: _____				
The Bidder SHOULD demonstrate that the Proposed ERP Functional Analyst (PM), Level 2 has:				
			BIDDER'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
R.1	A minimum of 3 years experience in configuring, implementing and maintaining the SAP Plant Maintenance (PM) module in Enterprise Central Component (ECC) 6.0.	11	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points  If the additional experience was acquired in the last 2 years an additional 5 points will be allocated.	
R.2	A minimum of 2 years experience in configuring, implementing and maintaining the SAP Materiel Management (MM) module in Enterprise Central Component (ECC) 6.0.	4	2+ to 4 years = 2 points 4+ years = 4 points	
R.3	Experience integrating with Enterprise Asset Management (EAM) and or Procure to Payment (P2P) business processes using SAP's Business Workflow.	4	1 Business process = 2 points  2 or more Business processes = 4 points	
R.4	Experience implementing the	16	2 point per solution	

**Experience and Expertise of the Proposed ERP Functional Analyst (PM), Level 2****Name of proposed Resource:** \_\_\_\_\_**The Bidder SHOULD demonstrate that the Proposed ERP Functional Analyst (PM), 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>
	<p>following SAP EAM functionality:</p> <ol style="list-style-type: none"> <li>1. Solution Database for Physical Assets;</li> <li>2. Variant Configuration;</li> <li>3. Comprehensive Classification Systems;</li> <li>4. Service Level Management;</li> <li>5. Materiel Master and Batch Management;</li> <li>6. Service Entry Sheets integrating with Procure to Payment (P2P);</li> <li>7. Material Requirement Planning;</li> <li>8. Inventory Management with Compliance Reporting.</li> </ol> <p><i>Experience must have been for a minimum period of 6 months for each solution function.</i></p>		function for a maximum of 16 points.	
<b>R.5</b>	<p>Experience with the integration between the SAP Plant Maintenance (PM) module and the following SAP modules:</p> <ol style="list-style-type: none"> <li>1. Finance (FI)</li> <li>2. Controlling (CO)</li> <li>3. Project Systems (PS)</li> <li>4. Sales Distribution (SD)</li> <li>5. Materiel Management (MM)</li> <li>6. Asset Accounting (AA)</li> <li>7. Funds Management (FM)</li> </ol> <p><i>Experience must have been for a minimum period of 6 months for each module.</i></p>	<b>5</b>	1 points per module to a maximum of 5 points.	
<b>R.6</b>	<p>Experience performing the following tasks:</p> <ol style="list-style-type: none"> <li>1. Using Ancile Productivity Pak tool for documentation.</li> <li>2. Preparing and presenting material for presentations, knowledge transfer and training sessions (in house, e-Learning, etc) for SAP Plant Maintenance.</li> </ol>	<b>6</b>	3 points per task for a maximum of 6 points.	
<b>R.7</b>	A valid SAP Material Management (MM) certification.	<b>8</b>	Certification = 5 points.	

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

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

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

			BIDDER'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
	To be responsive such valid certification must have been issued by SAP.  Copy of valid SAP Plant Maintenance (PM) certification must be included.		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)	
MAX. AVAILABLE POINTS		54		
MIN. POINTS REQUIRED		38		
Note: Proposals that do not meet the above minimum pass mark of 38 points for the proposed resource, will be found non-responsive.				

**TOTAL POINTS ACHIEVED - APPLICATION SERVICES STREAM 3**

<b>TOTAL MAX. AVAILABLE POINTS (2.3.1)</b>	<b>54</b>
<b>TOTAL POINTS ACHIEVED (2.3.1)</b>	

**2.4 APPLICATION SERVICES  
STREAM 4****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
<b>R.1</b>	Experience, in excess of Mandatory Criteria M2, in configuring, implementing, and maintaining SAP Salary Forecasting Tool (SFT) version Enterprise Resource Planning (ERP) 6.0.	<b>10</b>	2+ to 3 years = 1 point. 3+ to 4 years = 2 points. 4+ to 5 years = 4 points. 5+ years = 5points.	

**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>
			If the experience was acquired in the last 2 years an additional 5 points will be allocated.	
<b>R.2</b>	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.	<b>10</b>	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.	
<b>R.3</b>	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	<b>10</b>	2 points per integrated module to a maximum of 10 points	
<b>R.4</b>	Experience with the integration between SAP Controlling (CO) module and SAP FI-Account Receivable (FI-AR) module and the following modules:  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 Management - PM 8. Business Intelligence - B	<b>12</b>	2 point per integrated module to a maximum of 12 points	
<b>R.5</b>	Experience working with the following SAP solution functions:  1.Cost splitting solution for pay transactions inbound to SAP.	<b>18</b>	2 points per function	

**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
	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.			
R.7	Experience using Ancile Productivity Pak tool for documentation.	8	8 points	
R.8	A SAP R.3 Academy Certification.  A copy of the Certification must be included in the Bid.	15	No certification = 0 points  Financial Accounting (FI) and Controlling (CO) SAP certification = 5 points  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.				

**TOTAL POINTS ACHIEVED - APPLICATIONSERVICES STREAM 4**

<b>TOTAL MAX. AVAILABLE POINTS (2.4.1)</b>	<b>83</b>
<b>TOTAL POINTS ACHIEVED (2.4.1)</b>	

## 2.5 APPLICATION SERVICES STREAM 5

### 2.5.1 ERP FUNCTIONAL ANALYST (FINANCIAL ACCOUNTING FI)) - LEVEL 2

**Experience and Expertise of the Proposed ERP Functional Analyst (Financial Accounting (FI)), Level 2**

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

**The Bidder SHOULD demonstrate that the Proposed ERP Functional Analyst (Financial Accounting (FI)), Level 2 has:**

			BIDDER'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
<b>R.1</b>	Additional experience, in excess of Mandatory Criteria M2, in configuring, implementing and maintaining the SAP Sales and Distribution (SD) module in ECC 6.0.	<b>11</b>	2+ to 3 years = 2 points. 3+ to 4 years = 4 points. 4+ years = 6 points.  If the experience was acquired in the last 2 years an additional 5 points will be allocated.	
<b>R.2</b>	The Bidders Should demonstrate that the proposed resource has additional experience, in excess of Mandatory Criteria M3, in configuring, implementing and maintaining Accounts Receivable (FI-AR) module in (ECC) 6.0	<b>11</b>	2+ to 3 years = 2 points. 3+ to 4 years = 4 points. 4+ years = 6 points.  If the experience was acquired in the last 2 years an additional 5 points will be allocated	
<b>R.3</b>	The Bidders should demonstrate that the proposed resource has experience utilizing the business process modeling function in SAP Solution Manager.	<b>6</b>	6 months or less = 2 points. 6+ to 12 months years = 4 points. 12+ months = 6 points.	
<b>R.4</b>	Experience in the integration between the SAP FI-AR or SD module and the following modules:  1. Funds Management (FM); 2. Controlling (CO); 3. Project Systems (PS); 4. Sales Distribution (SD); 5. Materiel Management (MM); 6. Asset Accounting (AA); 7. Accounts Receivable (AR); and/or	<b>12</b>	2 point per integrated module to a maximum of 12 points	

