



## RFP IC 401664

### TSPS 2.1 Business Analysts – L3

#### Questions Received

##### **Question 1**

Page 5 – Section 1.1 – 2<sup>nd</sup> last paragraph indicates there is a Task Authorization Form in the Annexes however the document has not been included in RFP. Can ISED please forward a copy of this Annex?

The reference to the Task Authorization Annex has been removed as the forms are no longer being used. Please see the Amendment #1 document attached to the NPP on Buy and Sell.

##### **Question 2**

Page 11 – Section II – Financial Bid indicates Applicable Taxes must be shown separately however there is no place in the Pricing Schedule (Attachment 1 to Part 3) to provide this information. Can Bidders add a line item under the Bidder's Total Evaluated Price to provide this information?

The Pricing Schedule has been modified to include the tax calculations. Please see the Amendment #1 document attached to the NPP on Buy and Sell.

##### **Question 3**

Page 12 – Section IV – Additional Information - item 5b states: For each proposed location of work performance or document safeguarding, the address containing the information below. Can item 5b be removed as neither the Security Requirements (Section 7.3) nor the SRCL (Annex C) indicate Safeguarding applies to this requirement?

Item 5b has been removed from the solicitation document. Please see the Amendment #1 document attached to the NPP on Buy and Sell.

##### **Question 4**

Page 20 – MT1 is referencing a Table 1 however there is no Table 1 in the in RFP. Can ISED please provide a copy of Table 1?

The reference to the Table 1 in MT1 has been replaced with Attachment 1 to Part 4, TSPS Flexible Grid. Please see the Amendment #1 document attached to the NPP posted on Buy and Sell.



### **Question 5**

Page 25 – RT1 is referencing Mandatory Requirement 11.4 however there is no mandatory requirement 11.4 in the RFP. Can ISED please identify which mandatory requirement should be referenced in RT1?

The reference has been removed. Please see the Amendment #1 document attached to the NPP posted on Buy and Sell.

### **Question 6**

In a couple of the mandatory and point rated criteria Bidders are being asked to demonstrate over 10 years of experience. Providing client contact information for every project used to substantiate a resource's experience (especially after 2 years) is extremely difficult as some of these references may have changed positions or retired all together. Would the Crown remove this requirement completely from the Mandatory and Point Rated Criteria and allow Bidders to provide 3 customer references for similar work experience in its place?

The Crown will not remove this requirement. Bidders are to provide the name of the Project Authority under each project cited.

### **Question 7**

Are the requested services for the above referenced solicitation currently being provided or have they been provided previously?

No, this is a new requirement.

### **Question 8**

With regards to the rated requirement for RT4:

*The Bidder should provide project(s) summary (ies) that demonstrates that their proposed Senior (level 3) Business Analyst resource has experience in consulting with non-federal government jurisdictions.*

*Points will be allocated as follows:*

- One provincial/ territorial/ aboriginal/ state government project= 5 pts*
- Two or more provincial/territorial/ aboriginal/state governments projects = 10 pts*

Please confirm that the crown will accept experience with crown corporations for this criterion as well?



Provincial/Territorial crown corporations are acceptable. Federal crown corporations will not be accepted for this criterion.

### **Question 9**

In regards to RT1:

*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:*

- *10+-15 years = 10 pts*
- *15+-20 years = 15 pts*
- *20+ years = 20 points*

Considering this is already a Senior level BA Resource requirement, if the Crown can consider deleting it, this would still satisfy the level of resource requested without affecting the result of the evaluation.

Alternately, if points were to be re-adjusted, perhaps a more realistic scale would work best. For full points, the BA would need to show 30 years of experience (with References) to be compliant.

The Crown has determined that the criterion will remain as is.

### **Question 10**

Please confirm if the Crown can accommodate modifying RT5 to also include CBAP - Certified Business Analysis Professional accreditation.

The crown will accept the CBAP - Certified Business Analysis Professional accreditation under accreditations from the International Institute of Business Analysis.

### **Question 11**

Noting the "as and when requested basis" and the 150 days per year specified in the Pricing Schedule we respectfully ask for additional information about the near-term intended use of the contract. High quality Senior Business Analysts who would meet the requirements outlined in the RFP tend to remain engaged on a full-time basis on longer term projects and thus firms might be challenged to maintain continuity of a single resource to be available for shorter-term "as and when requested"-type work over a period of 5 years. Is there likely to be a full time requirement for at least several months shortly after contract award for which we should ensure that our resource is available? Any details about the intended or estimated usage patterns of the resulting contract - especially in the first year - would be greatly appreciated.



We will have 2 months of initial work for the consultant. While the team is quite busy, we have no intended or estimated usage patterns developed beyond that time.

### **Question 12**

Given the short RFP posting period and the fact that it currently closes during the middle of the Ontario school March Break when many staff and consultants are on vacation, we respectfully request an extension of the RFP closing date by 3 business days to Tuesday, March 21st.

The extension has been approved for one additional week. Please see Amendment #2 document attached to this NPP.

### **Question 13**

With regards to RT4, the question asks for experience in consulting with non-federal government jurisdictions. Will the Crown please confirm that full points will be awarded for providing projects carried out within federal organizations that involved consultation with non-federal government jurisdictions (such as provincial/territorial/aboriginal/state governments)?

