

## IC401664 – TSPS 2.1 Business Analyst – L3

## AMENDMENT #5:

This amendment is needed to remove PR1 in its entirety and replace it with the following:

#### **INSERT:**

	a) Senior (level 3) Business Analyst:	
	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:	
	<ul> <li>Developing multi-year service management strategies;</li> <li>Establishing integrated Digital Roadmaps;</li> <li>Aligning digital transformation initiatives; and</li> <li>Deploying pilots</li> </ul>	
RT1	6+ projects = 20 points 4-5 projects = 15 points 3-4 projects = 10 points 1-2 project = 5 points	20 points
	* recent is defined as the last 10 years	
	The proposed resource must have a continuous (full time equivalent) work effort duration of six (6) months or greater for each given project <u>and</u> the project budget must be greater than \$500K.	
	Each project summary submitted should provide the following information:	
	<ul> <li>Tasks performed by the proposed resource;</li> <li>Responsibilities of the proposed resource;</li> <li>Start and end dates of the project;</li> <li>Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul>	

### **DELETE:**

RT1 a) Senior (level 3) Business Analyst: 20 points			
	RT1	a) Senior (level 3) Business Analyst:	20 points



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:	
<ul> <li>Developing multi-year service management strategies;</li> <li>Establishing integrated Digital Roadmaps;</li> <li>Aligning digital transformation initiatives; and</li> <li>Deploying pilots</li> </ul>	
5+ projects = 20 points 4-5 projects = 15 points 3-4 projects = 10 points 1-3 project = 5 points	
* recent is defined as the last 5 years	
The proposed resource must have a continuous (full time equivalent) work effort duration of six (6) months or greater for each given project <u>and</u> the project budget must be greater than \$500K.	
Each project summary submitted should provide the following information:	
<ul> <li>Tasks performed by the proposed resource;</li> <li>Responsibilities of the proposed resource;</li> <li>Start and end dates of the project;</li> <li>Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul>	

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

## **AMENDMENT #4:**

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

## **DELETE:**



Business Analysis to Assist in	n Digita		ation	
Solicitation No. – N° de l'invitation IC 401664	Solicitation No. – N° de l'invitation IC 401664			017
Client Reference No. – N° référence	ce du cli	ent		
GETS Reference No. – N° de refer	ence de	SEAG		
File No. – N° de dossier	CCC No	o. / N° CCC -	FMS N	o. / N° VME
Solicitation Closes – L'invitation prend fin at 2:00PM on March 23 <sup>rd</sup> , 2017Time Zone Fuseau horaire Eastern Standard				
à 14h00, le 23 mars 2017 Time EST				
Plant-Usine: Destination:				
Address Inquiries to : - Adresser toutes questions à: Buyer Id – Id de l'acheteur Stephanie Cleroux				
Telephone No. – N° de téléphone	: E	mail address	s – adre	sse courriel
613-998-4287 <u>Stephanie.cleroux2@canada.ca</u>				
Destination – of Goods, Services, Destination – des biens, services See Herein				

Title – Sujet				
Business Analysis to Assist in Di	gital Transform	nation		
Solicitation No. – N° de l'invitation     Date       IC 401664     February 28 <sup>th</sup> , 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 Time Zone				
at 2:00PM on March 31st, 2017		Fuseau horaire		
à 14h00, le 31 mars 2017		Eastern Standard Time EST		
F.O.B F.A.B. Plant-Usine: Destination: Other-Autre: D				
Address Inquiries to : - Adresser toutes questions à: B		Buyer Id – Id de l'acheteur		
Stephanie Cleroux				
Telephone No. – N° de téléphone :	Email address	s – adresse courriel		
613-998-4287	613-998-4287 <u>Stephanie.cleroux2@canada.ca</u>			



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:**

r	
MT2	a) Senior (level 3) Business Analyst:
	The bidder must demonstrate that their proposed Senior (level 3) Business Analyst resource has <b>a minimum of five (5) years</b> of experience in advising Senior Management (Director or above) on project issues affecting the organization's ability to achieve the project's business objectives.
	To demonstrate this experience the Bidder must provide a/or project summary (ies).
	Each project summary submitted must provide the following information:
	<ul> <li>Tasks performed by the proposed resource;</li> <li>Responsibilities of the proposed resource;</li> <li>Start and end dates of the project;</li> <li>Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul>
	b) ** Intermediate (level 2) Business Analyst
	The bidder must demonstrate that their proposed Intermediate (level 2) Business Analyst resource has <b>a minimum of two (2) years</b> of experience in advising Senior Management (Director or above) on project issues affecting the organization's ability to achieve the project's business objectives.
	To demonstrate this experience the Bidder must provide a/or project summary (ies).
	Each project summary submitted must provide the following information:
	- 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