**Experience and Expertise of the Proposed ERP Functional Analyst (Financial Accounting (FI)), Level 2****Name of proposed Resource:** \_\_\_\_\_**The Bidder SHOULD demonstrate that the Proposed ERP Functional Analyst (Financial Accounting (FI)), 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>
	<b>8. Plant Maintenance (PM).</b>  <i>Experience must have been for a minimum period of 6 months for each integrated module.</i>			
<b>R.5</b>	Experience working with the following SAP or GC solutions:  1.GC Revenue Re-spending Program; 2.GC Recovery of Expenditures Program; 3.Interest on Accounts Receivable; 4.GC year-end processes (e.g. RAYE, Carry-forward, etc); and/or 5.Pre-authorized debit payments  <i>Experience must have been for a minimum period of 6 months for each solution.</i>	<b>5</b>	1 point per solution	
<b>R.6</b>	Experience performing the following tasks:  1. Using SAP Productivity Pak tool for documentation; and/or  2. Preparing and presenting material for presentations, knowledge transfer and training sessions (in house, e-Learning, etc) for SAP Accounts Receivable.	<b>6</b>	3 points per task	
<b>R.7</b>	Either a valid SAP Financial Accounting (FI) certification or any other SAP certification (other than Financial Accounting) or both.  To be responsive such valid certification or certifications must have been issued by SAP.  A copy of the Certificate must be included in the bid.	<b>10</b>	Copy of other valid SAP certification = 5 points  Copy of valid SAP Financial Accounting (FI) certification = 10 points	
<b>MAX. AVAILABLE POINTS</b>		<b>61</b>		



**MIN. POINTS REQUIRED****43**

**Note: Proposals that do not meet the above minimum pass mark of 43 points for the proposed resource, will be found non-responsive.**

**TOTAL POINTS ACHIEVED - APPLICATION SERVICES STREAM 5**

<b>TOTAL MAX. AVAILABLE POINTS (2.5.1)</b>	<b>61</b>
<b>TOTAL POINTS ACHIEVED (2.5.1)</b>	

## 2.6 APPLICATION SERVICES STREAM 6

**2.6.1 ERP PROGRAMMER ANALYST - LEVEL 2**

Experience and Expertise of the Proposed ERP Programmer Analyst, Level 2				
Name of proposed Resource: _____				
The Bidder SHOULD demonstrate that the Proposed ERP Programmer Analyst, Level 2 has:				
			BIDDER'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
R.1	Experience in ABAP Programming supporting the SAP Public Sector industry solution.	5	1 point for each year up to a maximum of 5 points.	
R.2	Experience in ABAP Programming with SAP ERP 6.0 version.	15	5 points for each year up to a maximum of 15 points.	
R.3	Experience in producing* Technical Software Documentation.  *Producing would be creating, authorizing, and reviewing.	10	10 points for demonstrated experience.	
R.4	Experience in programming, using SAP ABAP Programming language in SAP version 4.7 or higher, over and above the mandatory requirement outlined in M1.	15	3 points for each year up to a maximum of 15 points.	
R.5	Experience in ABAP Programming having performed the following functions:  •Maintaining and supporting the GC approved SAP R/3 footprint in SAP Enterprise 4.7; •Maintaining, supporting, and developing enhancements to the	65	5 points for each function up to a maximum of 65 points.	

**Experience and Expertise of the Proposed ERP Programmer Analyst, Level 2****Name of proposed Resource:** \_\_\_\_\_**The Bidder SHOULD demonstrate that the Proposed ERP Programmer Analyst, 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>
	GC approved SAP ERP 6.0 footprint; •Development of Interfaces to GC Central systems; •Development of ABAP reports; •Development of Web Dynpro; •Development of Web Services; •Development of Workflows; •Development of SAPscript; •Development of BADIs; •Development of BAPIs; •Usage of SmartForms; •Usage of Class methods; •Usage of Function modules.			
<b>R.6</b>	Experience in ABAP Programming using the SAP ERP Enhancement and Switch Framework	<b>15</b>	3 points for every year up to a maximum of 15 points.	
<b>MAX. AVAILABLE POINTS</b>		<b>125</b>		
<b>MIN. POINTS REQUIRED</b>		<b>87</b>		

**Note: Proposals that do not meet the above minimum pass mark of 87 points for each proposed resources, will be found non-responsive.**

**TOTAL POINTS ACHIEVED - APPLICATIONS SERVICES STREAM 6**

<b>TOTAL MAX. AVAILABLE POINTS (2.6.1)</b>	<b>125</b>
<b>TOTAL POINTS ACHIEVED (2.6.1)</b>	

## 2.7 BUSINESS SERVICES STREAM 7

**2.7.1 COURSEWARE DEVELOPER - LEVEL 2**

**Experience and Expertise of the Proposed Courseware Developer, Level 2****Name of proposed Resource:** \_\_\_\_\_**The Bidder SHOULD demonstrate that the Proposed Courseware Developer, Level 2 has:**

			BIDDER'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
R.1	Experience establishing and applying standards for UPK topic development within the last eight (8) years.	20	1+ to 2 years = 10 points 2+ to 3 years = 15 points 3+ years = 20 points	
R.2	Experience providing technical training and system support to end users including People Soft within the last ten (10) years.	20	1 to 2 years = 10 points 2+ to 5 years = 15 points 5+years = 20 points	
R.3	Experience story boarding with Subject Matter Experts or Business Analysts as a preliminary step to developing Learning Content within the last ten (10) years.	20	1+ to 2 years = 10 points 2+ to 4 years = 15 points 4+ years = 20 points	
R.4	Obtained the following training certification: - User Productivity Kit. - Technical Training Certification. - Training Needs Analysis.  A copy of the certification must be included in the Bid.	15	5 points each to a maximum of 15 points	
MAX. AVAILABLE POINTS		75		
MIN. POINTS REQUIRED		53		
Note: Proposals that do not meet the above minimum pass mark of 53 points for the proposed resource, will be found non-responsive.				

**TOTAL POINTS ACHIEVED - BUSINESS SERVICES STREAM 7**

<b>TOTAL MAX. AVAILABLE POINTS (2.7.1)</b>	<b>75</b>
<b>TOTAL POINTS ACHIEVED (2.7.1)</b>	

## 2.8 PROJECT MANAGEMENT SERVICES STREAM 8

### 2.8.1 PROJECT EXECUTIVE - LEVEL 3

Experience and Expertise of the Proposed Project Executive, Level 3				
Name of proposed Resource: _____				
The Bidder SHOULD demonstrate that the Proposed Project Executive, Level 3 has:				
			BIDDER'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
R.1	Experience providing coaching and mentoring in business analysis and project management.	20	1+ to 3 years = 10 points 3+ to 5 years = 15 points 5+ years = 20 points	
R.2	Assisted clients in improving approaches to risk management on system or software development efforts.	20	1 to 3 years = 10 points 3+ to 5 years = 15 points 5+years = 20 points	
R.3	Developed an approach to unifying individual project plans (Master plan) including a common resource pool, which is used for budget, resource planning and estimating.	20	2 points for each month to a maximum of 20 points	
R.4	Developed an approach to project reporting using Earned Value analysis.	20	2 points for each month to a maximum of 20 points	
R.5	Experience in the implementation of SAP Time Reporting.	20	2 points for each month to a maximum of 20 points	
R.6	Experience in Rational Unified Process (RUP) as a tool to developing an approach to business analysis, use cases and object modeling.	20	1 to 3 years = 10 points 3+ to 5 years = 15 points 5+years = 20 points	
<b>MAX. AVAILABLE POINTS</b>		<b>120</b>		
<b>MIN. POINTS REQUIRED</b>		<b>84</b>		
Note: Proposals that do not meet the above minimum pass mark of 84 points for the proposed resource, will be found non-responsive.				

