



**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**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**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

Terrasses de la Chaudière 4th Floor

10 Wellington Street

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> RFP-Tier 2 TBIPS Team	
<b>Solicitation No. - N° de l'invitation</b> 24062-180010/A	<b>Date</b> 2018-03-26
<b>Client Reference No. - N° de référence du client</b> 24062-180010	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$EL-638-32429	
<b>File No. - N° de dossier</b> 638el.24062-180010	<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 2018-04-17</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> Mao, Lan	<b>Buyer Id - Id de l'acheteur</b> 638el
<b>Telephone No. - N° de téléphone</b> (613) 858-9980 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<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>

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Amd. No. - N° de la modif.

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File No. - N° du dossier  
638el24062-180010

CCC No./N° CCC - FMS No./N° VME

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## **BID SOLICITATION**

### **FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)**

### **VARIOUS INFORMATICS PROFESSIONAL SERVICES CATEGORIES (SEE HEREIN)**

### **FOR TREASURY BOARD OF CANADA SECRETARIAT**

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**List of Annexes to the Resulting Contract:**

Annex A Statement of Work

Appendix A – Tasking Assessment Procedure

Appendix B – Task Authorization Form

Appendix C – Resources Assessment Criteria and Response Table

Appendix D – Certification at the TA Stage

Annex B Basis of Payment

Annex C Security Requirements Check List

**List of Attachment to Part 3 (Bid Preparation Instructions):**

-Attachment 3.1: Bid Submission Form

-Attachment 3.2: Pricing Schedule

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**List of Attachment to Part 4 (Evaluation Procedures and Basis of Selection):**

-Attachment 4.1: Bid Evaluation Criteria

**List of Attachment to Part 5 (Certifications):**

-Attachment 5.1: Federal Contractors Program for Employment Equity – Certification

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(SEE HEREIN)**

**FOR  
TREASURY BOARD OF CANADA SECRETARIAT**

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

This document states terms and conditions that apply to this bid solicitation. It is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work and any other annexes.

### 1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of Treasury Board of Canada Secretariat (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
  - (b) It is intended to result in the award of up to two contracts in each of four Workstreams, with each contract purchasing Work from only one Workstream. Each contract will be for five years. Bidders do not have to submit a bid for each Workstream. In the event that a Bidder wants to bid on more than one Workstream, a separate technical bid should be submitted for each Workstream if the Bidder chooses to submit its bid in hard copies.
  - (c) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
  - (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CColFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
  - (e) The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractors Program for Employment Equity – Certification."
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- (f) This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation in the National Capital Region, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will be treated as a separate procurement, outside the resulting contract.
- (g) This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation for bid submission. Bidders must refer to Part 2 of the bid solicitation entitled Instructions to bidders for further information.
- (h) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2, in all Resource Categories of a Workstream and in the National Capital Region under the EN578-170432 series of SAs are eligible to compete. The TBIPS SA EN578-170432 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (i) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-170432 as that joint venture at the time of bid closing in order to submit a bid.
- (j) For each Workstream, the Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

**WORKSTREAM 1**

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
A.3 ERP Programmer Analyst	LEVEL 3	3
A.3 ERP Programmer Analyst	LEVEL 2	2
A.5 ERP Technical Analyst	LEVEL 3	3

**WORKSTREAM 2**

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
A.5 ERP Technical Analyst	LEVEL 3	2
I.10 Technical Architect	LEVEL 3	4
I.6 Network Analyst	LEVEL 3	1



### WORKSTREAM 3

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
A.2 ERP Functional Analyst	LEVEL 3	6
A.2 ERP Functional Analyst	LEVEL 2	1
A.2 ERP Functional Analyst	LEVEL 1	1
B.1 Business Analyst	LEVEL 3	1
B.1 Business Analyst	LEVEL 2	1
B.1 Business Analyst	LEVEL 1	1
P.5 Project Executive	LEVEL 3	1
P.7 Project Coordinator	LEVEL 2	1
P.7 Project Coordinator	LEVEL 1	1
P.8 Project Leader	LEVEL 2	1
P.9 Project Manager	LEVEL 3	1
P.9 Project Manager	LEVEL 2	1

