



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions  
- TPSGC**

**11 Laurier St., / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Informatics Professional Services - EL  
Division/Services professionnels en informatique -  
division EL  
4C2, Place du Portage  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> TBIPS_IT Professional Services	
<b>Solicitation No. - N° de l'invitation</b> EN869-161257/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> 20161257	<b>Date</b> 2016-07-15
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$EL-615-30347	
<b>File No. - N° de dossier</b> 615el.EN869-161257	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-08-12</b>	<b>Time Zone Fuseau horaire Eastern Daylight Saving Time EDT</b>
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ghaddab, Nabil	<b>Buyer Id - Id de l'acheteur</b> 615el
<b>Telephone No. - N° de téléphone</b> (873) 469-4984 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

This Solicitation amendment is raised to modify the Solicitation.

**I. At article 1.2 (h) of Part 1 of the RFP:**

**DELETE:** article 1.2 (h), in its entirety; and

**INSERT:** article 1.2 (h), as follows:

**At Article 1.2 (h)**

(h) The Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

<b>RESOURCE CATEGORY</b>	<b>LEVEL OF EXPERTISE</b>	<b>ESTIMATED AVERAGE NUMBER OF RESOURCES REQUIRED PER YEAR</b>
Project Manager	Level 3	6
Project Manager	Level 2	7
Project Coordinator	Level 3	7
Project Administrator	Level 3	6
Change Management Consultant	Level 3	2

**II. At Attachment B – Bid Evaluation Criteria of Part 3 of the RFP:**

**DELETE:** Attachment B – Bid Evaluation Criteria, in its entirety; and

**INSERT:** Attachment B – Bid Evaluation Criteria, as follows:

**See Attached Hereto**

**III. At Attachment C – Financial Bid of Part 3 of the RFP:**

**DELETE:** Attachment C – Financial Bid, in its entirety; and

**INSERT:** Attachment C – Financial Bid, as follows:

**ATTACHMENT C  
FINANCIAL BID**

In respect of the “Estimated Number of Days” listed below in (C\*) the estimated number of days is for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage.

**Initial Contract Period:**

<b>Initial Contract Period</b>				
<b>Date of Contract award to 3 years later (3 Years)</b>				
	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Estimated Number of Days</b>	<b>Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher</b>	<b>Total Cost (C x D)</b>
Project Manager	Level 3	660	\$	\$
Project Manager	Level 2	660	\$	\$
Project Coordinator	Level 3	660	\$	\$
Project Administrator	Level 3	660	\$	\$
Change Management Consultant	Level 3	660	\$	\$
<b>Total Price Initial Contract Period</b>				<b>\$ &lt;TBD&gt;</b>

**Option Periods:**

<b>Option Period 1 (Year 4)</b>				
	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Estimated Number of Days</b>	<b>Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher</b>	<b>Total Cost (C x D)</b>
Project Manager	Level 3	220	\$	\$
Project Manager	Level 2	220	\$	\$
Project Coordinator	Level 3	220	\$	\$
Project Administrator	Level 3	220	\$	\$
Change Management Consultant	Level 3	220	\$	\$
<b>Total Price Option Period 1</b>				<b>\$ &lt;TBD&gt;</b>

Option Period 2 (Year 5)				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher	Total Cost (C x D)
Project Manager	Level 3	220	\$	\$
Project Manager	Level 2	220	\$	\$
Project Coordinator	Level 3	220	\$	\$
Project Administrator	Level 3	220	\$	\$
Change Management Consultant	Level 3	220	\$	\$
<b>Total Price Option Period 2</b>				<b>\$ &lt;TBD&gt;</b>

**IV. At Table 1 of Article 4.4 (c) (ii) (c) of Part 4 of the RFP:**

**DELETE:** Table 1 of Article 4.4 (c) (ii) (c), in its entirety; and

**INSERT:** Table 1, as follows:

TABLE 1 - MAXIMUM POINTS ASSIGNED				
RESOURCE CATEGORIES	INITIAL (3 YEARS) CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Project Manager - Level 3	200	75	75	350
Project Manager - Level 2	150	50	50	250
Project Coordinator - Level 3	200	75	75	350
Project Administrator - Level 3	150	50	50	250
Change Management Consultant - Level 3	100	40	40	180
<b>TOTAL</b>	<b>800</b>	<b>290</b>	<b>290</b>	<b>1380</b>