### TOTAL POINTS ACHIEVED - PROJECT MANAGEMENT SERVICES STREAM 8

TOTAL MAX. AVAILABLE POINTS (2.8.1)	120
TOTAL POINTS ACHIEVED (2.8.1)	

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## ATTACHMENT 2

### BIDDER FORMS

BID SUBMISSION FORM		
<b>Bidder's full legal name</b>		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
<b>Bidder's Procurement Business Number (PBN)</b> <i>[see the Standard Instructions 2003]</i>		
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
<b>Former Public Servants</b>  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"	
<b>Canadian Content Certification</b>  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)	

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<b>Federal Contractors Program for Employment Equity (FCP EE) Certification:</b>  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	
	(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).	
<b>Number of FTEs</b> [Bidders are requested to indicate, the total number of full-time-equivalent positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]		
<b>Security Clearance Level of Bidder</b> <i>[include both the level and the date it was granted]</i>		
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.		
<b>Signature of Authorized Representative of Bidder</b>		

## **APPENDIX A TO ANNEX A TASKING PROCEDURE**

### **1. 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 B of Annex "A" will be prepared by the Technical Authority and sent to the Contractor. A TA Form will contain the following information, if applicable:

a task number;

the date by which the Contractor's quotation must be received by the Technical Authority;

the Categories of Resources and the number required;

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;

the required start and completion dates (if any);

a schedule of milestone completion dates for major work activities, deliverables and payments (if applicable);

the number of person-days of effort required;

whether the work performance will require on-site activities at a given location;

a description of any travel requirement, including the content and format of any required travel report;

whether performance of the work will require on-site activities;

the level of security clearance required of the Contractor's personnel;

the language profile required of the Contractor's personnel;

any funding sources against which the task will be tracked;

The maximum TA price 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, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges);

and any other constraints that might affect the completion of the task.

### **2. THE CONTRACTOR'S TA QUOTATION**

2.1 Once a TA Form is received the Contractor must 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 (Annex "B").

2.2 For each proposed resource the Contractor must supply a resume, the requested security clearance information and must complete the Response Tables at Appendix C of this Annex "A" applicable to the Categories of Resources identified in the TA. The resumes should demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to résumés and resources:

A) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (refer to Appendix D to Annex "A", Certifications). For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before a TA Form is received by the Contractor.

B) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of the quotation and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the Contract Period.

C) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

D) 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 individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date).

E) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. 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" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

2.3 The quotation must be signed and submitted to the Technical Authority within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.

### **3. Assessment**

3.1 The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to this Annex A to determine each proposed resource's compliance with the mandatory and rated 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. If reference checks are done, they 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 a mandatory criteria met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 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 a mandatory criteria considered as met 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 a mandatory criteria considered as met 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 resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.



- 3.3 Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable resource category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

#### **4. Acceptance**

- 4.1 Once the quotation 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 \$250,000.00 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 \$250,000.00 will be signed by 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 work until a fully signed TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

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**APPENDIX B TO ANNEX A****TASK AUTHORIZATION (TA) FORM**

<b>CONTRACTOR</b>		<b>CONTRACT NUMBER:</b>	
<b>COMMITMENT #</b>		<b>FINANCIAL CODING:</b>	
<b>TASK NUMBER (AMENDMENT):</b>		<b>ISSUE DATE:</b>	<b>RESPONSE REQUIRED BY:</b>

**1. STATEMENT OF WORK (WORK ACTIVITIES, CERTIFICATIONS AND DELIVERABLES)**

SEE ATTACHED FOR STATEMENT OF WORK AND CERTIFICATIONS REQUIRED.

<b>2. PERIOD OF SERVICES:</b>	<b>FROM (DATE):</b>	<b>TO (DATE):</b>
<b>3. WORK LOCATION:</b>		
<b>4. TRAVEL REQUIREMENTS:</b>		
<b>5. LANGUAGE REQUIREMENTS:</b>		
<b>6. OTHER CONDITIONS/CONSTRAINTS:</b>		
<b>7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR PERSONNEL:</b>		

**8. CONTRACTOR'S RESPONSE:**

<b>CATEGORY AND NAME OF PROPOSED RESOURCE</b>	<b>PWGSC SECURITY FILE NUMBER</b>	<b>PER DIEM RATE</b>	<b>ESTIMATED # OF DAYS</b>	<b>TOTAL COST</b>
	<b>ESTIMATED COST</b>			
	<b>TOTAL LABOUR COST</b>			
	<b>TOTAL TRAVEL &amp; LIVING COST</b>			
<b>FIRM PRICE OR MAXIMUM TA PRICE</b>				

**CONTRACTOR'S SIGNATURE**

Name, Title and Signature of Individual Authorized to Sign on behalf of <b>Contractor</b> (type or print)	Signature: _____
	Date: _____

**7. APPROVAL - SIGNING AUTHORITY**

<b>Signatures (Client)</b>	<b>Signatures (PWGSC)</b>
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**TASK AUTHORIZATION (TA) FORM**

<b>CONTRACTOR</b>		<b>CONTRACT NUMBER:</b>	
<b>COMMITMENT #</b>		<b>FINANCIAL CODING:</b>	
<b>TASK NUMBER (AMENDMENT):</b>		<b>ISSUE DATE:</b>	<b>RESPONSE REQUIRED BY:</b>
Name, Title and Signature of Individual Authorized to sign:			
Technical Authority: _____		Contracting Authority <sup>1</sup> : _____	
Date: _____		Date: _____	

<sup>1</sup> Signature required for projects valued at \$300,000. or more.

You are requested 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 services listed herein and in any attached sheets at the price set out thereof.

## APPENDIX C TO ANNEX A RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

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

### 1. MANDATORY REQUIREMENTS:

#### **1.1 APPLICATION SERVICESN (PEOPLESFT) STREAM 1**

##### 1.1.1 ERP SYSTEMS ANALYST - LEVEL 3

<b>Experience and Expertise of the Proposed – ERP Systems Analyst, Level 3</b>			
Name of proposed Resource: _____			
The Contractor <b>MUST</b> demonstrate that the Proposed ERP Systems Analyst, Level 3 has:			
Criteria	Mandatory Requirement	Contractor's Response	
		Demonstrated experience (Contractor to insert data)	Insert page # of resume
<b>M.1</b>	A minimum of ten (10) years experience, within the last 15 years, performing PeopleTools upgrades and PeopleCode/Application Engine/SQR/SQL.		
<b>M.2</b>	A minimum of two (2) years experience on a PeopleSoft HRMS version 8.9 or above in ERP system analysis providing solutions for a multiple company* environment that includes segregating and sharing data within a single PeopleSoft instance and .configuration.  * Three (3) or more organizations.		
<b>M.3</b>	A minimum of two (2) years experience, within the last fifteen (15) years, providing upgrade kits for more than one database platform for PeopleSoft HRMS.		
<b>M.4</b>	Experience in designing and building a data conversion framework for hosting *multiple-company organizations in one single PeopleSoft instance converting data from *multiple database platforms.  * Three (3) or more.		
<b>M.5</b>	Experience in designing and building an Application Security Framework for		

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hosting *multi-company organizations in one single PeopleSoft instance.		
* Three (3) or more organizations		

### 1.1.2 ERP TECHNICAL ANALYST - LEVEL 3

Experience and Expertise of the Proposed – ERP Technical Analyst, Level 3			
Name of proposed Resource: _____			
The Contractor MUST demonstrate that the Proposed ERP Technical Analyst, Level 3 has:			
Criteria	Mandatory Requirement	Contractor's Response	
		Demonstrated experience (Contractor to insert data)	Insert page # of resume
<b>M.1</b>	A minimum of ten (10) years experience, within the last fifteen (15) years, performing PeopleSoft HRMS IT tasks.		
<b>M.2</b>	A minimum of two (2) years experience on a PeopleSoft HRMS version 8.9 or above in ERP technical analysis providing solutions for multi-company* (data separation).  * Three (3) or more organizations.		
<b>M.3</b>	A minimum of two (2) years experience on a PeopleSoft HRMS version 8.9 or above project in ERP technical analysis providing solutions for common application configuration for multiple organizations (more than three (3)).		
<b>M.4</b>	A minimum of two (2) years experience, within the last fifteen (15) years, implementing upgrade kits for PeopleSoft HRMS.		