The Crown will not accept projects carried out within a federal organization.

### **Question 14**

Would the Crown please consider revising MT2: to include experience advising to Director **or** **Manager level (CS4/5)** employees on project issues affecting the organizations ability to achieve the project's business objectives. Many GoC departments and agencies have differing organizational structures, some of which include few Director titled roles and many Manager/Chief/Lead roles (CS4/5). The current wording of the solicitation's requirement precludes Sr. Business Analyst whom satisfies all other criteria from being proposed on this work despite being within their domain (Enterprise Service Management/Digital Workplace), and thus does not provide the best value for the Crown.

The Crown accepts the change. Please see the Amendment #3 document attached to this NPP.

### **Question 15**

Would the Crown please consider revising the project reference's requirement for all cited projects to include only projects in the last 5 years? In its current form, this request requires resources to validate and provide references for project's 10+ years ago for the Mandatories, and 20+ years ago for rated requirement RT1. The process of reaching out to and confirming project references for 6-20 years ago would provide little no value over current more recent and applicable project references. The process is time consuming for candidates and references in addition to being near impossible to satisfy as the majority of project/client references from 6-20 years ago have likely retired, or have moved to new roles or organizations.



The Crown has revised this criterion in its entirety. Please see the Amendment #3 document attached to this NPP.

### **Question 16**

The SOW for this RFP states: "Digital transformation is about using technology to make government information and services better for Canadian businesses (e.g., simpler, more client-centric and faster)." Given the nature of this transformation and the connection with private sector organizations, resources with private sector experience would provide relevant insight to the project. Given this, would the Crown please confirm that private sector projects will be accepted in response to RT4.

The Crown will not accept projects performed in the private sectors.

### **Question 17**

Would the crown consider a municipal government position as meeting the requirements for "consulting with non-federal government jurisdictions"?

The Crown will accept municipal experience.

### **Question 18**

Would the client consider awarding points in RT5 to a candidate who possesses a PMP certification?

The Crown will not accept a PMP Certification.

### **Question 19**

RT4 requests project summaries for non-federal government jurisdictions. Consultants with experience working with governments internationally on digital transformation would provide valuable experience for this project. Will the Crown please confirm that similar projects (i.e. advising on using technology to make government information and services better for businesses) with international government clients will be accepted in response to RT4?

The Crown will accept international Government clients.

### **Question 20**

MT2-MT8 do not specify a jurisdictional requirement for the project summaries. Will the Crown please clarify if non-federal government projects (e.g. federal organization, provincial/ territorial/ aboriginal government, international governments) will be accepted in response to all the mandatory criteria.



Industry  
Canada

Industrie  
Canada

Yes, the Crown will accept them.

### **Question 21**

Many high quality business analysts will be currently engaged in similar projects that are very relevant to the requirement of this RFP. Will the Crown clarify that they will accept project summaries with a future end date in response to the mandatory and rated criteria?

We will accept current projects, calculating the length of the experience to the current date. Experience will not be counted for work to be performed in the future.

### **Question 22**

The revised requirement for RT1 notes the BA should have “**\*recent** demonstrated experience in digital transformation projects...” recent is noted as within the last 5 years. However, to score maximum points of 20, the current scoring schema requests “5+ projects” for full points. While “4-5 projects” provides for 15 points.

1a) As such, could the crown please clarify if RT1 requires 6 or more projects in order to obtain 20 points?

Yes, 6 projects are required to score 20 points

1b) Could the crown further clarify if all 6 substantiated project for this requirement are expected to be within the last 5 years? We believe this would not provide the best value to the Crown as it would be highly unusual for a *successful* senior BA in the GoC to have been engaged on so many successive short projects within a 5 year time frame as contract engagements in the GoC are typically 1 year in length, with many GoC projects durations being much longer. We respectfully request a more practical timeframe and suggest one of “within the last 10 years” for proper demonstration of 5+ project engagements.

The Crown will change the requirement to the last 10 years. Please see Amendment document #5 attached to this NPP.

### **Question 23:**

Does the Crown have a preference on the resource’s method of substantiation for “project summary(ies)”? For example: can the project summary details be included within the resource’s CV and referenced in the requirement grid response (e.g. project header details and page number)?

The experience must be demonstrated in the c.v.; the projects title and page reference should be in the evaluation grid.



#### **Question 24**

Would the Crown please confirm if it would be willing to accommodate modifying RT5 to also include a relevant certification such as a ITIL Version 3 Expert Certificate and/or a ITIL Service Management Certificate in consideration of the nature of work within the SOW and the focus of some requirements (E.g. multi-year service management strategies etc.)?

The Crown will not accept an ITIL certificate.

#### **Question 25**

Would the client accept the following degrees for RT5?

- University Master's Certificate in Business Analysis (2015) and another one, a University Master's Certificate in Project Management (2005)

The Crown will not accept these certificates.

#### **Question 26**

Can you please enumerate the accepted accreditations from the International Institute of Business Analysis?

They can be found at the following link: <https://www.iiba.org/>