### WORKSTREAM 4

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
A.1 Application/Software Architect	LEVEL 3	3
A.5 ERP Technical Analyst	LEVEL 3	5
A.7 Programmer/Analyst	LEVEL 3	3

#### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be provided in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract(s).
- (c) The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 3.a) of Section 01, Integrity Provisions - Bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:
  - (i) at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (e) Section 05, Submission of bids of Standard Instructions 2003 incorporated by reference above, is amended as follows:
  - (i) subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
  - (ii) subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
  - (iii) subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
  - (iv) subsection 4 of 2003, Standard Instructions – Goods and Services – Competitive Requirements is amended as follows:
    - (A) Delete: 60 days
    - (B) Insert: 180 days
- (f) Section 06, Late bids of Standard Instructions 2003 incorporated by reference above, is deleted entirely and replaced with the following: "PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."

- (g) Section 07, Delayed bids of Standard Instructions 2003 incorporated by reference above, is amended as follows:
- a. subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."
- (h) Section 08, Transmission by facsimile of Standard Instructions 2003 incorporated by reference above, is deleted and replaced by the following:
- "Transmission by facsimile or by epost Connect
1. Facsimile
- a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
- i. receipt of garbled or incomplete bid;
- ii. availability or condition of the receiving facsimile equipment;
- iii. incompatibility between the sending and receiving equipment;
- iv. delay in transmission or receipt of the bid;
- v. failure of the Bidder to properly identify the bid;
- vi. illegibility of the bid; or
- vii. security of bid data.
- c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.
2. ePost Connect
- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)).
- b. To submit a bid using epost Connect service, the Bidder must either:
- i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
- ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post
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- Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
  - e. The email address of PWGSC Bid Receiving Unit in Headquarters is: [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca). The solicitation number must be identified in the epost Connect message field of all electronic transfers.
  - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
  - g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
    - i. receipt of a garbled or incomplete bid;
    - ii. availability or condition of the epost Connect service;
    - iii. incompatibility between the sending and receiving equipment;
    - iv. delay in transmission or receipt of the bid;
    - v. failure of the Bidder to properly identify the bid;
    - vi. illegibility of the bid;
    - vii. security of bid data; or
    - viii. inability to create an electronic conversation through the epost Connect service.
  - h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

## **2.2 Submission of Bids**

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and at the PWGSC address indicated on page one of the bid solicitation or through epost Connect if the Bidder chooses to use this service.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

## **2.3 Enquiries - Bid Solicitation**

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.4 Former Public Servant

- (a) Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

(b) **Definitions**

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (i). an individual;
- (ii). an individual who has incorporated;
- (iii). a partnership made of former public servants; or
- (iv). a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

(c) **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- (i). name of former public servant;
- (ii). date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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(d) **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- (i). name of former public servant;
- (ii). conditions of the lump sum payment incentive;
- (iii). date of termination of employment;
- (iv). amount of lump sum payment;
- (v). rate of pay on which lump sum payment is based;
- (vi). period of lump sum payment including start date, end date and number of weeks;
- (vii). number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

**2.5 Applicable Laws**

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

**Note to Bidders:** Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

**2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

**2.7 Volumetric Data**

The estimated number of resources required per resource category has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- (a) If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

- (i) The bid must be gathered per section and separated as follows:

- (A) Section I: Technical Bid
- (B) Section II: Financial Bid
- (C) Section III: Certifications

- (ii) If the Bidder is simultaneously providing a hard copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

- (b) If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

- (i) Section I: Technical Bid (4 hard copies per Workstream)
- (ii) Section II: Financial Bid (2 hard copies)
- (iii) Section III: Certifications (2 hard copies)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

- (c) **Format for Bid:** If the Bidder chooses to submit its bid in hard copies, Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) use a numbering system that corresponds to the bid solicitation;
- (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- (iv) include a table of contents.

