APPENDIX A TO ATTACHMENT A
CONTRACT DESCRIPTION RESPONSE TEMPLATE

Note to Bidders: Bidders are required to complete ALL information required. Bidders may add additional lines to the response template, as required. Each contract description should be two pages or less in length.

Contract #:	
Contract Title:	
Bidder's Name:	

| Contract value (excluding taxes) | Contract Start Date: (dd/mm/yyyy) | |
| | Contract End Date: (dd/mm/yyyy) | |

CUSTOMER/CLIENT REFERENCE CONTACT INFORMATION

Name of Customer/Client Organization:	
Contact Name of Technical Authority or Authorized representative:	
Contact's email address:	
Contact's telephone number:	

CONTRACT DETAILS

Applicable Evaluation Criterion for this Reference (check all that apply):	List SAP Modules supported/implemented:
☐ M1a to M4a: Steady-State In-Service Support Services	
☐ M1b to M4b: Steady-State In-Service Support Services	
☐ M5a to M7a: Design, Development and Implementation Services	
☐ M5b to M7b: Design, Development and Implementation Services	
☐ M8: On-boarding of resources	
☐ R1a: Steady-State In-Service Support Services (additional contracts)	
☐ R1b: Steady-State In-Service Support Services (duration of contracts)	
☐ R2: Full-time resources in excess of 30	
☐ R3: Additional Design, Development and Implementation Services	
☐ R4: Specified SAP modules/applications	
☐ R5: Work completed in Canada	
☐ R6: Work performed in support of a military organization	
☐ R7: Emerging technologies	
☐ R8: Provision of timely qualified resources	
☐ R9: Contract management	
☐ R10: Delivery of services	
☐ R11: Experience in system rationalization and business process change	
☐ R12: Work completed on client site	
Number of users supported / implemented to:	

SCOPE OF WORK
Describe the types of work performed, responsibilities, the business context in which various SAP modules were delivered and/or supported, and any other details required to demonstrate that the referenced project meets the required criteria.