### 1.1.3 ERP FUNCTIONAL ANALYST (RESOURCE A) - LEVEL 3

Experience and Expertise of the Proposed – ERP Functional Analyst (Resource A), Level 3			
Name of proposed Resource: _____			
The Contractor MUST demonstrate that the Proposed ERP Functional Analyst(Resource A), Level 3 has:			
Criteria	Mandatory Requirement	Contractor's Response	
		Demonstrated experience (Contractor to insert data)	Insert page # of resume
<b>M.1</b>	Ten (10) years experience as a *Functional Analyst for PeopleSoft HRMS.		

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	<i>*A Functional Analyst is defined as followed: Records the business requirements, and describes what the application, process, or service must do to fulfill the business requirements.</i>		
<b>M.2</b>	<p>A minimum of two (2) year's experience on PeopleSoft HRMS version 8.9 or greater project(s) as a <i>*Functional Analyst</i> providing solutions for <i>*multiple-company code</i> (data separation) solutions.</p> <p><i>* Three (3) or more organizations.</i></p> <p><i>*A Functional Analyst is defined as followed: Records the business requirements, and describes what the application, process, or service must do to fulfill the business requirements.</i></p>		
<b>M.3</b>	<p>A minimum of three (3) year's experience in the design of <i>*common</i> Human Resource (HR) business process.</p> <p><i>*Common is defined as followed: Single, standard process applicable to multiple organizations.</i></p>		
<b>M.4</b>	<p>A minimum of two (2) year's experience on a PeopleSoft HRMS version 8.9 or greater project as a <i>*functional analyst</i> providing solutions for <i>**common</i> configuration for <i>*multiple organizations</i></p> <p><i>*Five (5) or more organizations.</i></p> <p><i>*A Functional Analyst is defined as followed: Records the business requirements, and describes what the application, process, or service must do to fulfill the business requirements.</i></p> <p><i>**Common is defined as followed: Single, standard process applicable to multiple organizations.</i></p>		

#### 1.1.4 ERP FUNCTIONAL ANALYST (RESOURCE B) - LEVEL 3

Experience and Expertise of the Proposed – ERP Functional Analyst (Resource B), Level 3		
Name of proposed Resource: _____		
The Contractor MUST demonstrate that the Proposed ERP Functional Analyst(Resource B), Level 3 has:		
Criteria	Mandatory Requirement	Contractor's Response

		Demonstrated experience (Contractor to insert data)	Insert page # of resume
<b>M.1</b>	Ten (10) years experience, within the last 20 years, as a <i>*functional analyst</i> for PeopleSoft HRMS.  <i>*A Functional Analyst is defined as followed: Records the business requirements, and describes what the application, process, or service must do to fulfill the business requirements.</i>		
<b>M.2</b>	A minimum of three (3) year's experience within last 5 years demonstrating use of PeopleSoft development tools such as Application Engine, SQL, and PeopleCode for PeopleSoft HRMS projects.		
<b>M.3</b>	A minimum of 1 year experience, within the last 2 years, performing in-depth impact analysis of new functionality on the Base Benefits module for PeopleSoft HRMS.		

## **1.2 APPLICATION SERVICES (SAP)**

### **STREAM 2**

#### **1.2.1 ERP FUNCTIONAL ANALYST (AA) - LEVEL 2**

<b>Experience and Expertise of the Proposed – ERP Functional Analyst (AA), Level 2</b>			
Name of proposed Resource: _____			
The Contractor <b>MUST</b> demonstrate that the Proposed ERP Functional Analyst (AA), Level 2 has:			
Criteria	Mandatory Requirement	Contractor's Response	
		Demonstrated experience (Contractor to insert data)	Insert page # of resume
<b>M.1</b>	A minimum of 5 years of experience configuring, implementing and providing ongoing support of SAP version 4.7 Enterprise or higher.		
<b>M.2</b>	A minimum of 3 years experience in configuring, implementing and maintaining the Asset Accounting (AA) module in Enterprise Central Component (ECC) 6.0.		

## **1.3 APPLICATION SERVICES (SAP)**

### **STREAM 3**

**1.3.1 ERP FUNCTIONAL ANALYST (PM) - LEVEL 2****Experience and Expertise of the Proposed – ERP Functional Analyst (PM), Level 2**

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

The Contractor **MUST** demonstrate that the Proposed ERP Functional Analyst (PM), Level 2 has:

Criteria	Mandatory Requirement	Contractor's Response	
		Demonstrated experience (Contractor to insert data)	Insert page # of resume
<b>M.1</b>	A minimum of 5 years of experience configuring, implementing and providing ongoing support of SAP version 4.7 Enterprise or higher.		
<b>M.2</b>	A minimum of 3 years experience in configuring, implementing and maintaining the SAP Plant Maintenance (PM) module in Enterprise Central Component (ECC) 6.0.		

**1.4 APPLICATION SERVICES (SAP)**  
**STREAM 4**

**1.4.1 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 Contractor **MUST** demonstrate that the Proposed ERP Functional Analyst (Salary Forecast), Level 2 has:

Criteria	Mandatory Requirement	Contractor's Response	
		Demonstrated experience (Contractor to insert data)	Insert page # of resume
<b>M.1</b>	A minimum of 5 years of experience configuring, implementing, and providing ongoing support of SAP version 4.7 Enterprise or higher.		
<b>M.2</b>	Has a minimum of two (2) years experience in configuring, implementing and maintaining the SAP Salary Forecasting Tool (SFT);  OR  A minimum of two (2) years experience in configuring, implementing and maintaining Controlling (CO) version ERP 6.0 and SAP FI Accounts Payable (FI-AR) version ERP 6.0.		



**1.5 APPLICATION SERVICES (SAP)****STREAM 5****1.5.1 ERP FUNCTIONAL ANALYST (FINANCIAL ACCOUNTING (FI)) - LEVEL 2**

**Experience and Expertise of the Proposed – ERP Functional Analyst (Financial Accounting (FI)), Level 2**

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

**The Contractor MUST demonstrate that the Proposed ERP Functional Analyst (Financial Accounting (FI)), Level 2 has:**

Criteria	Mandatory Requirement	Contractor's Response	
		Demonstrated experience (Contractor to insert data)	Insert page # of resume
<b>M.1</b>	A minimum of 5 years of experience configuring, implementing and providing ongoing support of SAP version 4.7 or higher.		
<b>M.2</b>	A minimum of 2 years experience in configuring, implementing and maintaining the SAP Sales and Distribution (SD) module in Enterprise Central Component (ECC) 6.0.		
<b>M.3</b>	A minimum of 2 years experience in configuring, implementing and maintaining the SAP Accounts Receivable (FI-AR) module in Enterprise Central Component (ECC) 6.0.		

**1.6 APPLICATION SERVICES (SAP)****STREAM 6****1.6.1 ERP PROGRAMMER ANALYST - LEVEL 2**

**Experience and Expertise of the Proposed – ERP Programmer Analyst, Level 2**

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

**The Contractor MUST demonstrate that the Proposed ERP Programmer Analyst, Level 2 has:**

Criteria	Mandatory Requirement	Contractor's Response	
		Demonstrated experience (Contractor 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.		

