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5P004-100125/B

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Cultural Resource Management Information System (CRMIS)

BID SOLICITATION

Annex B Basis of Payment

(v 1.0)

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1 Introduction

This Annex specifies the basis of payment for requirements specified in the Statement of Work.

2 Project Phase

a) For the Project Phase Work described in the Statement of Work:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ (*amount will be inserted at Contract Award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Payments will be done in accordance with the Contract per phase as described in the Schedule of milestones below. The preliminary schedule of milestones for these services is detailed in Table 1: Schedule of Milestones.

Canada may at its discretion add, remove or change any of these milestones. The final list of milestones will be provided to the Bidder within 60 days of Contract Award.

Details on the deliverables can be found in the Statement of Work Section 5 – Security and Privacy Requirements, Section 6 – Parks Canada Training Requirements, proposed items in Section 7 – Additional Functionality and Features, Section 8 – Initiation Phase Deliverables and in Section 9 – Project Phase Deliverables.

Table 1: Schedule of Milestones

Name	Reference	Due Date
To accompany bid		
Project initiation draft document(s)	As described within section 2.1.1 <i>Initiation Phase</i>	To accompany bid
Phase 1		
Core product (COTS)	As per contractual obligations	Within 30 days of contract award
Product maintenance and support	As per contractual obligations	Within 30 days of contract award
Initial licensing	5 concurrent licenses,	Within 30 days of contract

Name	Reference	Due Date
	this can be negotiable	award
Phase 2		
Project initiation document(s) ready for approval	As described within section 2.1.1 <i>Initiation Phase</i>	Within 30 days of contract award
Documentation approved by Parks Canada	As described within section 2.1.1 <i>Initiation Phase</i>	Within 10 days of document received from Vendor
System and Technical Architectures	As described within section 9.6 <i>System and Technical Architectures</i>	No later than 60 days after Contract Award.
Test Strategy document	As described within section 9.9 <i>Test Strategy Document</i>	No later than 90 days after Contract Award.
Test Plan	As described within section 9.10 <i>Test Plan</i>	No later than 90 days after Contract Award.
Security requirements met.	As described within section 5 <i>Security and Privacy Requirements</i>	No later than 90 days after Contract Award.
Phase 3		
Implementation and Deployment Plan	As described within section 10 <i>Implementation and Deployment Plan</i>	No later than 120 days prior to Production Launch
Training Plan for Initial Launch	As described within section 6 <i>Parks Canada Training Requirements.</i>	No later than 120 days prior to Production Launch
Preliminary Training Material	As described within section 6 <i>Parks Canada Training Requirements.</i>	No later than 120 days prior to Production Launch
Data Model and Data Structure Documentation	As described in section 10.1 <i>Data Models and Data Structures</i>	Prior to scheduled commencement of UA testing
Configuration complete	All configurable items in Statement of Work	Prior to scheduled commencement of UA testing

Name	Reference	Due Date
	Completed	
Configuration testing	As described within section 9.11 <i>Test Cases</i>	Prior to scheduled commencement of UA testing
Phase 4		
Customization complete	All authorized customization completed.	Prior to scheduled commencement of UA testing
Final Test Cases Updated versions that will be used to enable Parks Canada to develop UAT Plan.	As described within section 9.11 <i>Test Cases</i>	No later than 30 days prior to Pilot/UA Testing Start
Full system delivered for end to end UAT and Pre UAT Solution Demonstration Completed	As described within section 9.12 <i>Parks Canada System and User Acceptance Testing (S/UAT)</i>	No later than September 2016
Parks Canada conducted UAT Testing and sign off on identified Functionality and established a post-UAT list of remaining work/items	As described within section 9.12 <i>Parks Canada System and User Acceptance Testing (S/UAT)</i>	No later than January 2017
Post-UAT List of Outstanding Defects/Issues.	As described within section 9.13 <i>Post-UAT List of Defects and Issues</i>	No later than 14 days after UA Testing is completed.
Production Launch	As described within the project deliverables	No later than February 2017
Phase 5		
Vendor's Input to Lessons Learned Report	As described within the 10.2 <i>Project Phase Lessons Learned</i>	TBD
Final Data Model and Data Structure Documentation	As described in section 10.1 <i>Data Models and Data Structures</i>	TBD
Train-the-Trainer training sessions	As described within section 6.2 <i>"Train-the-</i>	No later than March 2017

