

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

Cultural Resource Management Information System (CRMIS)

BID SOLICITATION

Response Table 2 Corporate Experience and Named Resources

Summary

The Bidder should use this table to respond to Requirement M1 within General Mandatory Requirements. The Bidder should also refer to Technical Bid Requirements and Bidder Instructions for more information.

R1.1 Overall Corporate Experience will be evaluated out of a maximum 290.

Point Rated Criteria	Max. Points
T4.2-A – Collections Management Reference Project #1	60
T4.2-B – Collections Management Reference Project #2	60
T4.2-C – Archaeological Site Information Management Reference Project # 1	90
T4.2-D – Conservation Management Reference Project # 1	80
Total	290

The Reference Project Tables (A – D) follow.

Notes to Bidders:

- i. Replicate the tables as required for each reference project submitted.
- ii. Any of the information provided may be verified through the Reference Checking process.

Table T4.2-A: Collections Management Reference Project – Archaeological artifacts			
Item #	Submission Requirements	Max. # Points	Bidder Response
Mandatory Submission Requirements			
The Bidder must demonstrate that it meets the minimum Cultural Resource Management Information System (CRMIS) Project requirements identified in M1.1 a) of Attachment 4.2 of this Bid Solicitation by providing the following information:			
1.0	Identification of Bidding Team Member		
a)	Identify by name the Bidding Team Member who delivered the Cultural Resource Management (CRM) Solution reference project.	N/A	
2.0	Client Particulars		
a)	Organization Name	N/A	
b)	Address	N/A	
c)	Management Level Contact Name and Title	N/A	
d)	Telephone Number	N/A	
e)	E-mail Address	N/A	
3.0	Reference Project Summary		
a)	Provide an overview of the project, including but not limited to: overall project objectives and scope, bidder's role/responsibility on the project, project challenges and results, etc. (500 words suggested).	N/A	
b)	Project Duration (start and completion date, month/year)	N/A	
c)	Annual Transaction Volume	N/A	
Point Rated Submission Requirements and Evaluation Criteria			
The Bidder should demonstrate its experience providing Cultural Resource Management (CRM) products by providing the following information:			
4.0	Reference Project Details		

Table T4.2-A: Collections Management Reference Project – Archaeological artifacts

Item #	Submission Requirements	Max. # Points	Bidder Response
	The Bidder's experience providing CRM Product Services will be evaluated based on the similarity of the reference project and the CRMIS requirements as measured in the following terms:		
a)	Is the client a Public Sector entity? If yes, specify level (i.e. federal, provincial/state or municipal). <u>Evaluation Criteria:</u> If yes, award 5 points	5	
b)	Was the primary client delivery location in Canada? If yes, specify location. <u>Evaluation Criteria:</u> If yes, award 5 points	5	
c)	Was the solution delivered in more than one language? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 5 points	5	
d)	Was the CRM Solution used primarily for archaeological artifacts? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
e)	Did the CRM Solution relate archaeological artifacts to archaeological sites? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
f)	Did the CRM Solution capture archaeological artifacts attributes and details? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
g)	Was the CRM Solution used primarily for Collections?	5	

Table T4.2-A: Collections Management Reference Project – Archaeological artifacts			
Item #	Submission Requirements	Max. # Points	Bidder Response
	If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 5 points		
	Sub-total	50	
5.0	Experience Gained from Project		
a)	Based on your experience with this reference project, describe one critical success factor, or key activity, that your organization would bring to the CRMIS to ensure its success. <u>Evaluation Criteria:</u> Points will be awarded for the description of the activity, how it is linked to CRMIS, and how it would support successful delivery of the CRMIS.	10	
	Sub-total	10	
	Sub-total	60	
	Maximum Score	60	

Table T4.2-B: Collections Management Reference Project – Historic Objects			
Item #	Submission Requirements	Max. # Points	Bidder Response
Mandatory Submission Requirements			
The Bidder must demonstrate that it meets the minimum Cultural Resource Management Information System (CRMIS) Project requirements identified in M1.1 a) of Attachment 4.2 of this Bid Solicitation by providing the following information:			
1.0	Identification of Bidding Team Member		
a)	Identify by name the Bidding Team Member who delivered the Cultural Resource Management (CRM)	N/A	