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<b>M.2</b>	<p>Certification in SAP Development 'Abap Workbench' version 4.7 or higher</p> <p>*A copy of the Certification must be provided with the bid.</p>		
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## **1.7 BUSINESS SERVICES**

### **STREAM 7**

#### **1.7.1 COURSEWARE DEVELOPER - LEVEL 2**

<b>Experience and Expertise of the Proposed - Courseware Developer, Level 2</b>			
<b>Name of proposed Resource:</b> _____			
<b>The Contractor MUST demonstrate that the Proposed Courseware Developer, Level 2 has:</b>			
Criteria	Mandatory Requirement	Contractor's Response	
		Demonstrated experience (Contractor to insert data)	Insert page # of resume
<b>M.1</b>	<p>A minimum of eight (8) years experience, within the last then (10) years, as a <i>*Courseware Developer</i>.</p> <p><i>*A Courseware Developer is defined as followed: develop system process documentation and training program materials tailored to the intended audience, as well as recommend instructional strategies, and develop performance measurements.</i></p>		
<b>M.2</b>	<p>A minimum of three (3) years experience, within the last eight (8) years, with PeopleSoft version 8.9 or above.</p>		
<b>M.3</b>	<p>A minimum of three (3) years experience, within the last eight (8) years, with User Productivity Kit (UPK) maintaining and updating English and French UPK topics.</p>		
<b>M.4</b>	<p>One (1) year experience, within the last three (3) years, with common instance planning and procedures using UPK.</p>		

## **1.8 PROJECT MANAGEMENT SERVICES**

### **STREAM 8**

#### **1.8.1 PROJECT EXECUTIVE - LEVEL 3**

**Experience and Expertise of the Proposed - Project Executive, Level 3**

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

The Contractor **MUST** demonstrate that the Proposed Project Executive, Level 3 has:

Criteria	Mandatory Requirement	Contractor's Response	
		Demonstrated experience (Contractor to insert data)	Insert page # of resume
<b>M.1</b>	A minimum of 10 years experience in the past 15 years developing and facilitating workshops or group sessions related to Project Management and Business Analysis within organizations with greater than 300 employees.		
<b>M.2</b>	Experience on projects providing advice and guidance on the implementation or improvement of processes and tools in a Project Management Office (PMO) environment.		
<b>M.3</b>	A minimum of 5 years in the last 10 years working with clients to establish best practices in business analysis and project management from project conception through to solution implementation and support.		
<b>M.4</b>	A certifications in Project Management Professional (PMP) and Business Analysis Professional (CBAP).  Copy of the certificate must be included.		

**2. POINT RATED REQUIREMENT****2.1 APPLICATION SERVICES (PEOPLESOFT)  
STREAM 1****2.1.1 ERP SYSTEMS ANALYST - LEVEL 3**

Experience and Expertise of the Proposed ERP Systems Analyst, Level 3				
Name of proposed Resource: _____				
The Contractor <b>SHOULD</b> demonstrate that the Proposed ERP Systems Analyst, Level 3 has:				
			CONTRACTOR'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
<b>R.1</b>	Experience performing *ERP System Analyst functions on multiple versions of PeopleSoft HRMS or PeopleSoft GC HRMS product. (Versions 7, 7.5, 8, 8.8, to 8.9 or higher)	<b>10</b>	2 points for each version up to a maximum of 10 points.	

**Experience and Expertise of the Proposed ERP Systems Analyst, Level 3****Name of proposed Resource:** \_\_\_\_\_**The Contractor SHOULD demonstrate that the Proposed ERP Systems Analyst, Level 3 has:**

			<b>CONTRACTOR'S RESPONSE</b>	
<b>#</b>	<b>RATED CRITERIA</b>	<b>POINTS MAX</b>	<b>DEMONSTRATED EXPERIENCE</b>	<b>INSERT PAGE # OF RESUME</b>
	<p><i>*A ERP System Analyst is defined as follows: Analyzing, refining and documenting the business requirements of clients included in the development, implementation and production of integrated Enterprise Resource Planning (ERP) systems. Creates functional and technical specifications for ERP systems to meet business requirements, while ensuring the integrity of the technical design process. Serves as a technical expert on all business requirements and information needs of customers.</i></p>			
<b>R.2</b>	<p>Experience on a PeopleSoft HRMS 9.1 project performing system analysis tasks such as:</p> <ul style="list-style-type: none"> <li>•designing an application security framework for a *multiple company environment; *Three (3) or more organizations.</li> <li>•performing installation, configuration and monitoring of PeopleSoft Internet Architecture (PIA); and</li> <li>•providing technical expertise on the impact of changes such as customizations / de-customizations, including analyzing and recommending alternative solutions through options analysis.</li> </ul>	<b>20</b>	<p>2+ to 6 months = 10 points</p> <p>6+ to 10 months = 15 points</p> <p>10+ months = 20 points</p>	
<b>R.3</b>	Experience migrating data within/to/from the PeopleSoft application, for example with data mapping, data conversion, data integrity issues and data clean-up	<b>20</b>	<p>1+ to 6 years = 10 points</p> <p>6+ to 9 years = 15 points</p> <p>9+ years = 20 points</p>	

**Experience and Expertise of the Proposed ERP Systems Analyst, Level 3****Name of proposed Resource:** \_\_\_\_\_**The Contractor SHOULD demonstrate that the Proposed ERP Systems Analyst, Level 3 has:**

			<b>CONTRACTOR'S RESPONSE</b>	
<b>#</b>	<b>RATED CRITERIA</b>	<b>POINTS MAX</b>	<b>DEMONSTRATED EXPERIENCE</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R.4</b>	Applied PeopleSoft Updates and Fixes released by the Government of Canada and Oracle including GC HRMS Bundles within the last ten (10) years.	<b>10</b>	1+ to 3 years = 5 points 3+ to 5 years = 7 points 5+ years = 10 points	
<b>R.5</b>	Experience in developing design specifications and reviewing technical specifications for PeopleSoft GC HRMS 8.9 or PeopleSoft 9.1 within the last six (6) years.	<b>20</b>	1+ to 2 years = 10 points 2+ to years = 15 points 3+ years = 20 points	
<b>R.6</b>	Experience in performing changes* to the PeopleSoft HRMS application such as web, module functionality, security or data integrity.	<b>8</b>	2 points for each complete year up to a maximum of 8 points.	
<b>R.7</b>	Experience installing or configuring User Productivity Kit (UPK) or Nakisa Org Chart software.	<b>5</b>	1 point for every 6 months up to a maximum of 5 points.	
<b>R.8</b>	Experience in configuring and/or set-up of PeopleSoft's Internet Architecture (PIA).	<b>5</b>	1 point for each complete year up to a maximum of 5 points.	
<b>R.9</b>	Experience in designing and building an Application Security Framework for hosting *multiple-company organizations in one single PeopleSoft instance.  Three (3) or more organizations.	<b>5</b>	2 to 3 Organizations = 1 Point 4 to 6 Organizations = 2 Points 7 to 10 Organizations = 3 Points 10 to 15 Organizations = 4 Points > 15 Organizations = 5 Points	
<b>MAX. AVAILABLE POINTS</b>		<b>103</b>		
<b>MIN. POINTS REQUIRED</b>		<b>72</b>		

**2.1.2 ERP TECHNICAL ANALYST - LEVEL 3**

**Experience and Expertise of the Proposed ERP Technical Analyst, Level 3****Name of proposed Resource:** \_\_\_\_\_**The Contractor SHOULD demonstrate that the Proposed ERP Technical Analyst, Level 3 has:**

