

ANNEX E-2

**MINIMUM QUALIFICATIONS FOR RESOURCE ASSESSMENT AT
TASK AUTHORIZATION**

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

SIGMA

1. To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization (TA) using the table provided in this Annex. The draft TA will be in the form of a Statement of Work issued by Technical Authority or his designate. When completing the resource grid, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that the assessor can verify this information. The table should not contain all the project information from the resume. Only the specific answer should be provided.

2. For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Table below applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés 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 Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work
- (B) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
- (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, the certification must be current, valid and issued by the entity specified in this Contract or if the entity is not specified an accredited or otherwise recognized body, institution or entity.
- (D) For work experience, Canada will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program 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 résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
- (F) 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, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in the assessment Table below to determine each proposed resource's compliance with the assessment 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 consider a proposed resource to be acceptable 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 Contractor by e-mail, to allow the Contractor 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. A proposed resource will not be considered an acceptable candidate 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) or 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.

4. 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, Canada may find the Contractor's response to the draft TA to be non-responsive.

Resource Category	Level of Expertise	Required qualifications	Contractor's Response	
			Substantiation of Technical Compliance	Reference to Additional Documentation within the Task Authorization
All resource category except Subject Matter Expert	1, 2 or 3	<p>1. The proposed resource(s) must have the following minimum demonstrated relevant experience specified on the draft TA:</p> <ul style="list-style-type: none"> a. Level 1 – 12 months b. Level 2 – 60 months c. Level 3 – 120 months <p>The relevancy of the demonstrated experience specified in the draft TA will be established using, but not limited to, the following minimum qualifications:</p> <ul style="list-style-type: none"> i. Experience in completing mandatory tasks related to a resource category as determined at Annex A-2; OR, ii. Experience related to a SAP module, application, technology or an acceptable combination of these elements (*); OR, iii. General experience related to a resource category as determined at Annex A-2; OR, iv. A combination of any of the qualifications identified under i, ii and iii. <p>(*) Whenever a SAP module, application or technology is too recent compared to the requested minimum months of demonstrated experience, a combination of relevant acceptable demonstrated experience will be specified in the draft TA. A list of current and planned SAP modules, applications and technologies can be found under Annex G-2.</p> <p>2. As required, the proposed resource(s) must hold the SAP certification identified on the draft TA.</p>	Copy of Certificate	

		<p>3. The proposed resource(s) must meet the language requirements identified on the draft TA.</p> <p>4. As required, the proposed resource(s) must hold a valid security clearance at the level determined in the draft TA (Reliability Status, Confidential or Secret).</p>	Security confirmation from...	
Subject Matter Expert		<p>1. The proposed resource(s) must have the minimum length of time (months or years) of demonstrated relevant experience specified on the draft TA.</p> <p>The relevancy of the demonstrated experience specified in the draft TA will be established using, but not limited to, the following minimum qualifications:</p> <ul style="list-style-type: none"> i. Experience in completing mandatory tasks related to the Subject Matter Expert resource category as determined at Annex A-2; OR, ii. Experience related to a SAP module, application, technology or an acceptable combination of these elements (*); OR, iii. General experience related to the Subject Matter Expert resource category as determined at Annex A-2; OR, iv. A combination of any of the qualifications identified under i, ii and iii. <p>(*) Whenever a SAP module, application or technology is too recent compared to the requested minimum months of demonstrated experience, a combination of relevant acceptable demonstrated experience will be specified in the draft TA. A list of current and planned SAP modules, applications and technologies can be found under Annex G-2.</p> <p>2. As required, the proposed resource(s) must hold the SAP certification identified on the draft TA.</p> <p>3. The proposed resource(s) must meet the language</p>	Copy of Certificate	

		requirements identified on the draft TA. 4. As required, the proposed resource(s) must hold a valid security clearance at the level determined in the draft TA (Reliability Status, Confidential or Secret).	Security confirmation from...	
--	--	---	-------------------------------	--