MT2	a) Senior (level 3) Business Analyst:
	The bidder must demonstrate that their proposed Senior (level 3) Business Analyst resource has <b>a minimum of five (5) years</b> 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.
	To demonstrate this experience the Bidder must provide a/or project summary (ies).
	Each project summary submitted must provide the following information:
	<ul> <li>Tasks performed by the proposed resource;</li> <li>Responsibilities of the proposed resource;</li> <li>Start and end dates of the project;</li> <li>Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul>
	b) ** Intermediate (level 2) Business Analyst
	The bidder must demonstrate that their proposed Intermediate (level 2) Business Analyst resource has <b>a minimum of two (2) years</b> 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.
	To demonstrate this experience the Bidder must provide a/or project summary (ies).
	Each project summary submitted must provide the following information:
	<ul> <li>Tasks performed by the proposed resource;</li> <li>Responsibilities of the proposed resource;</li> <li>Start and end dates of the project;</li> <li>Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed</li> </ul>

#### **REMOVE:**

	a) Senior (level 3) Business Analyst:	
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	20 points



and above the minimum ten (10) years of experience.	
Five (5) points will be given for each 5-year	
<ul> <li>increment:</li> <li>10+-15 years = 10 pts</li> </ul>	
• 15+-20 years = 15 pts	
• 20+ years = 20 points	
To demonstrate this additional experience the Bidder is to provide a/or project summary(ies).	
Each project summary submitted should provide the following information:	
- Tasks performed by the proposed resource;	
<ul> <li>Responsibilities of the proposed resource;</li> <li>Start and end dates of the project;</li> </ul>	
- Client name and contact information (organization,	
contact name, title and telephone number of the	
reference) for whom the work was performed.	

	a) Senior (level 3) Business Analyst:	
	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:	
	<ul> <li>Developing multi-year service management strategies;</li> <li>Establishing integrated Digital Roadmaps;</li> <li>Aligning digital transformation initiatives; and</li> <li>Deploying pilots</li> </ul>	
RT1	5+ projects = 20 points 4-5 projects = 15 points 3-4 projects = 10 points 1-4 project = 5 points	20 points
	* recent is defined as the last 5 years	
	The proposed resource must have a continuous (full time equivalent) work effort duration of six (6) months or greater for each given project <u>and</u> the project budget must be greater than \$500K.	
	Each project summary submitted should provide the following information:	



<ul> <li>Tasks performed by the proposed resource;</li> </ul>	
<ul> <li>Responsibilities of the proposed resource;</li> </ul>	
<ul> <li>Start and end dates of the project;</li> </ul>	
- 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\*\*\*

#### AMENDMENT #2:

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

#### **REMOVE:**

Title – Sujet				
Business Analysis to Assist in Di	gital Transforn	nation		
Solicitation No. – N° de l'invitation IC 401664	Date February			
Client Reference No. – N° référence d	u client			
GETS Reference No. – N° de referenc	e de SEAG			
File No. – N° de dossier CC	C No. / N° CCC	- FMS No. / N° VME		
Solicitation Closes – L'invitati	on prend fin	Time Zone		
at 2:00PM on March 16th, 201	•	Fuseau horaire		
		Eastern Standard		
à 14h00, le 16 mars 2017 F.O.B F.A.B.		Time EST		
	ther-Autre:			
Address Inquiries to : - Adresser tout	es questions à:	Buyer Id – Id de l'acheteur		
Stephanie Cleroux				
Telephone No. – N° de téléphone :	Email addres	s – adresse courriel		
613-998-4287	-	cleroux2@canada.ca		
Destination - of Goods, Services, and				
Destination – des biens, services et c	onstruction :			
See Herein				