			<b>CONTRACTOR'S RESPONSE</b>	
<b>#</b>	<b>RATED CRITERIA</b>	<b>POINTS MAX</b>	<b>DEMONSTRATED EXPERIENCE</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R.1</b>	Experience on a PeopleSoft HRMS 9.1 project performing technical tasks that include: maintenance of the technical infrastructure, demonstrating new PeopleTools functionality, and producing technical design documents.	<b>20</b>	2+ to 6 months = 10 points  6+ to 10 months = 15 points  10+ months = 20 points	
<b>R.2</b>	Used PeopleTools 8.4x or greater in performing upgrade and implementation projects within the last six (6) years.	<b>20</b>	1+ to 2 years = 10 points 2+ to 4 years = 15 points 4+ years = 20 points	
<b>R.3</b>	Applied PeopleSoft Updates and Fixes released by the Government of Canada and Oracle including GC HRMS Bundles within the last ten (10) years.	<b>10</b>	1+ to 3 years = 5 points 3+ to 5 years = 7 points 5+ years = 10 points	
<b>R.4</b>	Experience in developing or reviewing technical specifications for PeopleSoft HRMS 8.9 or PeopleSoft 9.x within the last six (6) years.	<b>20</b>	1+ to 2 years = 10 points 2+ to 3 years = 15 points 3+ years = 20 points	
<b>R.5</b>	Experience working on multiple versions of the PeopleSoft HRMS product, from 3.22 to 9.1. (3.22, 4, 5, 5.5, 6, 7, 7.5, 8, 8.9, 9.1)	<b>10</b>	1 point for each version up to a maximum of 10 points.	
<b>R.6</b>	Experience being responsible for <i>*all phases of the lifecycle</i> of the PeopleSoft HRMS product.  <i>*All phases is defined as follows: maintenance of the technical infrastructure, demonstrating new PeopleTools functionality, and producing technical design documents.</i>	<b>5</b>	1 point for each complete year up to a maximum of 5 points.	
<b>R.7</b>	Experience in configuring and/or set-up of PeopleSoft's Internet Architecture (PIA).	<b>5</b>	1 point for each complete year up to a maximum of 5 points.	
<b>MAX. AVAILABLE POINTS</b>		<b>90</b>		
<b>MIN. POINTS REQUIRED</b>		<b>63</b>		

**2.1.3 ERP FUNCTIONAL ANALYST (RESOURCE A) - LEVEL**

**Experience and Expertise of the Proposed ERP Functional Analyst (Resource A), Level****Name of proposed Resource:** \_\_\_\_\_**The Contractor SHOULD demonstrate that the Proposed ERP Systems Analyst (Resource A), Level has:**

			<b>CONTRACTOR'S RESPONSE</b>	
<b>#</b>	<b>RATED CRITERIA</b>	<b>POINTS MAX</b>	<b>DEMONSTRATED EXPERIENCE</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R.1</b>	Experience reviewing and mapping Common Human Resources Business Processes and business requirements from government departments/agencies to PeopleSoft HRMS version 9.1 with the goal of leveraging commercial opportunities and dropping GC customizations.	<b>10</b>	6+ to 12 months = 2 points 12+ to 24 months = 7 points 24+ months = 10 points	
<b>R.2</b>	Experience within the last 5 years conducting requirements review for Organization and Classification business areas for PeopleSoft HRMS.	<b>5</b>	6+ to 12 months = 1 point 12+ to 24 months = 4 points 24+ months = 5 points	
<b>R.3</b>	Experience within the last 5 years with performing fit and gap modeling analysis on a non-PeopleSoft to PeopleSoft HRMS product.	<b>10</b>	6+ to 12 months = 2 points 12+ to 24 months = 7 points 24+ months = 10 points	
<b>R.4</b>	Experience within the last 5 years designing and documenting functional requirements for the Organization and Classification business areas for PeopleSoft HRMS.	<b>5</b>	6+ to 12 months = 1 point 12+ to 24 months = 4 points 24+ months = 5 points	
<b>R.5</b>	Experience developing Change Management/control (CM) Strategy and approaches including governance, roles and responsibilities, change request prioritization, risk analysis and process/procedures for common HR business processes within the last 8 years.	<b>10</b>	2 points for each year up to a maximum of 10 points.	
<b>R.6</b>	Experience within the last 5 years in design and documentation of functional requirements for multi-company business requirements for PeopleSoft HRMS.	<b>10</b>	6+ to 12 months = 2 points 12+ to 24 months = 7 points 24+ months = 10 points	
<b>MAX. AVAILABLE POINTS</b>		<b>50</b>		
<b>MIN. POINTS REQUIRED</b>		<b>35</b>		

**2.1.4 ERP FUNCTIONAL ANALYST (RESOURCE B) - LEVEL****Experience and Expertise of the Proposed ERP Functional Analyst (Resource B), Level**

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

**The Contractor SHOULD demonstrate that the Proposed ERP Systems Analyst (Resource B), Level has:**

			CONTRACTOR'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
R.1	Experience reviewing collective agreements for configuration requirements for Absence Management Module of PeopleSoft HRMS implementation within the last 5 years.	10	3+ to 6 months = 2 points 7+ to 10 months = 7 points 10+ months = 10 points	
R.2	Experience conducting multi-company requirements analysis on PeopleSoft HRMS within the last 5 years.	10	3+ to 6 months = 2 points 7+ to 10 months = 7 points 10+ months = 10 points	
R.3	Experience within the last 5 years assessing the impact of new functionality of PeopleSoft HRMS on Position Management, Workforce Administration, Labour Administration, Health and Safety, Recruiting and Enterprise Learning.	10	3+ to 12 months = 2 points 12+ to 24 months = 7 points 24+ months = 10 points	
R.4	Experience within the last 8 years analyzing records, fields and PeopleCode and comparing reports to determine differences between on one PeopleSoft HRMS version and another.	10	2 points for each year up to a maximum of 10 points.	
R.5	Experience within the last 8 years analyzing requirements and developing a strategy for data conversion for PeopleSoft HRMS.	10	2 points for each year up to a maximum of 10 points.	
R.6	Experience analyzing delivered data conversion Application Engine scripts and performing a fit-gap analysis in order to provide the developers direction on data conversion path within the past 8 years.	10	2 points for each year up to a maximum of 10 points.	
MAX. AVAILABLE POINTS		60		
MIN. POINTS REQUIRED		42		

## 2.2 APPLICATION SERVICES

### STREAM 2

**2.2.1 ERP FUNCTIONAL ANALYST (AA) - LEVEL 2**



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

			CONTRACTOR'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 Asset Accounting Module (AA) in ECC 6.0.	11	3+ to 4 years = 2 points  4+ to 5 years = 4 points  5+ years = 6 points  If the additional experience was acquired in the last 2 years an additional 5 points will be allocated.	
R.2	Experience integrating Enterprise Asset Management (EAM) and/or Procure to Payment (P2P) business processes using SAP's Business Workflow.	4	1 business process = 2 points  2 business processes = 4 points	
R.3	Experience implementing the following SAP EAM functionality:  1. Synchronization of Fixed Assets and Technical Equipment; 2. BI Business Content for asset accounting; 3. Asset Acquisition integrating with Procure to Payment (P2P); 4. Asset Assessment analysis; 5. Asset Replacement analysis; 6. Master data framework in Asset Accounting; 7. Linking EAM processes with other systems using SAP interoperability tools; 8. Interdepartmental Asset transfer.  <i>Experience must have been for a minimum period of 6 months for each functionality.</i>	16	2 points per functionality for a maximum of 16 points.	
R.4	Experience with the integration between the SAP Asset Accounting (AA) module and the following modules:  1. Material Management (MM)	5	1 points per module to a maximum of 5 points	