Name	Reference	Due Date
conducted	<i>Trainer</i>	
Successful Completion of Launch Period	As described within section 9 <i>Project Phase Deliverables</i>	No later than March 31, 2017
Initial Transition Out Plan	As described within section 10.4.1 <i>Transition Plan</i>	TBD
Revised Transition Out Plan	As described within section 10.4.1 <i>Transition Plan</i>	TBD
Project Close	As described within section 10.3 <i>Acceptance Criteria</i>	TBD
Product licensing	35 concurrent users (40 total)	TBD
Task authorisation		
<p>Approved changes:</p> <ul style="list-style-type: none"> • Changes due to the organization • Changes for alignment • Changes for unforeseen issues • Etc. <p>Note: All changes will need to go through the change management process and approved by Parks Canada.</p>		
Options		
<p>There will be 3 option years included in the contract to facilitate data migration. The options will be used at Parks Canada's discretion. Parks Canada is under no obligation to exercise the options.</p>		

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3 Optional Services

3.1 Task Authorization

Additional work to the proposed system may be undertaken during the course of the Contract period. Parks Canada will create a Task Authorization form and provide the task scope to the Vendor who will supply the amount of work per resource category to be completed at the rates outlined within Annex B – Basis of Payment. Based on the returned project estimate, Parks Canada will decide whether to proceed with the work described within the Task Authorization.

The Vendor may be required to perform additional work within the scope of this contract on an “as and when required” basis through Task Authorizations. There is no guaranteed additional work for the Vendor.

For the provision of Optional Services to be provided on as and when requested basis through Task Authorization, the Contractor will be paid as follows:

a) Professional Services:

Depending on the Basis of Payment specified in the applicable approved Task Authorization, one of the following will apply:

- 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 Table 2 included in this Annex, GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- II. Professional Services provided under a Task Authorization with a Firm Price: For professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Table 2, GST/HST extra).

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Table 2: Professional Services Per Diems (Note to Bidders: Firm Per Diems will be inserted at Contract Award)

Category of personnel	Project Firm Per Diem (TA work)	Option year 1 Firm Per Diem	Option year 2 Firm Per Diem	Option year 3 Firm Per Diem	Option year 4 Firm Per Diem
Developer – Custom development					
Developer - Configuration					
Migration specialist					
Trainer					

a) Pre-Authorized Travel and Living Expenses

Canada will reimburse the Contractor for its pre-authorized travel and living expenses reasonably and properly incurred in the performance of the Work outside of the area where the services are provided, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority. All payments are subject to government audit. The Contractor will not be able to charge for time spent travelling at the per diem rates set out in the Contract.

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Note: The information or documents required for the Initiation Phase can be combined in one document, they are not required to be separate documents but all plans must be included. The plans do not need to be elaborate but they do need to be clear and concise.

#	Milestone/Deliverable	Description/Reference
2.1.1.1	Initiation Phase start	At contract award
2.1.1.2	Project kick off meeting	TBD
2.1.1.3	Project Management Plan	Document describing how the project will be managed from the Vendor's perspective. See <i>9.1 Core System Provider Project Management Plan</i> .
2.1.1.4	Project Plan (WBS)	The project plan should be at a high level, it does need to include milestones and timelines but does not need to include resource allocation. See <i>9.2 Project Plan</i> .
2.1.1.5	Communication Plan	The Vendor must agree to the Communication Plan put forward in this document but may make recommendation based on their experience. See <i>9.4 Communication Plan</i> .
2.1.1.6	Risk Management Plan	The Vendor must identify the risks to the project and recommend mitigation actions. See <i>9.8 Risk Management Plan</i> .

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The key milestones within the Project Phase are indicated in the following table:

Phase	Milestone/Deliverable
1	Initial product delivery phase
2	Project planning phase
3	Initial execution and configuration phase
4	Customization, testing and pilot phase
5	Project close & licensing phase
TA	Change management
Option year 1	Data migration/Change management
Option year 2	Data migration/Change management
Option year 3	Data migration/Change management