- (d) **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- (i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and
- (ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, and using staples or clips instead of cerlox, duotangs or binders.



**(e) Submission of Only One Bid:**

- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified. A single bid may contain bids to be awarded a contract in one or more Workstreams. However, a bid may not contain a bid from the Bidder, including related entities to be awarded more than one contract in any given Workstream.
- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be **"related"** to a Bidder if:
  - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
  - (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
  - (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
  - (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. .

**(f) Joint Venture Experience:**

- (i) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.
- (ii) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.
- (iii) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member



can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

- (iv) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

### 3.2 Section I: Technical Bid

- (a) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - Attachment 3.1 with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

SECURITY INFORMATION	
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

If the Bidder has not included the security information in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

- (iii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment 4.1, which is the requested format for

providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified or will be rated accordingly. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 4.1, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

- (iv) **For Proposed Resources:** The technical bid must include 1 résumé for each Resource Category identified in Attachment 4.1. The same individual must not be proposed for more than one Resource Category or more than one Workstream. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
  - (B) For educational requirements for a particular degree, designation or certificate, PWGSC will only consider educational programs that were successfully completed by the resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).
  - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).
  - (D) For work experience, PWGSC will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution.
  - (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, PWGSC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his

or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

- (F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification requirements, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

(v) **Customer Reference Contact Information:**

- (A) In conducting its evaluation of the bids, Canada may, but will have no obligation to request that a bidder provide customer references. If Canada sends such a written request, the bidder will have 2 working days to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive. These customer references must each confirm if requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment 4.1.

- (B) The form of question to be used to request confirmation from customer references is as follows:

[Sample Question to Customer Reference: "Has [the Bidder] provided your organization with [describe the services and, if applicable, describe any required time frame within which those services must have been provided]?"

\_\_\_ Yes, the Bidder has provided my organization with the services described above.

\_\_\_ No, the Bidder has not provided my organization with the services described above.

\_\_\_ I am unwilling or unable to provide any information about the services described above.

- (C) For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex B. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.

- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (c) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

### 3.4 Section III: Certifications

It is a requirement that bidders submit the certifications and additional information identified under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
  - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - (A) verify any or all information provided by the Bidder in its bid; or
    - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,the Bidder must provide the information requested by Canada within two working days of a request by the Contracting Authority.
  - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

### 4.2 Technical Evaluation

A separate technical evaluation will be conducted for each Workstream.

- (a) **Mandatory Technical Criteria:**
  - (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
  - (ii) The mandatory technical criteria are described in Attachment 4.1.
- (b) **Point-Rated Technical Criteria:**
  - (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
  - (ii) The rated requirements are described in Attachment 4.1.

(c) **Number of Resources Evaluated:**

Only a certain number of resources per Resource Category will be evaluated as part of this bid solicitation as identified in Attachment 4.1. Additional Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form’s Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract’s Statement of Work in accordance with Appendix C of Annex A.

(d) **Reference Checks:**

- (i) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.
- (ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders within a 48-hour period using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
- (iii) If Canada does not receive a response from the contact person within the 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.
- (iv) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (v) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

**4.3 Financial Evaluation**

- (a) The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s). A separate financial evaluation will be conducted for each Workstream.
- (b) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (c) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (d) Financial Evaluation - Method B below).
- (c) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:
  - (i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY:** The Contracting Authority will establish, for each period and each Resource Category of each Workstream, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each such Resource Category the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 20% of the median, and an upper median rate to a value of plus (+)

30% of the median. When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.

(ii) **STEP 2 - POINTS ALLOCATION:** For each period and each Resource Category of each Workstream, points will be allocated as follows:

(A) A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.

(B) A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate within the median band limits}} \times \text{Maximum Points Assigned at Table 1 below}$$

A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 below.

