



## 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> 007
<b>Client Reference No. - N° de référence du client</b> 20161257	<b>Date</b> 2016-08-10
<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</b> <b>at - à 02:00 PM</b> <b>on - le 2016-08-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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:</b> <b>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</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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

### QUESTION 1

We have a follow up to question 4 and answer 4 from Solicitation Amendment 004:

Would Canada please confirm that any category **and level** can be used to demonstrate the required billable days as long as article (a)(iii) of section 3.2 is met to demonstrate the equivalency? Please answer the question since article (a)(iii) of section 3.2 does not address resource level.

### ANSWER 1

Only the category of resource and the description of tasks performed by that resource will be considered to demonstrate the requirement but not the level of the resources. The level of the resources requested remains unchanged.

### QUESTION 2

**With regards to the rated criteria C.R2:**

The crown indicates that in order to score maximum points (60), bidders must demonstrate 3 separate contracts (for 20 Points each), that have been referenced in C.M2 on which the bidders have 5 resources that had a start date all within the same three month period.

If a bidder is able to satisfy both the minimum billable days of C.M2 as well as the maximum billable days in excess of C.M2 asked for in C.R1 with ONE contract (rather than three contracts), would the crown accept and award maximum points to a bidder demonstrating 15 or more resources whose start date all occur within the same 3 month period on one contract?

### ANSWER 2

Agreed. 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)

Point Rated Criteria	Max Points	Bidder's Response	
		Evaluation Guideline	Cross Reference to Contract Reference(s)
<b>C.R2</b>			
<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"> <li>demonstrate that one or more contracts it has referenced to meet Criteria C.M2 meets the following: <ol style="list-style-type: none"> <li>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; and</li> </ol> </li> <li>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 or 60 points for one contract demonstrating this experience.</p>	

### QUESTION 3

The corporate requirements are extremely difficult for any one company to meet, (i.e., the number of billable days required to score full points for C.R1), which seriously restricts the respondents to only one or two very large companies. In the spirit of Public Services and Procurement Canada (PSPC)'s focus on Canadian small to medium enterprises (SME), and in particular, as extracted from PSPC's Office of Small and Medium Enterprise (OSME) website, the OSME focuses on helping firms like ourselves address key challenges and constraints in reducing barriers that prevent SMEs from participating in federal procurement. In the interest of allowing more competitive responses from smaller suppliers, would the Crown allow the Bidder to combine corporate capabilities with other companies, with one (1) acting as the Prime Bidder, so that together they can meet the corporate requirements while not pooling our abilities to satisfy a single technical criteria?

### ANSWER 3

The legal entities pre-qualified as SA holders under TBIPS Tier 2 are the only legal entities permitted to respond to this RFP. No new Joint Ventures (JVs) established solely for the purpose of responding to this RFP will be considered. JVs and legal entities must qualify as SA holders first and must follow the JVs rules on combining and demonstrating experience in order to be considered. However to allow a greater competition, the RFP is amended as follows:

#### 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)													
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.															
	<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>2200</td></tr><tr><td>Project Manager – Level 2</td><td>2640</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>		TABLE C.M2		RESOURCE CATEGORY	MINIMUM NUMBER OF BILLABLE DAYS	Project Manager – Level 3	2200	Project Manager – Level 2	2640	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	2200														
	Project Manager – Level 2	2640														
	Project Coordinator – Level 3	1200														
	Project Administrator – Level 3	1100														
	Change Management Consultant – Level 3	880														
	To be considered responsive to this mandatory criterion:															
1. The Bidder must demonstrate that the tasks performed by each resource category 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.																
<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).																
The Bidder must provide a completed Appendix A to Attachment B; and																
The Bidder must provide a completed Appendix B to Attachment B for each referenced contract.																

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 Referen 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	4400	2200	2200				100.00
	Project Manager – Level 2	4600	2640	1960				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 4**

Reference C.M2 RFP Amendment 6, Answer 3

Answer 3 has amended the wording of C.M2 to remove the requirement to identify the named resources. When completing Appendix B to Attachment B should Bidders delete the "Name of Resource" column or just leave it blank.

#### **ANSWER 4**

Appendix B to Attachment B must be completed in full including the "Name of Resource" column. This information will be used should Canada decide to verify it.

#### **QUESTION 5**

Given the workload required, we would like to ask that the Crown please consider an extension to the bid closing date.

#### **ANSWER 5**

Canada has reviewed the question and the RFP is amended accordingly.

#### **RFP Amendment**

##### **At page 1 of the RFP**

**DELETE:** Solicitation closes at 02:00 PM on 2016-08-19

**INSERT:** Solicitation closes at 02:00 PM on 2016-08-29

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**