Table T4.2-B: Collections Management Reference Project – Historic Objects			
Item #	Submission Requirements	Max. # Points	Bidder Response
	Solution reference project.		
2.0	Client Particulars		
a)	Organization Name	N/A	
b)	Address	N/A	
c)	Management Level Contact Name and Title	N/A	
d)	Telephone Number	N/A	
e)	E-mail Address	N/A	
3.0	Reference Project Summary		
a)	Provide an overview of the project, including but not limited to: overall project objectives and scope, bidder's role/responsibility on the project, project challenges and results, etc. (500 words suggested).	N/A	
b)	Project Duration (start and completion date, month/year)	N/A	
c)	Annual Transaction Volume	N/A	
Point Rated Submission Requirements and Evaluation Criteria			
The Bidder should demonstrate its experience providing Cultural Resource Management (CRM) products by providing the following information:			
4.0	Reference Project Details		
	The Bidder's experience providing CRM Product Services will be evaluated based on the similarity of the reference project and the CRMIS requirements as measured in the following terms:		
a)	Is the client a Public Sector entity? If yes, specify level (i.e. federal, provincial/state or municipal). <u>Evaluation Criteria:</u> If yes, award 5 points	5	

Table T4.2-B: Collections Management Reference Project – Historic Objects			
Item #	Submission Requirements	Max. # Points	Bidder Response
b)	Was the primary client delivery location in Canada? If yes, specify location. <u>Evaluation Criteria:</u> If yes, award 5 points	5	
c)	Was the solution delivered in more than one language? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 5 points	5	
d)	Was the CRM Solution used primarily for historic objects? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
e)	Did the CRM Solution relate historic objects to people, events and places? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
f)	Did the CRM Solution capture archaeological artifacts attributes and details? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
g)	Was the CRM Solution used primarily for Collections? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 5 points	5	
	Sub-total	50	
5.0	Experience Gained from Project		
a)	Based on your experience with this reference project, describe one critical success factor, or key activity, that your organization would bring to the CRMIS to	10	

Table T4.2-B: Collections Management Reference Project – Historic Objects			
Item #	Submission Requirements	Max. # Points	Bidder Response
	ensure its success. <u>Evaluation Criteria:</u> Points will be awarded for the description of the activity, how it is linked to CRMIS, and how it would support successful delivery of the CRMIS.		
	Sub-total	10	
	Sub-total	60	
	Maximum Score	60	

Table T4.2-C: Archaeological Site Information Management Reference Project			
Item #	Submission Requirements	Max. # Points	Bidder Response
Mandatory Submission Requirements			
The Bidder must demonstrate that it meets the minimum Cultural Resource Management Information System (CRMIS) Project requirements identified in M1.1 a) of Attachment 4.2 of this Bid Solicitation by providing the following information:			
1.0	Identification of Bidding Team Member		
a)	Identify by name the Bidding Team Member who delivered the Cultural Resource Management (CRM) Solution reference project.	N/A	
2.0	Client Particulars		
a)	Organization Name	N/A	
b)	Address	N/A	
c)	Management Level Contact Name and Title	N/A	
d)	Telephone Number	N/A	

Table T4.2-C: Archaeological Site Information Management Reference Project

Item #	Submission Requirements	Max. # Points	Bidder Response
e)	E-mail Address	N/A	
3.0	Reference Project Summary		
a)	Provide an overview of the project, including but not limited to: overall project objectives and scope, bidder's role/responsibility on the project, project challenges and results, etc. (500 words suggested).	N/A	
b)	Project Duration (start and completion date, month/year)	N/A	
c)	Annual Transaction Volume	N/A	
Point Rated Submission Requirements and Evaluation Criteria			
The Bidder should demonstrate its experience providing Cultural Resource Management (CRM) products by providing the following information:			
4.0	Reference Project Details		
	The Bidder's experience providing CRM Product Services will be evaluated based on the similarity of the reference project and the CRMIS requirements as measured in the following terms:		
a)	Is the client a Public Sector entity? If yes, specify level (i.e. federal, provincial/state or municipal). <u>Evaluation Criteria:</u> If yes, award 5 points	5	
b)	Was the primary client delivery location in Canada? If yes, specify location. <u>Evaluation Criteria:</u> If yes, award 5 points	5	
c)	Was the solution delivered in more than one language? If yes, provide details. <u>Evaluation Criteria:</u>	5	

Table T4.2-C: Archaeological Site Information Management Reference Project			
Item #	Submission Requirements	Max. # Points	Bidder Response
	If yes, award 5 points		
d)	Was the CRM Solution used primarily for archaeological site information? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
e)	Did the CRM Solution include an archaeological recording process similar to the Parks Canada provenience system (Hierarchical approach, meaning quadrants of units with interrelated horizontal and vertical locations)? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 20 points	20	
f)	Did the CRM Solution capture site attributes? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
g)	Did the CRM Solution aid in the management of on-going activities performed at archaeological sites? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
h)	Did the CRM Solution aid in the recording of archaeological actions and impacts? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
		5	
	Sub-total	75	
5.0	Experience Gained from Project		

Table T4.2-C: Archaeological Site Information Management Reference Project			
Item #	Submission Requirements	Max. # Points	Bidder Response
a)	Based on your experience with this reference project, describe one critical success factor, or key activity, that your organization would bring to the CRMIS to ensure its success. <u>Evaluation Criteria:</u> Points will be awarded for the description of the activity, how it is linked to CRMIS, and how it would support successful delivery of the CRMIS.	10	
	Sub-total	10	
	Sub-total	90	
	Maximum Score	90	

Table T4.2-D: Conservation Management Reference Project Reference Project			
Item #	Submission Requirements	Max. # Points	Bidder Response
Mandatory Submission Requirements			
The Bidder must demonstrate that it meets the minimum Cultural Resource Management Information System (CRMIS) Project requirements identified in M1.1 a) of Attachment 4.2 of this Bid Solicitation by providing the following information:			
1.0	Identification of Bidding Team Member		
a)	Identify by name the Bidding Team Member that delivered the Cultural Resource Management (CRM) Solution reference project.	N/A	
2.0	Client Particulars		
a)	Organization Name	N/A	
b)	Address	N/A	

Table T4.2-D: Conservation Management Reference Project Reference Project

Item #	Submission Requirements	Max. # Points	Bidder Response
c)	Management Level Contact Name and Title	N/A	
d)	Telephone Number	N/A	
e)	E-mail Address	N/A	
3.0	Reference Project Summary		
a)	Provide an overview of the project, including but not limited to: overall project objectives and scope, bidder's role/responsibility on the project, project challenges and results, etc. (500 words suggested).	N/A	
b)	Project Duration (start and completion date, month/year)	N/A	
c)	Annual Transaction Volume	N/A	
Point Rated Submission Requirements and Evaluation Criteria			
The Bidder should demonstrate its experience providing Cultural Resource Management (CRM) products by providing the following information:			
4.0	Reference Project Details		
	The Bidder's experience providing CRM Product Services will be evaluated based on the similarity of the reference project and the CRMIS requirements as measured in the following terms:		
a)	Is the client a Public Sector entity? If yes, specify level (i.e. federal, provincial/state or municipal). <u>Evaluation Criteria:</u> If yes, award 5 points	5	
b)	Was the primary client delivery location in Canada? If yes, specify location. <u>Evaluation Criteria:</u> If yes, award 5 points	5	
c)	Was the solution delivered in more than one	5	

Table T4.2-D: Conservation Management Reference Project Reference Project			
Item #	Submission Requirements	Max. # Points	Bidder Response
	language? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 5 points		
d)	Was the CRM Solution used primarily for object conservation management? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
e)	Was the CRM Solution used to support conservation treatment management? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
f)	Was the CRM Solution used for onsite and object condition assessments? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
g)	Was the CRM Solution used for site/environment assessments? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
h)	Was the CRM Solution used for managing treatment requests? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	5	
i)	Was the CRM Solution used for capturing treatment information for objects? If yes, provide details. <u>Evaluation Criteria:</u> If yes, award 10 points	10	
	Sub-total	70	

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Table T4.2-D: Conservation Management Reference Project Reference Project			
Item #	Submission Requirements	Max. # Points	Bidder Response
5.0	Experience Gained from Project		
a)	Based on your experience with this reference project, describe one critical success factor, or key activity, that your organization would bring to the CRMIS to ensure its success. <u>Evaluation Criteria:</u> Points will be awarded for the description of the activity, how it is linked to CRMIS, and how it would support successful delivery of the CRMIS.	10	
	Sub-total	10	
	Sub-total	80	
	Maximum Score	80	

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The Bidder should use this table to respond to Requirement M1.3 within the Mandatory Requirements and R1.4 within Attachment 4.3 Rated Requirements. Bidders should also refer to the Technical Bid Requirements and Bidder Instructions for more information.