#### WORKSTREAM 1

Table 1 – MAXIMUM POINTS ASSIGNED		
RESOURCE CATEGORY	LEVEL OF EXPERTISE	CONTRACT PERIOD (5 YEARS)
A.3 ERP Programmer Analyst	LEVEL 3	150
A.3 ERP Programmer Analyst	LEVEL 2	100
A.5 ERP Technical Analyst	LEVEL 3	150
<b>TOTAL WORKSTREAM 1</b>		400

#### WORKSTREAM 2

Table 1 – MAXIMUM POINTS ASSIGNED		
RESOURCE CATEGORY	LEVEL OF EXPERTISE	CONTRACT PERIOD (5 YEARS)
A.5 ERP Technical Analyst	LEVEL 3	100
I.10 Technical Architect	LEVEL 3	200
I.6 Network Analyst	LEVEL 3	50
<b>TOTAL WORKSTREAM 2</b>		350



### WORKSTREAM 3

Table 1 – MAXIMUM POINTS ASSIGNED		
RESOURCE CATEGORY	LEVEL OF EXPERTISE	CONTRACT PERIOD (5 YEARS)
A.2 ERP Functional Analyst	LEVEL 3	300
A.2 ERP Functional Analyst	LEVEL 2	50
A.2 ERP Functional Analyst	LEVEL 1	50
B.1 Business Analyst	LEVEL 3	50
B.1 Business Analyst	LEVEL 2	25
B.1 Business Analyst	LEVEL 1	25
P.5 Project Executive	LEVEL 3	50
P.7 Project Coordinator	LEVEL 2	25
P.7 Project Coordinator	LEVEL 1	25
P.8 Project Leader	LEVEL 2	50
P.9 Project Manager	LEVEL 3	25
P.9 Project Manager	LEVEL 2	25
<b>TOTAL WORKSTREAM 3</b>		<b>700</b>

### WORKSTREAM 4

Table 1 – MAXIMUM POINTS ASSIGNED		
RESOURCE CATEGORY	LEVEL OF EXPERTISE	CONTRACT PERIOD (5 YEARS)
A.1 Application/Software Architect	LEVEL 3	150
A.5 ERP Technical Analyst	LEVEL 3	250
A.7 Programmer/Analyst	LEVEL 3	150
<b>TOTAL WORKSTREAM 4</b>		<b>550</b>



- (C) **STEP 3 - FINANCIAL SCORE:** Points allocated under STEP 2 for each period and Resource Category of each Workstream will be added together and rounded to two decimal places to produce the Financial Score. Bidders will find below an example of a financial evaluation using Method A.

(iii) **EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A**

TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A:							
Resource Category	Max. Points	Bidder 1		Bidder 2		Bidder 3	
		Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Programmer	150 (75 pts. per year)	\$400.00	\$400.00	\$420.00	\$450.00	\$450.00	\$450.00
Business Analyst	100 (50 pts. per year)	\$600.00	\$600.00	\$600.00	\$620.00	\$650.00	\$820.00
Project Manager	50 (25 pts. per year)	\$555.00	\$900.00	\$750.00	\$800.00	\$700.00	\$800.00
TOTAL	300						
STEP 1 - Establishing the lower and upper median band limits for each year and each resource category							
(Median 1)	For the Programmer Resource Category, the year 1 median would be \$420.00. The lower median band limit would be \$336.00 and higher median band limit would be \$546.00.						
(Median 2)	For the Programmer Resource Category, the year 2 median would be \$450.00. The lower median band limit would be \$360.00 and higher median band limit would be \$585.00.						
(Median 3)	For the Business Analyst Resource Category, the year 1 median would be \$600.00. The lower median band limit would be \$480.00 and higher median band limit would be \$780.00.						
(Median 4)	For the Business Analyst Resource Category, the year 2 median would be \$620.00. The lower median band limit would be \$496.00 and higher median band limit would be \$806.00.						
(Median 5)	For the Project Manager Resource Category, the year 1 median would be \$700.00. The lower median band limit would be \$560.00 and higher median band limit would be \$910.00.						
(Median 6)	For the Project Manager Resource Category, the year 2 median would be \$800.00. The lower median band limit would be \$640.00 and higher median band limit would be \$1,040.00.						
STEP 2 - Points Allocation:							
Bidder 1:							
Programmer Year 1 = 75 points (lowest rate within the lower and upper median band limits)							
Programmer Year 2 = 75 points (lowest rate within the lower and upper median band limits)							
Business Analyst Year 1 = 50 points (lowest rate within the lower and upper median band limits)							
Business Analyst Year 2 = 50 points (lowest rate within the lower and upper median band limits)							
Project Manager Year 1 = 0 points (outside the lower and higher median band limits)							
Project Manager Year 2 = 22.22 points (based on the following calculation = (Lowest rate of \$800.00 / Bidder's proposed rate of \$900.00) Multiplied by 25 pts)							
Bidder 2:							
Programmer Year 1 = 71.43 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$420.00) Multiplied by 75 pts)							
Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)							