**V. At Table 4 of Article 4.4 (d) (ii) (A) of Part 4 of the RFP:**

**DELETE:** Table 4 of Article 4.4 (d) (ii) (A), in its entirety; and

**INSERT:** Table 4, as follows:

TABLE 4 - MAXIMUM POINTS ASSIGNED				
RESOURCE CATEGORIES	INITIAL (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS

	CONTRACT PERIOD			
Project Manager - Level 3	200	75	75	350
Project Manager - Level 2	150	50	50	250
Project Coordinator - Level 3	200	75	75	350
Project Administrator - Level 3	150	50	50	250
Change Management Consultant - Level 3	100	40	40	180
<b>TOTAL</b>	<b>800</b>	<b>290</b>	<b>290</b>	<b>1380</b>

**VI. At article 3.1 of Annex A – Statement of Work of the RFP:**

**DELETE:** Article 3.1 of Annex A, in its entirety; and

**INSERT:** Article 3.1 of Annex A, as follows:

**3.1 RESOURCE REQUIREMENTS**

Resource Category	Level of Expertise	Estimated Average number of Required Resources Per Year
Project Manager	Level 3	6
Project Manager	Level 2	7
Project Coordinator	Level 3	7
Project Administrator	Level 3	6
Change Management Consultant	Level 3	2

**VII. At article 3.2.6 of Annex A – Statement of Work of the RFP:**

**DELETE:** Article 3.2.6 of Annex A, in its entirety.

**VIII. At article 3.2.7 of Annex A – Statement of Work of the RFP:**

**DELETE:** Article 3.2.7 of Annex A, in its entirety.

**IX. At section 1.6 of mandatory requirement of Appendix C To Annex A – Resources Assessment Criteria and Response Table of the RFP:**

**DELETE:** Section 1.6 Mandatory Requirements for Independent IT Project Review Teamleader – Level 3, in its entirety.

**X. At section 1.7 of mandatory requirement of Appendix C To Annex A – Resources Assessment Criteria and Response Table of the RFP:**

**DELETE:** Section 1.7 Mandatory Requirements for the Independent IT Project Reviewer – Level 2, in its entirety.

**XI. At Annex B – Basis of Payment of the RFP:**

**DELETE:** Annex B – Basis of Payment, in its entirety; and

**INSERT:** Annex B – Basis of Payment, as follows:

**ANNEX B  
BASIS OF PAYMENT**

**INITIAL CONTRACT PERIOD:**

<b>Initial Contract Period (Date of Contract award to 3 years later)</b>		
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
Project Manager	Level 3	\$ TBD
Project Manager	Level 2	\$ TBD
Project Coordinator	Level 3	\$ TBD
Project Administrator	Level 3	\$ TBD
Change Management Consultant	Level 3	\$ TBD

**OPTION PERIODS:**

<b>Option Period 1 (1 YEAR)</b>		
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
Project Manager	Level 3	\$ TBD
Project Manager	Level 2	\$ TBD
Project Coordinator	Level 3	\$ TBD
Project Administrator	Level 3	\$ TBD
Change Management Consultant	Level 3	\$ TBD

<b>Option Period 2 (1 YEAR)</b>		
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
Project Manager	Level 3	\$ TBD

Project Manager	Level 2	\$ TBD
Project Coordinator	Level 3	\$ TBD
Project Administrator	Level 3	\$ TBD
Change Management Consultant	Level 3	\$ TBD

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

**ATTACHMENT B  
BID EVALUATION CRITERIA**

**1.1 CORPORATE MANDATORY REQUIREMENTS**

Criteria	Mandatory Criteria	Bidder's response	
		Met Y/N	Demonstrated Experience (Bidders to insert data)
<b>C.M1</b>	<p>The Bidder must have been awarded at least three Informatics Professional Services* contracts.</p> <p>To be accepted, each of these contracts must have:</p> <ol style="list-style-type: none"> <li>1. been awarded within the past five years prior to the solicitation closing date; and</li> <li>2. a minimum value of \$5,000,000.00.</li> </ol> <p>The Bidder must submit for each contract:</p> <ol style="list-style-type: none"> <li>(1) A letter from its client (referencing a contract award date and a contract serial number or other unique contract identifier) that shows that the Bidder is providing or has provided such services under a contract with a minimum value of \$5,000,000.00; and</li> <li>(2) The name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoices submitted under (1) above, so that Canada may verify any information provided by the Bidder.</li> </ol> <p>The following definitions apply to the evaluation of bids:</p> <p>*Informatics Professional Services are professional services provided by the Bidder in support of an information technology or information management project or contract.</p>		

