



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

Title - Sujet TBIPS_IT Professional Services	
Solicitation No. - N° de l'invitation EN869-161257/A	Amendment No. - N° modif. 006
Client Reference No. - N° de référence du client 20161257	Date 2016-08-03
GETS Reference No. - N° de référence de SEAG PW-\$\$EL-615-30347	
File No. - N° de dossier 615el.EN869-161257	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-08-19	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ghaddab, Nabil	Buyer Id - Id de l'acheteur 615el
Telephone No. - N° de téléphone (873) 469-4984 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

This Solicitation amendment is raised to answer questions received from Bidders and to modify the Solicitation.

QUESTION 1

Reference – Corporate Mandatory Requirement C.M2

Under C.R.1, the Crown is asking for over 13,000 days to score full points for the Project Coordinator and Project Administrator categories combined. Since the Project Administrator and Project Coordinator roles are very similar. Typically on larger contracts, which would be required to substantiate the high number of billable days requested, there is only one of these categories, either a Project Coordinator OR a Project Administrator. Would the Crown please consider reducing the number of days for Mandatory Corporate Requirement C.M2 for these two categories to the following:

Project Coordinator – Level 3 = 1,200 days
Project Administrator – Level 3 = 1,100 days

ANSWER 1

See amendment below.

RFP Amendment:

At Attachment B, Bid Evaluation Criteria, 1.1 Corporate Mandatory Requirements

DELETE: C.M2 in its entirety

INSERT:

Criteria	Mandatory Criteria	Bidder's response	
		Met Y/N	Demonstrated Experience (Bidders to insert data)

Criteria	Mandatory Criteria	Bidder's response															
		Met Y/N	Demonstrated Experience (Bidders to insert data)														
C.M2	<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><tr><th colspan="2">TABLE C.M2</th></tr><tr><th>RESOURCE CATEGORY</th><th>MINIMUM NUMBER OF BILLABLE DAYS</th></tr><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>1200</td></tr><tr><td>Project Administrator – Level 3</td><td>1100</td></tr><tr><td>Change Management Consultant – Level 3</td><td>880</td></tr></table> <p>To be considered responsive to this mandatory criterion:</p> <p>1. The Bidder must demonstrate that the tasks performed by each resource category included at least 50%¹ of the associated tasks listed in Annex A for the same Resource Category under which the Bidder is claiming Billable Days for.</p> <p>¹For evaluation purposes, 50% will be rounded up (e.g. 50% of 17 tasks = 8.5 tasks, which will be rounded up to 9 tasks).</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	1200	Project Administrator – Level 3	1100	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	1200																
Project Administrator – Level 3	1100																
Change Management Consultant – Level 3	880																

At Attachment B, Bid Evaluation Criteria, 1.2 Corporate Rated Requirements

DELETE: C.R1 in its entirety

INSERT:

Point Rated Criteria					Max Points	Bidder's Response		
						Evaluation Guideline	Cross Referer to Contract Reference(s)	
C.R1	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>		
	EXAMPLE EVALUATION SCENARIO							
	BILLABLE DAYS							
	RESOURCE CATEGORY	(A)	(B)	(C)				(D)
		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	2338	1200	1138				94.83
	Project Administrator – Level 3	1933	1100	833				75.72
	Change Management Consultant – Level 3	1750	880	870				98.86
	BIDDER SCORE = SUM OF (D) FOR ALL 5 CATEGORIES / 5							88.73

QUESTION 2

Has a fairness monitor been assigned to this solicitation?

ANSWER 2

No fairness monitor has been assigned to this solicitation.

QUESTION 3

Reference: RFP, Amendment 002, dated 2016-07-15 – C.M2:

“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.....

To be considered responsive to this mandatory criterion:

1. The Bidder must demonstrate that the tasks performed by each named resource included at least 50%¹ of the associated tasks listed in Annex A for the same Resource Category under which the Bidder is claiming Billable Days for.

May we ask the Crown to reconsider having Bidders provide equivalencies for **each named resource**. Considering the amount of Billable Days required for each resource category, this will result in a significant amount of individual named resources to write up for equivalencies – a very large production task. Bidders would need much more time than the current due date allows for this sort of production task.

As Bidder personnel in the same resource category on any contract would be performing the same types of tasking, we request that Bidders prepare an equivalency for the resource category only, rather than for each resource.

ANSWER 3

See amendment included in response to question 1 above.

QUESTION 4

Reference: C.M2 / C.R1 - Billable Days & C.R 2 – on-boarding 10 resources within 3 months in 3 instances

With the large number of Billable Days required by CM.2, C.R1 and the 5-year timeframe limit for awarded contracts used, the Crown can be assured that any Bidder's compliant response to C.M2 and maxing points for C.R1 would include the already demonstrated capacity to “on-board” significant numbers of resources for a new contract (i.e. evidenced by the number of personnel required to generate the number of Billable Days requested, within 5 years, through 5 contracts only).

The combination of the currently stated RFP's 2 requirements (C.M2 & C.R 2) is onerously restrictive to allowing Bidders to meet both requirements simultaneously:

- 1) the choosing of the Bidders' 5 contracts used to demonstrate billable days (C.M2); and additionally,
- 2) the requirement to use three of the 5 contracts used for C.M2 to demonstrate 10 personnel starting in the same 3-month period (C. R2) - *negatively influenced by the norm of initial, slow on – boarding taskings processed for personnel start-up on any new government contract.*

We request that the Crown consider:

- eliminating the C.R2 requirement;
- or reducing the number of start-up personnel required in the same 3-month period from 10 to 5 personnel
- or increase the timeframe for personnel start-up to one year (CR.2).

ANSWER 4

Canada agrees to reduce the number of start-up personnel required in the same 3-month period from 10 to 5 personnel. See amendment below.

RFP Amendment

At Attachment B, Bid Evaluation Criteria, 1.2 Corporate Rated Requirements

DELETE: C.R2 in its entirety

INSERT:

Point Rated Criteria		Max Points	Bidder's Response	
			Evaluation Guideline	Cross Reference to Contract Reference(s)
C.R2	<p>The Bidder should demonstrate its contract experience in supplying 5 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">1. demonstrate that one or more contracts it has referenced to meet Criteria C.M2 meets the following:<ol style="list-style-type: none">a. The start date for all 5 resources or more occurred within the same three-month period during the 5 years prior to the solicitation closing date; and2. provide a completed Appendix C to Attachment B for each contract.	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>	

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED