



IC401664 – TSPS 2.1 Business Analyst – L3

AMENDMENT #4:

In light of the change of RT1, this amendment is needed to extend the closing period of this RFP:

DELETE:

| | |
|--|---|
| Title – Sujet Business Analysis to Assist in Digital Transformation | |
| Solicitation No. – N° de l’invitation IC 401664 | Date February 28th , 2017 |
| Client Reference No. – N° référence du client | |
| GETS Reference No. – N° de reference de SEAG | |
| File No. – N° de dossier | CCC No. / N° CCC - FMS No. / N° VME |
| Solicitation Closes – L’invitation prend fin at 2:00PM on March 23rd , 2017 à 14h00, le 23 mars 2017 | Time Zone Fuseau horaire Eastern Standard Time EST |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Inquiries to : - Adresser toutes questions à: | Buyer Id – Id de l’acheteur |
| Stephanie Cleroux | |
| Telephone No. – N° de téléphone : 613-998-4287 | Email address – adresse courriel Stephanie.cleroux2@canada.ca |
| Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein | |

INSERT:

| | |
|--|---|
| Title – Sujet Business Analysis to Assist in Digital Transformation | |
| Solicitation No. – N° de l’invitation IC 401664 | Date February 28th , 2017 |
| Client Reference No. – N° référence du client | |
| GETS Reference No. – N° de reference de SEAG | |
| File No. – N° de dossier | CCC No. / N° CCC - FMS No. / N° VME |



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|--|--|---|
| Solicitation Closes – L'invitation prend fin at 2:00PM on March 31st, 2017 à 14h00, le 31 mars 2017 | | Time Zone Fuseau horaire Eastern Standard Time EST |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/> | | |
| Address Inquiries to : - Adresser toutes questions à: | | Buyer Id – Id de l'acheteur |
| Stephanie Cleroux | | |
| Telephone No. – N° de téléphone : | Email address – adresse courriel | |
| 613-998-4287 | Stephanie.cleroux2@canada.ca | |
| Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein | | |

***** All other terms and conditions remain the same*****

AMENDMENT #3:

This amendment is needed to remove MT2 and RT1 in their entirety and replace them with the following:

REMOVE:

| | |
|------------|--|
| MT2 | <p>a) Senior (level 3) Business Analyst:</p> <p>The bidder must demonstrate that their proposed Senior (level 3) Business Analyst resource has a minimum of five (5) years of experience in advising Senior Management (Director or above) on project issues affecting the organization's ability to achieve the project's business objectives.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary (ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> - Tasks performed by the proposed resource; - Responsibilities of the proposed resource; - Start and end dates of the project; - Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed. <p>b) ** Intermediate (level 2) Business Analyst</p> <p>The bidder must demonstrate that their proposed Intermediate (level 2)</p> |
|------------|--|



| | |
|--|--|
| | <p>Business Analyst resource has a minimum of two (2) years of experience in advising Senior Management (Director or above) on project issues affecting the organization's ability to achieve the project's business objectives.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary (ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none">- Tasks performed by the proposed resource;- Responsibilities of the proposed resource;- Start and end dates of the project;- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed |
|--|--|

INSERT:

| | |
|------------|--|
| MT2 | <p>a) Senior (level 3) Business Analyst:</p> <p>The bidder must demonstrate that their proposed Senior (level 3) Business Analyst resource has a minimum of five (5) years of experience in advising Senior Management (Manager {CS04-05}, Director or above) on project issues affecting the organization's ability to achieve the project's business objectives.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary (ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none">- Tasks performed by the proposed resource;- Responsibilities of the proposed resource;- Start and end dates of the project;- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed. <p>b) ** Intermediate (level 2) Business Analyst</p> <p>The bidder must demonstrate that their proposed Intermediate (level 2) Business Analyst resource has a minimum of two (2) years of experience in advising Senior Management (Manager {CS04-05}, Director or above) on project issues affecting the organization's ability to achieve the project's business objectives.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary (ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none">- Tasks performed by the proposed resource;- Responsibilities of the proposed resource;- Start and end dates of the project;- Client name and contact information (organization, contact name, title and |
|------------|--|



| | |
|--|--|
| | telephone number of the reference) for whom the work was performed |
|--|--|

