RFP IC183215 – P.10 Project Scheduler and B.14 Technical Writer – L3

Questions Received

#1- Do either or both resources being proposed need to be bilingual (English and French)?

Both resources must be bilingual.

#2- Would Canada consider awarding points in PR6, for an ITIL certification as an "other recognized Project Management Professional certification" as it enhances the knowledge of Project Schedulers who work on IT development and service delivery processes? ITIL is directly related to project scheduling tasks such as the development of schedule version control processes/policies/procedures and monitoring duties to ensure that these processes/policies/procedures are followed within the project.

Yes the Crown recognizes the ITIL certificate as a valid certification for these functions for a total of one (1) point.

#3- In order to closer align the experience of the Technical Writer and the Project Scheduler, would the client consider accepting projects that are 6 months in duration instead of 1 year for the Project Scheduler rated criteria?

No, the Crown considers that the depth and breadth of experience that would normally be associated with the performance of the duties as a major function within the same environment (project) is one year.

#4- With respect to the subject solicitation, we request the Crown's consideration in granting another 1-week extension past the current January 27th closing date to enable Bidders additional time to respond to this RFP.

In light of the number of questions received on Friday, January 20th, 2017; the Crown will grant a one week extension. The new closing date is February 3rd, 2016.

#5- The first bullet for PR2 for the Project Scheduler states "maintaining an overall program schedule (with minimum of 5 projects)". Do the 5 projects refer to a minimum of 5 projects within the program, or are we to demonstrate that the resource has 5 projects maintaining program schedules?

It must be demonstrated that the resource has experience maintaining a program schedule containing a minimum of 5 projects related to the program itself.

#6- We are kindly requesting from the Crown consideration for a two (2) week extension to allow us the opportunity to provide a compliant and quality submission for this opportunity.

Due to the nature of this project, the Crown will grant a one week extension with a new closing date of February 3rd, 2016.

#7- Seeking clarification further to the Technical Writer, Level 3 role, specific to PR1 and the following items:

- Writing program plans;
- Writing program business cases
- Writing program benefits realization document
- Writing program resourcing strategy and plan documents
- Etc.

Are the above items to be viewed as being "*all required*" within each project referenced, **OR** are they to be viewed as "and/or", that is the first two items can appear in one project reference, while the last two items can appear in the second project reference; up to and including a combination of any four in any of the references provided? As well, when the Crown uses the term "Etc.", what is the intent of this term?

It must be clearly demonstrated that the resource has already produced these documents in one or more programs and is consistent with the duration of the work performed in a project (minimum of 6 months) and a budget of $500k and more.

The listed documents are essential program transformation documentations. Other programme information documents identified as « Etc. » as per Managing Successful Program (MSP) methodology in the bid include:

- Programme Brief,
- Programme definition,
- Vision Statement,
- Benefit profile,
- Map Realisation Plan,
- Blueprint,
- Quality Strategy Plan,
- Projects Dossier.

#8- In regards to PR6, would the Crown accept a Certified Management Consultant certification?

Yes, the Crown will accept a CMC certification for a total of one (1) point.

#9- In regards to PR6, will the Crown accept a *Masters in Project Management*? If so, how many points will be allocated?

Yes, the Crown will accept the Masters in Project Management for a total of one (1) point.

#10- Question to clarify Q&A #7:

Can the Crown please confirm that the following items do not need to be in every project referenced and that a combination of any of the following documents over 4 projects would score maximum points?

· Writing program plans
· Writing program business cases
· Writing program benefits realization document
· Writing program resourcing strategy and plan documents
· Etc.

The Crown expects that the bidder will clearly identify the documents the resource has delivered at a program level. The deliverables can be different from one project to the other. The Crown expects to obtain details about the program for which the resource was assigned to. Program documents are different from project documentation.