Business Analyst Year 1 = 50 points (lowest price within the lower and upper median band limits)  
Business Analyst Year 2 = 48.39 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$620.00) Multiplied by 50 pts)  
Project Manager Year 1 = 23.33 points (based on the following calculation = (Lowest rate of \$700.00 / Bidder's proposed rate of \$750.00) Multiplied by 25 pts)  
Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

**Bidder 3:**

Programmer Year 1 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)  
Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)  
Business Analyst Year 1 = 46.15 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$650.00) Multiplied by 75 pts)  
Business Analyst Year 2 = 0 points (outside the lower and higher median band limits)  
Project Manager Year 1 = 25 points (lowest price within the lower and upper median band limits)  
Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

**STEP 3 - Financial Score:**

**Bidder 1:** 75 + 75 + 50 + 50 + 0 + 22.22 = Total Financial Score of 272.22 points out of a possible 300 points  
**Bidder 2:** 71.43 + 67.67 + 50 + 48.39 + 23.33 + 25 = Total Financial Score of 284.82 points out of a possible 300 points  
**Bidder 3:** 66.67 + 66.67 + 46.15 + 0 + 25 + 25 = Total Financial Score of 229.49 points out of a possible 300 points

(d) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:

(i) **STEP 1 - POINTS ALLOCATION:** For each period and each Resource Category of each Workstream, points will be allocated as follows:

(A) Points will be established based on the following calculation, with points rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate}}{\text{Bidder's proposed firm per diem rate}} \times \text{Maximum Points Assigned at Table 3 below}$$

The Bidder with the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 3 below.

### WORKSTREAM 1

Table 3 – MAXIMUM POINTS ASSIGNED		
RESOURCE CATEGORY	LEVEL OF EXPERTISE	CONTRACT PERIOD (5 YEARS)
A.3 ERP Programmer Analyst	LEVEL 3	150
A.3 ERP Programmer Analyst	LEVEL 2	100
A.5 ERP Technical Analyst	LEVEL 3	150
<b>TOTAL WORKSTREAM 1</b>		400

### WORKSTREAM 2

Table 3 – MAXIMUM POINTS ASSIGNED		
RESOURCE CATEGORY	LEVEL OF EXPERTISE	CONTRACT PERIOD (5 YEARS)
A.5 ERP Technical Analyst	LEVEL 3	100
I.10 Technical Architect	LEVEL 3	200
I.6 Network Analyst	LEVEL 3	50
<b>TOTAL WORKSTREAM 2</b>		350

### WORKSTREAM 3

Table 3 – MAXIMUM POINTS ASSIGNED		
RESOURCE CATEGORY	LEVEL OF EXPERTISE	CONTRACT PERIOD (5 YEARS)
A.2 ERP Functional Analyst	LEVEL 3	300
A.2 ERP Functional Analyst	LEVEL 2	50
A.2 ERP Functional Analyst	LEVEL 1	50
B.1 Business Analyst	LEVEL 3	50
B.1 Business Analyst	LEVEL 2	25
B.1 Business Analyst	LEVEL 1	25
P.5 Project Executive	LEVEL 3	50