The Bidders' proposed Named Resources will be evaluated out of a maximum of 230 points with a pass mark of 161 (70%) as follows:

Named Resources Point Rated Criteria	Maximum Points
T4.3-1 and T4.3-2 - Executive Authority	60
T4.3-3 and T4.3-4 - Project Manager	70
T4.3-5 and T4.3-6 - Solution Technical Lead	100
Total	230

Definitions and Notes

- 1) Where indicated, responses to Point Rated Criteria will be evaluated based on the relevance of the experience to the CRMIS Project requirements in terms of the following criteria:
- i) Similarity of role on the referenced project to that proposed for the CRMIS and
 - ii) Similarity of referenced project complexity to the CRMIS Project in terms of:
 - a) Cultural Resource Management related Solution;
 - b) Archaeological site solution;
 - c) Similar scale project.

Points will be awarded as follows:

Scoring Grid	Definition
100% of maximum points	Referenced project experience demonstrates a minimum of 4 out of 4 of the identified criteria (i. and ii. above).
75% of maximum points	Referenced project experience demonstrates a minimum of 3 out of 4 of the identified criteria (i. and ii. above).
50% of maximum points	Referenced project experience demonstrates a minimum of 2 out of 4 of the identified criteria (i. and ii. above).
25% of maximum points	Referenced project experience demonstrates a minimum of 1 out of 4 of the identified criteria (i. and ii. above).
0% of maximum points	Referenced project does not demonstrate any of the identified criteria (i. and ii. above).

The relevance, if any, of the referenced project experience to the CRMIS Project in terms of similarity of role and project complexity is determined by the evaluator using the Scoring Grid above.

- 2) Formal training related to Project Management is exemplified by courses consistent with the Project Management Professional (PMP) designation under the Project Management Institute (PMI) (<http://www.pmi.org>) and the five major project management process groups and nine project management knowledge areas in the Project Management Body of Knowledge (PMBOK) Guide.
- 3) To obtain credit for any formal training or certification, the Bidder must include and reference applicable documents from the training or certification organization to substantiate the requirement.
- 4) The relevance, if any, of training, education, certification, etc. to the proposed role is determined by the evaluator.
- 5) The Bidder should note that all resources proposed in response to this Bid Submission must have a valid Reliability Status clearance or higher, granted or approved by CIISD / PWGSC at the time of contract award.

Table T4.3-1 – Mandatory Criteria: Executive Authority

Resource #1: Executive Authority Resource Name: <insert name>	Demonstrated Experience	
Mandatory Criteria		
<p>1. The Bidder must provide client contact information for two projects (provided in response to the point-rated requirements) which demonstrate the candidate's experience as an Executive Authority.</p> <p><i>Note: These references must be from two different projects and should include all contact information as stipulated. If any of the required information is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with five (5) working days to meet the requirement. Failure to comply with the request of the Contracting Authority and to meet the requirement within that time period will render the bid non-responsive. These references may be verified.</i></p>	Client Org. #1: Contact Name: Position: Phone # &/or Email:	Client Org. #2: Contact Name: Position: Phone # &/or Email:
<p>2. Certification</p> <p>The Bidder must sign the following certification of experience for the proposed resource:</p> <p>We hereby certify that the proposed resource meets all mandatory requirements for the “Executive Authority” resource category in accordance with Section 1.4.3.1.1 of the Statement of Work (SOW) for this Bid Submission. Canada reserves the right to request evidence that the resource meets the mandatory requirements as certified.</p> <p>_____</p> <p>Print name of authorized individual & sign above</p> <p>_____</p> <p>Date</p>		

Table T4.3-2 – Point Rated Criteria: Executive Authority

Evaluation Criteria		Evaluation Framework		Maximum Points
1. The Bidder should demonstrate that the proposed resource has experience as an Executive Authority.		The Bidder will receive up to 30 points, based on the relevance of the experience, for each project (maximum 2) provided.		60
i.	Client Organization			
	Period worked on project	From mm/dd/yy	To mm/dd/yy	
	Project Role & Description:			
ii.	Client Organization			
	Period worked on project	From mm/dd/yy	To mm/dd/yy	
	Project Role & Description:			