REMOVE:

| | | |
|------------|--|-----------|
| RT1 | <p>a) Senior (level 3) Business Analyst:</p> <p>Further to Mandatory Requirement 11.4, the Bidder's proposed Senior (level 3) Business Analyst will be awarded points for years of experience over and above the minimum ten (10) years of experience. Five (5) points will be given for each 5-year increment:</p> <ul style="list-style-type: none"> • 10+-15 years = 10 pts • 15+-20 years = 15 pts • 20+ years = 20 points <p>To demonstrate this additional experience the Bidder is to provide a/or project summary(ies).</p> <p>Each project summary submitted should provide the following information:</p> <ul style="list-style-type: none"> - Tasks performed by the proposed resource; - Responsibilities of the proposed resource; - Start and end dates of the project; - Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed. | 20 points |
|------------|--|-----------|

INSERT:

| | | |
|------------|--|-----------|
| RT1 | <p>a) Senior (level 3) Business Analyst:</p> <p>The proposed resource should have recent* demonstrated professional work experience as a Senior Business Analyst in digital transformation projects providing guidance, recommendations and support such as:</p> <ul style="list-style-type: none"> • Developing multi-year service management strategies; • Establishing integrated Digital Roadmaps; • Aligning digital transformation initiatives; and • Deploying pilots <p style="text-align: center;"> 5+ projects = 20 points 4-5 projects = 15 points 3-4 projects = 10 points 1-2 project = 5 points </p> | 20 points |
|------------|--|-----------|



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| | <p><i>* recent is defined as the last 5 years</i></p> <p>The proposed resource must have a continuous (full time equivalent) work effort duration of six (6) months or greater for each given project and the project budget must be greater than \$500K.</p> <p>Each project summary submitted should provide the following information:</p> <ul style="list-style-type: none"> - Tasks performed by the proposed resource; - Responsibilities of the proposed resource; - Start and end dates of the project; - Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed. | |
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***** All other terms and conditions remain the same*****

AMENDMENT #2:

This amendment is needed to change the closing date to March 23, 2017:

REMOVE:

| | |
|--|---|
| Title – Sujet Business Analysis to Assist in Digital Transformation | |
| Solicitation No. – N° de l’invitation IC 401664 | Date February 28th, 2017 |
| Client Reference No. – N° référence du client | |
| GETS Reference No. – N° de reference de SEAG | |
| File No. – N° de dossier | CCC No. / N° CCC - FMS No. / N° VME |
| Solicitation Closes – L’invitation prend fin at 2:00PM on March 16th, 2017 à 14h00, le 16 mars 2017 | Time Zone Fuseau horaire Eastern Standard Time EST |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Inquiries to : - Adresser toutes questions à: | Buyer Id – Id de l’acheteur |
| Stephanie Cleroux | |
| Telephone No. – N° de téléphone : 613-998-4287 | Email address – adresse courriel Stephanie.cleroux2@canada.ca |



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| Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein |
|--|

INSERT:

| | |
|--|---|
| Title – Sujet Business Analysis to Assist in Digital Transformation | |
| Solicitation No. – N° de l’invitation IC 401664 | Date February 28th , 2017 |
| Client Reference No. – N° référence du client | |
| GETS Reference No. – N° de reference de SEAG | |
| File No. – N° de dossier | CCC No. / N° CCC - FMS No. / N° VME |
| Solicitation Closes – L’invitation prend fin at 2:00PM on March 23rd , 2017 à 14h00, le 23 mars 2017 | Time Zone Fuseau horaire Eastern Standard Time EST |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Inquiries to : - Adresser toutes questions à: | Buyer Id – Id de l’acheteur |
| Stephanie Cleroux | |
| Telephone No. – N° de téléphone : 613-998-4287 | Email address – adresse courriel Stephanie.cleroux2@canada.ca |
| Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein | |

****All other terms and conditions remain the same****

AMENDMENT #1:

This amendment is needed to change the following:

Under Part 1 – General Information:



REMOVE:

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, Task Authorization Form, Sample MS Office Excel Spreadsheet for Period Usage Reports – Contracts with TAs.

INSERT:

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, Sample MS Office Excel Spreadsheet for Period Usage Reports – Contracts with TAs.