Criteria	Mandatory Criteria	Bidder's response															
		Met Y/N	Demonstrated Experience (Bidders to insert data)														
<b>C.M2</b>	<p>The Bidder must have demonstrated contract experience in supplying ALL of the following resource categories or similar resource categories, for the required Minimum Billable Days per category, within the past 5 years prior to the solicitation closing date. The services provided must have been provided under a maximum of 5 contracts for all 5 categories.</p> <table border="1"> <thead> <tr> <th colspan="2">TABLE C.M2</th> </tr> <tr> <th>RESOURCE CATEGORY</th> <th>MINIMUM NUMBER OF BILLABLE DAYS</th> </tr> </thead> <tbody> <tr> <td>Project Manager – Level 3</td> <td>3300</td> </tr> <tr> <td>Project Manager – Level 2</td> <td>3960</td> </tr> <tr> <td>Project Coordinator – Level 3</td> <td>3850</td> </tr> <tr> <td>Project Administrator – Level 3</td> <td>3300</td> </tr> <tr> <td>Change Management Consultant – Level 3</td> <td>880</td> </tr> </tbody> </table> <p>To be considered responsive to this mandatory criterion:</p> <p>1. The Bidder must demonstrate that the tasks performed by each named resource included at least 50%<sup>1</sup> of the associated tasks listed in Annex A for the same Resource Category under which the Bidder is claiming Billable Days for.</p> <p><i><sup>1</sup>For evaluation purposes, 50% will be rounded up (e.g. 50% of 17 tasks = 8.5 tasks, which will be rounded up to 9 tasks).</i></p> <p>The Bidder must provide a completed Appendix A to Attachment B; and</p> <p>The Bidder must provide a completed Appendix B to Attachment B for each referenced contract.</p>	TABLE C.M2		RESOURCE CATEGORY	MINIMUM NUMBER OF BILLABLE DAYS	Project Manager – Level 3	3300	Project Manager – Level 2	3960	Project Coordinator – Level 3	3850	Project Administrator – Level 3	3300	Change Management Consultant – Level 3	880		
TABLE C.M2																	
RESOURCE CATEGORY	MINIMUM NUMBER OF BILLABLE DAYS																
Project Manager – Level 3	3300																
Project Manager – Level 2	3960																
Project Coordinator – Level 3	3850																
Project Administrator – Level 3	3300																
Change Management Consultant – Level 3	880																

**1.2 CORPORATE RATED REQUIREMENTS**

Point Rated Criteria		Max Points	Bidder's Response					
			Evaluation Guideline	Cross Reference to Contract				
C.R 1	The Bidder should demonstrate its billable days experience in excess to the minimum Billable Days per category under C.M2	100	<p>The bidders demonstrated "Total Billable Days" provided in response to C.M2 will be used to evaluate this criterion.</p> <p>The bidder will be awarded points as demonstrated in the example evaluation scenario on the left side.</p> <p>In this example, the bidder would score 88.73 points out of a possible 100 points.</p>					
	<b>EXAMPLE EVALUATION SCENARIO</b>							
	<b>BILLABLE DAYS</b>							
					(A)	(B)	(C)	(D)
	RESOURCE CATEGORY				BIDDER'S TOTAL	MINIMUM BILLABLE DAYS IDENTIFIED UNDER C.M2	BILLABLE DAYS IN EXCESS OF C.M2	BIDDER % INCREASE TO A MAXIMUM OF 100 (Rounded to two decimal places)
					(A)	(B)	(C)=(A)-(B)	(D)=(C)/(B)*100
	Project Manager – Level 3				6600	3300	3300	100.00
	Project Manager – Level 2				6900	3960	2940	74.24
	Project Coordinator – Level 3				7500	3850	3650	94.81
	Project Administrator – Level 3				5800	3300	2500	75.76
Change Management Consultant – Level 3	1750	880	870	98.86				
<b>BIDDER SCORE = SUM OF (D) FOR ALL 5 CATEGORIES / 5</b>				88.73				