Solicitation No. – N° de l'invitation IC 401664				017		
Client Reference No. – N° référence du client						
GETS Reference No. – N° de refe	rence de	e SEAG				
File No. – N° de dossier	CCC N	lo. / N° CCC -	FMS N	o. / N° VME		
Solicitation Closes – L'invitation prend fin at 2:00PM on March 23rd, 2017Time Zone Fuseau horaire Eastern Standa 						
F.O.B F.A.B. Plant-Usine: Destination:						
Address Inquiries to : - Adresser Stephanie Cleroux	toutes (	questions à:	Buyer	Id – Id de l'acheteur		
Telephone No. – N° de téléphone	:	Email address	s – adre	sse courriel		
613-998-4287		Stephanie.c	<u>clerou</u>	x2@canada.ca		
Destination – of Goods, Services Destination – des biens, services See Herein						

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

#### AMENDMENT #1:

This amendment is needed to change the following:

#### <u>Under Part 1 – General Information:</u>

#### **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>(B</b> )	(C)	( <b>D</b> )	(E)	( <b>F</b> )
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:**

					Period 1 (1) year period)
	<b>(B)</b>	(C)	( <b>D</b> )	(E)	( <b>F</b> )
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	\$	\$
		on Period 1 Cost:	\$		

			Option Period 2 (Duration: one (1) year period)			
	(B)	(C)	( <b>D</b> )	(E)	( <b>F</b> )	
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>B</b> )	(C)	( <b>D</b> )	(E)	( <b>F</b> )
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 Es	stimated Opti	on Period 3 Cost:	\$

			<b>Option Period 4</b> ( <b>Duration: one</b> (1) <b>year period</b> )			
	( <b>B</b> )	(C)	(D)	(E)	( <b>F</b> )	
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	\$	\$	
		on 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)	( <b>D</b> )	(E)	( <b>F</b> )
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	\$	\$
	\$				

**B. OPTION PERIODS:** 

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



	<b>(B)</b>	(C)	(D)	(E)	<b>(F</b> )		
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>B</b> )	(C)	( <b>D</b> )	(E)	( <b>F</b> )
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>B</b> )	(C)	( <b>D</b> )	(E)	( <b>F</b> )	
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>B</b> )	(C)	(D)	(E)	( <b>F</b> )	
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);
- 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);
- 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;

## <u>Under Attachment 2 to Part 4 – Technical Criteria:</u>

#### **REMOVE:**

Number	Mandatory Technical Criterion (MT)		
MT1	a) Senior (level 3) Business Analyst:		
	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).		
	b) ** Intermediate (level 2) Business Analyst		
	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).		

Number	Mandatory Technical Criterion (MT)		
MT1	a) Senior (level 3) Business Analyst:		
	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).		
	b) ** Intermediate (level 2) Business Analyst		
	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).		



Point Rated Technical Criteria (RT) and Scores		Maximum Number of Points
RT1	<ul> <li>a) Senior (level 3) Business Analyst:</li> <li>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.</li> <li>Five (5) points will be given for each 5-year increment: <ul> <li>10+-15 years = 10 pts</li> <li>15+-20 years = 15 pts</li> <li>20+ years = 20 points</li> </ul> </li> <li>To demonstrate this additional experience the Bidder is to provide a/or project summary(ies).</li> <li>Each project summary submitted should provide the following information:</li> <li>Tasks performed by the proposed resource;</li> <li>Responsibilities of the proposed resource;</li> <li>Start and end dates of the project;</li> <li>Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul>	20 points

Point Rated Technical Criteria (RT) and Scores		Maximum Number of Points
RT1	<ul> <li>a) Senior (level 3) Business Analyst:</li> <li>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.</li> <li>Five (5) points will be given for each 5-year increment: <ul> <li>10+-15 years = 10 pts</li> <li>15+-20 years = 15 pts</li> <li>20+ years = 20 points</li> </ul> </li> <li>To demonstrate this additional experience the Bidder is to provide a/or project summary(ies).</li> <li>Each project summary submitted should provide the following information: <ul> <li>Tasks performed by the proposed resource;</li> </ul> </li> </ul>	20 points



<ul> <li>Responsibilities of the proposed resource;</li> <li>Start and end dates of the project;</li> <li>Client name and contact information (organization, contact name, title and telephone number of the</li> </ul>	
reference) for whom the work was performed.	

## \*\*\*All OTHER TERMS AND CONDITIONS REMAIN THE SAME\*\*\*