Under Attachment 1 to Part 3 – Pricing Schedule:

REMOVE:

SECTION I – Business Analyst (Level 3)

A.CONTRACT PERIOD:

| | | | Initial Contract Period (One (1) year from date of contract award) | | |
|---|--------------------|---------------------------|---|---------------------------|---------------------------|
| | (B) | (C) | (D) | (E) | (F) |
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | Total Cost D xE |
| 2.1 Business Analyst | Level 3 | | 150 | \$ | \$ |
| Total Estimated Initial Contract Cost: | | | | | \$ |

B. OPTION PERIODS:

| | | | Option Period 1 (Duration: one (1) year period) | | |
|--|--------------------|---------------------------|--|---------------------------|---------------------------|
| | (B) | (C) | (D) | (E) | (F) |
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | Total Cost D xE |
| 2.1 Business Analyst | Level 3 | | 150 | \$ | \$ |
| Total Estimated Option Period 1 Cost: | | | | | \$ |
| | | | Option Period 2 (Duration: one (1) year period) | | |



| | (B) | (C) | (D) | (E) | (F) |
|--|--------------------|---------------------------|----------------|---------------------------|-----------------|
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | Total Cost D xE |
| 2.1 Business Analyst | Level 3 | | 150 | \$ | \$ |
| Total Estimated Option Period 2 Cost: | | | | | \$ |

**Option Period 3
(Duration: one (1) year period)**

| | (B) | (C) | (D) | (E) | (F) |
|--|--------------------|---------------------------|----------------|---------------------------|-----------------|
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | Total Cost D xE |
| 2.1 Business Analyst | Level 3 | | 150 | \$ | \$ |
| Total Estimated Option Period 3 Cost: | | | | | \$ |

**Option Period 4
(Duration: one (1) year period)**

| | (B) | (C) | (D) | (E) | (F) |
|--|--------------------|---------------------------|----------------|---------------------------|-----------------|
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | Total Cost D xE |
| 2.1 Business Analyst | Level 3 | | 150 | \$ | \$ |
| Total Estimated Option Period 4 Cost: | | | | | \$ |

C. BIDDER'S TOTAL EVALUATED PRICE : \$ _____
(Total of A. Contract period + B. Option periods)

INSERT:

SECTION I – Business Analyst (Level 3)

A. CONTRACT PERIOD:

**Initial Contract Period
(One (1) year from date of contract award)**

| | (B) | (C) | (D) | (E) | (F) |
|--|-----|-----|-----|-----|-----|
| | | | | | |



| Category of Personnel | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | Total Cost D xE |
|---|--------------------|---------------------------|----------------|---------------------------|---------------------------|
| 2.1 Business Analyst | Level 3 | | 150 | \$ | \$ |
| Applicable Taxes | | | | | |
| Total Estimated Initial Contract Cost: | | | | | \$ |

B. OPTION PERIODS:

| | | | | | Option Period 1 (Duration: one (1) year period) |
|--|--------------------|---------------------------|----------------|---------------------------|--|
| | (B) | (C) | (D) | (E) | (F) |
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | Total Cost D xE |
| 2.1 Business Analyst | Level 3 | | 150 | \$ | \$ |
| Applicable Taxes | | | | | |
| Total Estimated Option Period 1 Cost: | | | | | \$ |

| | | | | | Option Period 2 (Duration: one (1) year period) |
|--|--------------------|---------------------------|----------------|---------------------------|--|
| | (B) | (C) | (D) | (E) | (F) |
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | Total Cost D xE |
| 2.1 Business Analyst | Level 3 | | 150 | \$ | \$ |
| Applicable Taxes | | | | | |
| Total Estimated Option Period 2 Cost: | | | | | \$ |

| | | | | | Option Period 3 (Duration: one (1) year period) |
|--|--------------------|---------------------------|----------------|---------------------------|--|
| | (B) | (C) | (D) | (E) | (F) |
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | Total Cost D xE |
| 2.1 Business Analyst | Level 3 | | 150 | \$ | \$ |
| Applicable Taxes | | | | | |
| Total Estimated Option Period 3 Cost: | | | | | \$ |



| | | | Option Period 4 (Duration: one (1) year period) | | |
|--|--------------------|---------------------------|--|---------------------------|-----------------|
| | (B) | (C) | (D) | (E) | (F) |
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | Total Cost D xE |
| 2.1 Business Analyst | Level 3 | | 150 | \$ | \$ |
| Applicable Taxes | | | | | |
| Total Estimated Option Period 4 Cost: | | | | | \$ |

C. BIDDER'S TOTAL EVALUATED PRICE : \$ _____
 (Total of A. Contract period + B. Option periods)

Under Part 3 – Bid Preparation Instructions:

REMOVE:

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - and
 - b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:
 Street Number / Street Name, Unit / Suite / Apartment Number
 City, Province, Territory / State
 Postal Code / Zip Code
 Country

INSERT:

Section IV: Additional Information



In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person’s mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - c) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;

Under Attachment 2 to Part 4 – Technical Criteria:

REMOVE:

| Number | Mandatory Technical Criterion (MT) |
|--------|---|
| MT1 | <p>a) Senior (level 3) Business Analyst:</p> <p>The bidder must provide the curriculum vitae (CV) of their proposed Senior (level 3) Business Analyst. The CV must demonstrate that the proposed resource meets the minimum mandatory requirements (educational, professional designations and work experience) as per the flexible grid found in Table 1 below, for the following resource category: Business Analyst Consultant (Level 3).</p> <p>b) ** Intermediate (level 2) Business Analyst</p> <p>The bidder must provide the curriculum vitae (CV) of their proposed Intermediate (level 2) Business Analyst. The CV must demonstrate that the proposed resource meets the minimum mandatory requirements (educational, professional designations and work experience) as per the flexible grid found in Table 1 below, for the following resource category: Business Analyst Consultant (Level 2).</p> |

INSERT:

| Number | Mandatory Technical Criterion (MT) |
|--------|---|
| MT1 | <p>a) Senior (level 3) Business Analyst:</p> <p>The bidder must provide the curriculum vitae (CV) of their proposed Senior (level 3) Business Analyst. The CV must demonstrate that the proposed resource meets the minimum mandatory requirements (educational, professional designations and work experience) as per the flexible grid found in Attachment 1 to Part 4 – TSPS Flexible Grid, for the following resource category: Business Analyst Consultant (Level 3).</p> |



| | |
|--|---|
| | <p>b) ** Intermediate (level 2) Business Analyst</p> <p>The bidder must provide the curriculum vitae (CV) of their proposed Intermediate (level 2) Business Analyst. The CV must demonstrate that the proposed resource meets the minimum mandatory requirements (educational, professional designations and work experience) as per the flexible grid found in Attachment 1 to Part 4 – TSPS Flexible Grid, for the following resource category: Business Analyst Consultant (Level 2).</p> |
|--|---|

REMOVE:

| Point Rated Technical Criteria (RT) and Scores | | Maximum Number of Points |
|--|---|--------------------------|
| RT1 | <p>a) Senior (level 3) Business Analyst:</p> <p>Further to Mandatory Requirement 11.4, the Bidder's proposed Senior (level 3) Business Analyst will be awarded points for years of experience over and above the minimum ten (10) years of experience.</p> <p>Five (5) points will be given for each 5-year increment:</p> <ul style="list-style-type: none"> • 10+-15 years = 10 pts • 15+-20 years = 15 pts • 20+ years = 20 points <p>To demonstrate this additional experience the Bidder is to provide a/or project summary(ies).</p> <p>Each project summary submitted should provide the following information:</p> <ul style="list-style-type: none"> - Tasks performed by the proposed resource; - Responsibilities of the proposed resource; - Start and end dates of the project; - Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed. | 20 points |

INSERT:

| Point Rated Technical Criteria (RT) and Scores | | Maximum Number of Points |
|--|---|--------------------------|
| RT1 | <p>a) Senior (level 3) Business Analyst:</p> <p>Further to Mandatory Requirement MT1, the Bidder's proposed Senior (level 3) Business Analyst will be awarded points for years of experience over and above the minimum ten (10) years of experience.</p> <p>Five (5) points will be given for each 5-year</p> | 20 points |



| | | |
|--|--|--|
| | <p>increment:</p> <ul style="list-style-type: none">• 10+-15 years = 10 pts• 15+-20 years = 15 pts• 20+ years = 20 points <p>To demonstrate this additional experience the Bidder is to provide a/or project summary(ies).</p> <p>Each project summary submitted should provide the following information:</p> <ul style="list-style-type: none">- Tasks performed by the proposed resource;- Responsibilities of the proposed resource;- Start and end dates of the project;- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed. | |
|--|--|--|

*****ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME*****