Table T4.3-3 – Mandatory Criteria: Project Manager

Resource #2: Project Manager Resource Name: <insert name>	Demonstrated Experience	
Mandatory Criteria		
<p>1. The Bidder must provide client contact information for two projects (provided in response to the point-rated requirements) which demonstrate the candidate's experience as a Project Manager.</p> <p><i>Note: These references must be from two different projects and should include all contact information as stipulated. If any of the required information is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with five (5) working days to meet the requirement. Failure to comply with the request of the Contracting Authority and to meet the requirement within that time period will render the bid non-responsive. These references may be verified.</i></p>	Client Org. #1: Contact Name: Position: Phone # &/or Email:	Client Org. #2: Contact Name: Position: Phone # &/or Email:
<p>2. Certification</p> <p>The Bidder must sign the following certification of experience for the proposed resource:</p> <p>We hereby certify that the proposed resource meets all mandatory requirements for the “Project Manager” resource category in accordance with Section 1.4.3.1.2 of the Statement of Work (SOW) for this Bid Submission. Canada reserves the right to request evidence that the resource meets the mandatory requirements as certified.</p> <p>_____</p> <p>Print name of authorized individual & sign above</p> <p>_____</p> <p>Date</p>		

Resource #2: Project Manager Resource Name: <insert name>	Demonstrated Experience
Mandatory Criteria	

Table T4.3-4 – Point Rated Criteria: Project Manager

Evaluation Criteria		Evaluation Framework		Maximum Points
1. The Bidder should demonstrate that the proposed resource has experience as a Project Manager.		The Bidder will receive up to 20 points, based on the relevance of the experience, for each project (maximum 3) provided.		60
i.	Client Organization			
	Period worked on project	From mm/dd/yy	To mm/dd/yy	
	Project Role & Description:			
ii.	Client Organization			
	Period worked on project	From mm/dd/yy	To mm/dd/yy	
	Project Role & Description:			

Evaluation Criteria		Evaluation Framework		Maximum Points
iii.	Client Organization			
	Period worked on project	From mm/dd/yy	To mm/dd/yy	
	Project Role & Description:			

Evaluation Criteria		Evaluation Framework		Maximum Points
2.	The Bidder should demonstrate that the proposed resource has obtained formal project management training and/or certification. <i>Note: To be awarded points, the Bidder must include evidence of such training or certification in its proposal</i>	A maximum of 10 points will be awarded as follows: a) Holds valid PMP certification – 5 Points b) Has sufficient PMI certified project management training (35 hours as defined by Project Management Institute – see www.pmi.org) to completely satisfy the education requirement of a PMP certification track. – 10 Points c) Does not hold PMP certification or sufficient Training – 0 Points		10

Table T4.3-5 – Mandatory Criteria: Solution Technical Lead

Resource #4: Solution Technical Lead Resource Name: <insert name>	Demonstrated Experience	
Mandatory Criteria		
<p>1. The Bidder must provide client contact information for two projects (provided in response to the point-rated requirements) which demonstrate the candidate's experience as a Solution Technical Lead</p> <p><i>Note: These references must be from two different projects and should include all contact information as stipulated. If any of the required information is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with five (5) working days to meet the requirement. Failure to comply with the request of the Contracting Authority and to meet the requirement within that time period will render the bid non-responsive. These references may be verified.</i></p>	Client Org. #1: Contact Name: Position: Phone # &/or Email:	Client Org. #2: Contact Name: Position: Phone # &/or Email:
<p>2. Certification</p> <p>The Bidder must sign the following certification of experience for the proposed resource:</p> <p>We hereby certify that the proposed resource meets all mandatory requirements for the “Solution Technical Lead” resource category in accordance with Section 1.4.3.1.3 of the Statement of Work (SOW) for this Bid Submission. Canada reserves the right to request evidence that the resource meets the mandatory requirements as certified.</p> <p>_____</p> <p>Print name of authorized individual & sign above</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p>		

Table T4.3-6 – Point Rated Criteria: Solution Technical Lead

Evaluation Criteria		Evaluation Framework		Maximum Points
1. The Bidder should demonstrate that the proposed resource has experience as a Solution Technical Lead.		The Bidder will receive up to 25 points, based on the relevance of the experience, for each project (maximum 2) provided.		50
i.	Client Organization			
	Period worked on project	From mm/dd/yy	To mm/dd/yy	
	Project Role & Description:			
ii.	Client Organization			
	Period worked on project	From mm/dd/yy	To mm/dd/yy	
	Project Role & Description:			

Evaluation Criteria		Evaluation Framework		Maximum Points
2. The Bidder should demonstrate that the proposed resource has experience with the Core Cultural Resource Information Management Product.		The Bidder will receive up to 25 points, based on the relevance of the experience, for each project (maximum 2) provided.		50
i.	Client Organization			
	Period worked on project	From mm/dd/yy	To mm/dd/yy	
	Project Role & Description:			
ii.	Client Organization			
	Period worked on project	From mm/dd/yy	To mm/dd/yy	
	Project Role & Description:			