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

			<b>CONTRACTOR'S RESPONSE</b>	
<b>#</b>	<b>RATED CRITERIA</b>	<b>POINTS MAX</b>	<b>DEMONSTRATED EXPERIENCE</b>	<b>INSERT PAGE # OF RESUME</b>
	2. Plant Maintenance (PM) 3. Project Systems (PS) 4. Funds Management (FM) 5. Controlling (CO) 6. Salary Forecasting Tool (SFT) 7. Special Purpose Ledger (SPL)  <i>Experience must have been for a minimum period of 6 months for each module.</i>			
<b>R.5</b>	Experience performing the following tasks:  1. Using Ancile Productivity Pak tool for documentation.  2. Preparing and presenting material for presentations, knowledge transfer and training sessions (in house, e-Learning, etc) for SAP Funds Management.	<b>6</b>	3 points per task for a maximum of 6 points.	
<b>R.6</b>	A valid SAP Financial Accounting (FI) certification. To be responsive such valid certification must have been issued by SAP.  A copy of valid SAP Financial Accounting (FI) 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 FI (Copy of other valid SAP certification to be provided)	
<b>MAX. AVAILABLE POINTS</b>		<b>50</b>		
<b>MIN. POINTS REQUIRED</b>		<b>35</b>		

## 2.3 APPLICATION SERVICES

### STREAM 3

**2.3.1 ERP FUNCTIONAL ANALYST (PM) - LEVEL 2**

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

			<b>CONTRACTOR'S RESPONSE</b>	
<b>#</b>	<b>RATED CRITERIA</b>	<b>POINTS MAX</b>	<b>DEMONSTRATED EXPERIENCE</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R.1</b>	A minimum of 3 years experience in configuring, implementing and maintaining the SAP Plant Maintenance (PM) module in Enterprise Central Component (ECC) 6.0.	<b>11</b>	3+ to 4 years = 2 points  4+ to 5 years = 4 points  5+ years = 6 points  If the additional experience was acquired in the last 2 years an additional 5 points will be allocated.	
<b>R.2</b>	A minimum of 2 years experience in configuring, implementing and maintaining the SAP Materiel Management (MM) module in Enterprise Central Component (ECC) 6.0.	<b>4</b>	2+ to 4 years = 2 points 4+ years = 4 points	
<b>R.3</b>	Experience integrating with Enterprise Asset Management (EAM) and or Procure to Payment (P2P) business processes using SAP's Business Workflow.	<b>4</b>	1 Business process = 2 points  2 or more Business processes = 4 points	
<b>R.4</b>	Experience implementing the following SAP EAM functionality:  1.Solution Database for Physical Assets; 2.Variant Configuration; 3.Comprehensive Classification Systems; 4.Service Level Management; 5.Materiel Master and Batch Management; 6.Service Entry Sheets integrating with Procure to Payment (P2P); 7.Material Requirement Planning; 8. Inventory Management with Compliance Reporting.  <i>Experience must have been for a minimum period of 6 months for each solution function.</i>	<b>16</b>	2 point per solution function for a maximum of 16 points.	
<b>R.5</b>	Experience with the integration between the SAP Plant	<b>5</b>	1 points per module to a maximum of 5 points.	

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

			<b>CONTRACTOR'S RESPONSE</b>	
<b>#</b>	<b>RATED CRITERIA</b>	<b>POINTS MAX</b>	<b>DEMONSTRATED EXPERIENCE</b>	<b>INSERT PAGE # OF RESUME</b>
	<p>Maintenance (PM) module and the following SAP modules:</p> <ol style="list-style-type: none"> <li>1. Finance (FI)</li> <li>2. Controlling (CO)</li> <li>3. Project Systems (PS)</li> <li>4. Sales Distribution (SD)</li> <li>5. Materiel Management (MM)</li> <li>6. Asset Accounting (AA)</li> <li>7. Funds Management (FM)</li> </ol> <p><i>Experience must have been for a minimum period of 6 months for each module.</i></p>			
<b>R.6</b>	<p>Experience performing the following tasks:</p> <ol style="list-style-type: none"> <li>1. Using Ancile Productivity Pak tool for documentation.</li> <li>2. Preparing and presenting material for presentations, knowledge transfer and training sessions (in house, e-Learning, etc) for SAP Plant Maintenance.</li> </ol>	<b>6</b>	3 points per task for a maximum of 6 points.	
<b>R.7</b>	<p>A valid SAP Material Management (MM) certification.</p> <p>To be responsive such valid certification must have been issued by SAP.</p> <p>Copy of valid SAP Plant Maintenance (PM) certification must be included.</p>	<b>8</b>	<p>Certification = 5 points.</p> <p>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)</p>	
<b>MAX. AVAILABLE POINTS</b>		<b>54</b>		
<b>MIN. POINTS REQUIRED</b>		<b>38</b>		

## **2.4 APPLICATION SERVICES**

### **STREAM 4**

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

			CONTRACTOR'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:  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 Management - PM 8. Business Intelligence - B	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 Contractor SHOULD demonstrate that the Proposed ERP Functional Analyst (Salary Forecast), Level 2 has:**

			<b>CONTRACTOR'S RESPONSE</b>	
<b>#</b>	<b>RATED CRITERIA</b>	<b>POINTS MAX</b>	<b>DEMONSTRATED EXPERIENCE</b>	<b>INSERT PAGE # OF RESUME</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.7</b>	Experience using Ancile Productivity Pak tool for documentation.	<b>8</b>	8 points	
<b>R.8</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  Public Sector Management (PSM) SAP certification = 5 points  Human Capital Management (HR) SAP Certification = 5 points	
<b>MAX. AVAILABLE POINTS</b>		<b>83</b>		
<b>MIN. POINTS REQUIRED</b>		<b>50</b>		

## 2.5 APPLICATION SERVICES STREAM 5

### 2.5.1 ERP FUNCTIONAL ANALYST (FINANCIAL ACCOUNTING FI) - LEVEL 2

#### Experience and Expertise of the Proposed ERP Functional Analyst (Financial Accounting (FI)), Level 2

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

The Contractor **SHOULD** demonstrate that the Proposed ERP Functional Analyst (Financial Accounting (FI)), Level 2 has:

			CONTRACTOR'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
R.1	Additional experience, in excess of Mandatory Criteria M2, in configuring, implementing and maintaining the SAP Sales and Distribution (SD) module in ECC 6.0.	11	2+ to 3 years = 2 points. 3+ to 4 years = 4 points. 4+ years = 6 points.  If the experience was acquired in the last 2 years an additional 5 points will be allocated.	
R.2	The Bidders Should demonstrate that the proposed resource has additional experience, in excess of Mandatory Criteria M3, in configuring, implementing and maintaining Accounts Receivable (FI-AR) module in (ECC) 6.0	11	2+ to 3 years = 2 points. 3+ to 4 years = 4 points. 4+ years = 6 points.  If the experience was acquired in the last 2 years an additional 5 points will be allocated	
R.3	The Bidders should demonstrate that the proposed resource has experience utilizing the business process modeling function in SAP Solution Manager.	6	6 months or less = 2 points. 6+ to 12 months years = 4 points. 12+ months = 6 points.	
R.4	Experience in the integration between the SAP FI-AR or SD module and the following modules:  1. Funds Management (FM); 2. Controlling (CO); 3. Project Systems (PS); 4. Sales Distribution (SD); 5. Materiel Management (MM); 6. Asset Accounting (AA); 7. Accounts Receivable (AR); and/or 8. Plant Maintenance (PM).  <i>Experience must have been for a minimum period of 6 months for each integrated module.</i>	12	2 point per integrated module to a maximum of 12 points	
R.5	Experience working with the following SAP or GC solutions:	5	1 point per solution	