Point Rated Criteria		Max Point s	Bidder's Response	
			Evaluation Guideline	Cross Reference to Contract
<b>C.R 2</b>	<p>The Bidder should demonstrate its contract experience in supplying 10 resources or more within a period of three consecutive months. The experience must have occurred during the five years prior to the solicitation closing date.</p> <p>To obtain points, the Bidder must:</p> <ol style="list-style-type: none"> <li>1. demonstrate that one or more contracts it has referenced to meet Criteria C.M2 meets the following: <ol style="list-style-type: none"> <li>a. The start date for all 10 resources or more occurred within the same three-month period during the 5 years prior to the solicitation closing date; and</li> </ol> </li> <li>2. provide a completed Appendix C to Attachment B for each contract.</li> </ol>	60	<p>0 points if there are no contracts demonstrating this experience</p> <p>20 points for each contract meeting this criterion, up to a maximum of 60 points.</p>	
<b>MAXIMUM AVAILABLE POINTS</b>		<b>160</b>		
<b>MINIMUM POINTS REQUIRED</b>		<b>96</b>		
<b>POINTS ACHIEVED</b>				
<b>TO BE RESPONSIVE, THE BIDDER MUST OBTAIN A MINIMUM OF 96 POINTS</b>				

**APPENDIX A OF ATTACHMENT B**

**RFP BILLABLE DAYS RESPONSE TABLE**

Bidder Name: \_\_\_\_\_

**By providing a response, the Bidder certifies that billable days provided occurred during the billing period indicated above for ALL of the resource categories listed.**

RESOURCE CATEGORY	NUMBER OF BILLABLE DAYS					TOTAL
	Cross Reference to Contract Reference # _____	Cross Reference to Contract Reference # _____	Cross Reference to Contract Reference # _____	Cross Reference to Contract Reference # _____	Cross Reference to Contract Reference # _____	
	Billing Period: ____/____/____ (dd/mm/y) To ____/____/____ (dd/mm/y) y)	Billing Period: ____/____/____ (dd/mm/y) y) To ____/____/____ (dd/mm/y) y)	Billing Period: ____/____/____ (dd/mm/y) y) To ____/____/____ (dd/mm/y) y)	Billing Period: ____/____/____ (dd/mm/y) y) To ____/____/____ (dd/mm/y) y)	Billing Period: ____/____/____ (dd/mm/y) y) To ____/____/____ (dd/mm/y) y)	
Project Manager – Level 3						
Project Manager – Level 2						
Project Coordinator – Level 3						
Project Administrator – Level 3						
Change Management Consultant – Level 3						

**APPENDIX B OF ATTACHMENT B**

**Note to Bidders:** Bidders may add additional lines to the response template, as required.

Referenced Project #:				
Referenced Project Title:				
Bidder's Name:				
Project Start Date:		Project End Date:		
<b>CUSTOMER/CLIENT REFERENCE CONTACT INFORMATION</b>				
Name of Customer/Client Organization:				
Contact Name:				
Contact's email address:				
Contact's telephone number:				
<b>PROJECT DETAILS</b>				
Description of the services provided under this project:				
<b>RESOURCE DETAILS</b>				
The work billed for each category under this project includes at least 50% of the associated tasks listed in the Statement of Work at Annex A of this bid solicitation for the corresponding category and Level.				
Resource Category and Level	Name of Resource	Number of billable days	Demonstrated tasks delivered under this project	Cross-reference to associated tasks listed in the Statement of Work

**APPENDIX C TO ATTACHMENT B  
ON-BOARDING RESPONSE FORM**

<i>Note to Bidders: Bidders may add additional rows to this response form, as required.</i>
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<b>CONTRACT INFORMATION</b>
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Bidder's Name (as it appears on the Bidder's TBIPS SA):	
Contract # (the number (numerical or alphanumerical) that appears on the contract, assigned by the customer (e.g. EN555-555555)):	

<b>RESOURCE DETAILS</b>
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Resource Number	Resource Category	Name of Resource (first and last)	Resource's Start Date (dd/mm/yyyy)	Resource's End Date (dd/mm/yyyy)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				