

**AMENDMENT #2
RFP #100004598**

DELETE:

ANNEX B, page 24-27, in its entirety.

REPLACE WITH:

ANNEX B

EVALUATION CRITERIA

Section A Mandatory Technical Criteria

ID #	Mandatory Criteria	Submission Requirements	MET/NOT MET
M1	<p>Personnel Qualifications</p> <p>All resources proposed as Course Developers, Trainers or Scheduling Coaches must possess a PMP (Project Management Professional) certification.</p> <p>Note to Bidders: The same resource may be proposed for more than one category of personnel as long as the individual proposed meets the criteria for that category.</p>	<p>For each proposed resource the bidder must provide the following information:</p> <ul style="list-style-type: none"> • Name of the proposed resource • Category of personnel (i.e. Course Developer, Trainer and/or Scheduling Coach) • Proof of certification from the PMI (Project Management Institute). 	
M2	<p>Experience in Project Management</p> <p>The bidder must have experience, within the last 5 years from the date of issue of this RFP, providing project management training to a Federal government department or agency, provincially, municipally and privately organizations of a similar size.</p>	<p>The bidder must provide the following information:</p> <ul style="list-style-type: none"> • The federal department or agency for whom the work was carried out • The Project Management course outline for the course delivered • a sample of the project management course material used to successfully deliver the training • When the work was carried out • The name, telephone number, regular and email addresses for a client representative who can confirm the information provided. 	
M3	<p>Experience teaching MS Project Professional 2010 and MS Project Server 2010</p> <p>All resources proposed as Trainers for Article 4.0 of the SOW must have 5 years' experience with MS Project Server 2010, and 5 years' experience with other Microsoft Project and Project Server products from date of issue of this RFP, delivering training in the development of project schedules.</p>	<p>The Bidder must provide the following information:</p> <ul style="list-style-type: none"> • The name of the proposed resource • A description of the training provided • When the work was carried out • The name, telephone number, regular and email addresses for a client representative who can confirm the information provided. 	

ID #	Mandatory Criteria	Submission Requirements	MET/NOT MET
M4	<p>Security Clearance</p> <p>All proposed resources must hold a valid Government of Canada security clearance at the level of RELIABILITY upon contract award.</p>	For each proposed resource the Bidder must provide the relevant individual's security file number and date of expiration.	

Section B **Rated Technical Criteria**

#	Point Rated Criteria	Maximum Score	Scoring / Scale	Bidder Response and Self Score (explain how points are obtained and reference location in bid)	Evaluation team Scoring and comments**	
					Score	Comments**
R1	<p>The Bidder should demonstrate that the proposed Trainer has experience developing and delivering the use of MS Project Server 2013, 2010, 2007 or MS Project Professional suite of products within the <u>last 3 years</u>.</p> <p>The bidder should provide up to five (5) written project* summaries that each include the following details:</p> <ol style="list-style-type: none"> 1) Name of client organization 2) Name of client contact and contact information 3) Description of training 4) Duration of training 	60 Points Maximum	<p>Up to 10 points per project, in accordance with the scales below.</p> <p>Project Server (5 points per training course) 5 points: Microsoft Project Server 2013, 5 points: Microsoft Project Server 2010, 3 points: Microsoft Project Server 2007 2 points: Microsoft Project Server 2007</p> <p>Project Professional Server (5 points per training) 5 points: Microsoft Project Professional 2013 5 points: Microsoft Project</p>	<p><Trainer Name> <Course Description> <Client Organization> <Timeframe, # days></p> <p>TOTAL Project Server Points: TOTAL Project Professional Points:</p>		

#	Point Rated Criteria	Maximum Score	Scoring / Scale	Bidder Response and Self Score (explain how points are obtained and reference location in bid)	Evaluation team Scoring and comments**	
					Score	Comments**
			Professional 2010 3 points: Microsoft Project Professional 2007 2 points: Microsoft Project Professional 2003			
R2	<p>The Bidder should demonstrate that the proposed Trainer has experience developing and delivering in class training courses on Project Scheduling practice as listed <u>last 3 years</u>. The bidder should provide up to five (5) written project* summaries that each include the following details:</p> <ol style="list-style-type: none"> 1) Name of client organization 2) Name of client contact and contact information 3) Description of training 4) Duration of training 	60 Points Maximum	<p>Up to 10 points per course, in accordance with the scales below. Project Management (5 points per training course) 5 points: Project Scheduling (WBS, Project Lifecycle, Activity identification, dependencies, duration and resourcing.</p>	<p><Trainer Name> <Course Description> <Client Organization> <Timeframe, # days></p> <p>TOTAL Project Server Points: TOTAL Project Professional Points:</p>		
R3	<p>The Bidder should demonstrate that the proposed Trainer has experience developing and delivering in class training courses on Project Scheduling practice in French.</p>	20 Points Maximum	5 points per training session.	<p><Trainer Name> <Course Description> <Client Organization> <Timeframe, # days> TOTAL Points:</p>		
R4	<p>The bidding firm must be a certified Registered Education Provider (REP) approved by PMI (Project Management Institute) to issue professional development units (PDUs) for its project</p>	20 Points The bidder must provide a copy of the certification with the bidder's proposal.				

#	Point Rated Criteria	Maximum Score	Scoring / Scale	Bidder Response and Self Score (explain how points are obtained and reference location in bid)	Evaluation team Scoring and comments**	
					Score	Comments**
	management training courses.					
R5	<p>All resources must be a certified Microsoft MVP on Project.</p> <p>The Bidder must provide the following information:</p> <ul style="list-style-type: none"> • The name of the proposed resource • The year of the Microsoft MVP certification 	10 Points				
Total Maximum score		170		Total Score		Pass Mark of 75% (127.5) must be obtained.