**Experience and Expertise of the Proposed ERP Functional Analyst (Financial Accounting (FI)), Level 2**

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

**The Contractor SHOULD demonstrate that the Proposed ERP Functional Analyst (Financial Accounting (FI)), Level 2 has:**

			CONTRACTOR'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
	1.GC Revenue Re-spending Program; 2.GC Recovery of Expenditures Program; 3.Interest on Accounts Receivable; 4.GC year-end processes (e.g. RAYE, Carry-forward, etc); and/or 5.Pre-authorized debit payments  <i>Experience must have been for a minimum period of 6 months for each solution.</i>			
<b>R.6</b>	Experience performing the following tasks:  1. Using SAP Productivity Pak tool for documentation; and/or  2. Preparing and presenting material for presentations, knowledge transfer and training sessions (in house, e-Learning, etc) for SAP Accounts Receivable.	<b>6</b>	3 points per task	
<b>R.7</b>	Either a valid SAP Financial Accounting (FI) certification or any other SAP certification (other than Financial Accounting) or both.  To be responsive such valid certification or certifications must have been issued by SAP.  A copy of the Certificate must be included in the bid.	<b>10</b>	Copy of other valid SAP certification = 5 points  Copy of valid SAP Financial Accounting (FI) certification = 10 points	
<b>MAX. AVAILABLE POINTS</b>		<b>61</b>		
<b>MIN. POINTS REQUIRED</b>		<b>43</b>		

## 2.6 APPLICATION SERVICES

### STREAM 6

**2.6.1 ERP PROGRAMMER ANALYST - LEVEL 2**



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

			CONTRACTOR'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
R.1	Experience in ABAP Programming supporting the SAP Public Sector industry solution.	5	1 point for each year up to a maximum of 5 points.	
R.2	Experience in ABAP Programming with SAP ERP 6.0 version.	15	5 points for each year up to a maximum of 15 points.	
R.3	Experience in producing* Technical Software Documentation.  *Producing would be creating, authorizing, and reviewing.	10	10 points for demonstrated experience.	
R.4	Experience in programming, using SAP ABAP Programming language in SAP version 4.7 or higher, over and above the mandatory requirement outlined in M1.	15	3 points for each year up to a maximum of 15 points.	
R.5	Experience in ABAP Programming having performed the following functions:  <ul style="list-style-type: none"> <li>•Maintaining and supporting the GC approved SAP R/3 footprint in SAP Enterprise 4.7;</li> <li>•Maintaining, supporting, and developing enhancements to the GC approved SAP ERP 6.0 footprint;</li> <li>•Development of Interfaces to GC Central systems;</li> <li>•Development of ABAP reports;</li> <li>•Development of Web Dynpro;</li> <li>•Development of Web Services;</li> <li>•Development of Workflows;</li> <li>•Development of SAPscript;</li> <li>•Development of BADIs;</li> <li>•Development of BAPIs;</li> <li>•Usage of SmartForms;</li> <li>•Usage of Class methods;</li> <li>•Usage of Function modules.</li> </ul>	65	5 points for each function up to a maximum of 65 points.	
R.6	Experience in ABAP Programming using the SAP ERP Enhancement and Switch Framework	15	3 points for every year up to a maximum of 15 points.	

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Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME

<b>MAX. AVAILABLE POINTS</b>	<b>125</b>	
<b>MIN. POINTS REQUIRED</b>	<b>87</b>	

## 2.7 BUSINESS SERVICES STREAM 7

### 2.7.1 COURSEWARE DEVELOPER - LEVEL 2

Experience and Expertise of the Proposed Courseware Developer, Level 2				
Name of proposed Resource: _____				
The Contractor SHOULD demonstrate that the Proposed Courseware Developer, Level 2 has:				
			CONTRACTOR'S RESPONSE	
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE	INSERT PAGE # OF RESUME
R.1	Experience establishing and applying standards for UPK topic development within the last eight (8) years.	20	1+ to 2 years = 10 points 2+ to 3 years = 15 points 3+ years = 20 points	
R.2	Experience providing technical training and system support to end users including People Soft within the last ten (10) years.	20	1 to 2 years = 10 points 2+ to 5 years = 15 points 5+years = 20 points	
R.3	Experience story boarding with Subject Matter Experts or Business Analysts as a preliminary step to developing Learning Content within the last ten (10) years.	20	1+ to 2 years = 10 points 2+ to 4 years = 15 points 4+ years = 20 points	
R.4	Obtained the following training certification: <ul style="list-style-type: none"> <li>- User Productivity Kit.</li> <li>- Technical Training Certification.</li> <li>- Training Needs Analysis.</li> </ul> A copy of the certification must be included in the Bid.	15	5 points each to a maximum of 15 points	
<b>MAX. AVAILABLE POINTS</b>		<b>75</b>		
<b>MIN. POINTS REQUIRED</b>		<b>53</b>		

## 2.8 PROJECT MANAGEMENT SERVICES STREAM 8

### 2.8.1 PROJECT EXECUTIVE - LEVEL 3

**Experience and Expertise of the Proposed Project Executive, Level 3****Name of proposed Resource:** \_\_\_\_\_**The Contractor SHOULD demonstrate that the Proposed Project Executive, Level 3 has:**

			<b>CONTRACTOR'S RESPONSE</b>	
<b>#</b>	<b>RATED CRITERIA</b>	<b>POINTS MAX</b>	<b>DEMONSTRATED EXPERIENCE</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R.1</b>	Experience providing coaching and mentoring in business analysis and project management.	<b>20</b>	1+ to 3 years = 10 points 3+ to 5 years = 15 points 5+ years = 20 points	
<b>R.2</b>	Assisted clients in improving approaches to risk management on system or software development efforts.	<b>20</b>	1 to 3 years = 10 points 3+ to 5 years = 15 points 5+years = 20 points	
<b>R.3</b>	Developed an approach to unifying individual project plans (Master plan) including a common resource pool, which is used for budget, resource planning and estimating.	<b>20</b>	2 points for each month to a maximum of 20 points	
<b>R.4</b>	Developed an approach to project reporting using Earned Value analysis.	<b>20</b>	2 points for each month to a maximum of 20 points	
<b>R.5</b>	Experience in the implementation of SAP Time Reporting.	<b>20</b>	2 points for each month to a maximum of 20 points	
<b>R.6</b>	Experience in Rational Unified Process (RUP) as a tool to developing an approach to business analysis, use cases and object modeling.	<b>20</b>	1 to 3 years = 10 points 3+ to 5 years = 15 points 5+years = 20 points	
<b>MAX. AVAILABLE POINTS</b>		<b>120</b>		
<b>MIN. POINTS REQUIRED</b>		<b>84</b>		

## APPENDIX D TO ANNEX A CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, 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 we are aware that the Department of Public Works and Government Services 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 the Minister may consider appropriate.

\_\_\_\_\_  
Print name of authorized individual & sign above    Date

### CERTIFICATION OF AVAILABILITY AND STATUS OF PERSONNEL

#### 2. AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under any Task Authorization resulting from this Contract, the persons 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.

\_\_\_\_\_  
Print name of authorized individual & sign above    Date

#### 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 person is aware that overtime may be required and is willing to comply.

\_\_\_\_\_  
Print name of authorized individual & sign above    Date

#### 4. CERTIFICATION OF LANGUAGE

The Contractor certifies that the proposed resources in response to this Task Authorization are 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.

OR

The Contractor certifies that the proposed resources in response to this Task Authorization are 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.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

## 5. SECURITY CLEARANCE:

The Contractor is requested to submit the following security information for each of the proposed resources.

SECURITY INFORMATION	INSERT DATA
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	