P.7 Project Coordinator	LEVEL 2	25
P.7 Project Coordinator	LEVEL 1	25
P.8 Project Leader	LEVEL 2	50
P.9 Project Manager	LEVEL 3	25
P.9 Project Manager	LEVEL 2	25
<b>TOTAL WORKSTREAM 3</b>		700

**WORKSTREAM 4**

Table 3 – MAXIMUM POINTS ASSIGNED		
RESOURCE CATEGORY	LEVEL OF EXPERTISE	CONTRACT PERIOD (5 YEARS)
A.1 Application/Software Architect	LEVEL 3	150
A.5 ERP Technical Analyst	LEVEL 3	250
A.7 Programmer/Analyst	LEVEL 3	150
<b>TOTAL WORKSTREAM 4</b>		550

- (ii) **STEP 2 - FINANCIAL SCORE:** Points allocated under STEP 1, for each period and each Resource Category, will be added together and rounded to two decimal places to produce the Financial Score.

**(e) Substantiation of Professional Services Rates**

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant resource category, where those services were provided for at least three months within the eighteen months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work

for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation; and

- (iii) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

#### 4.4 Basis of Selection

**Note to Bidders:** *if a bidder is selected for award of more than one Workstream, Canada reserves the right to award one contract for all the Workstreams awarded to that bidder.*

##### (a) Evaluation of Bid – Multiple Contracts Awarded for Multiple Workstreams

**Selection Process:** The following selection process will be conducted for each Workstream:

- (i) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (ii) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 70 while the greatest possible Total Financial Score is 30.

- (A) Calculation of Total Technical Score: For each Workstream, the Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (Bidders, please refer to the maximum technical points for each Workstream at Attachment 4.1)}} \times 70 = \text{Total Technical Score}$$

- (B) Calculation of Total Financial Score: For each Workstream, the Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$$\frac{\text{Financial Score}}{\text{Total Maximum Points Assigned (Bidders, please refer to the total maximum points assigned for each Workstream)}} \times 30 = \text{Total Financial Score}$$

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- (C) Calculation of the Total Bidder Score: For each Workstream, the Total Bidder Score will be computed for each responsive bid in accordance with the following formula:
- Total Technical Score + Total Financial Score = Total Bidder Score
- (iii) In the event of identical Total Bidder Scores occurring within a given Workstream, then the bid with the highest Total Technical Score will become the top-ranked bidder.
- (b) **Contract Funding Allocation:** Where for a Workstream more than one contract is awarded, each contract issued for that particular Workstream will be issued with an amount of funding specified in the article titled "Limitation of Expenditure" calculated based on the following:
- (i) when one contract is awarded, the amount of the Limitation of Expenditure will be determined at Canada's discretion;
- (ii) where two contracts are awarded, the amount of the Limitation of Expenditure of each contract will be determined in accordance with the following:
- (A) the Bidder with the highest Total Bidder Score will receive 55% of the funding initially allocated to that Workstream; and
- (B) the Bidder with the next highest Total Bidder Score will receive 45% of the funding initially allocated for that Workstream.
- (c) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Precedent to Contract Award and Additional Information

#### (a) Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website. (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html> ).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Attachment 5.1, Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.2 Additional Certifications Precedent to Contract Award

#### (a) Professional Services Resources

- (i) By submitting a bid, the Bidder certifies that, if it is awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.
  - (ii) By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
  - (iii) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her
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résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

**(b) Certification of Language**

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation in the following Workstreams:

**Workstream 1**

Every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

**Workstream 2**

Every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

**Workstream 3**

Every individual proposed in its bid will be fluent in English or French. The individual(s) proposed must be able to communicate orally and in writing in English or French without any assistance and with minimal errors.

**Workstream 4**

Every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

**(c) Submission of Only One Bid**

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.



## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

- (a) Before award of a contract, the following conditions must be met:
  - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

## PART 7 - RESULTING CONTRACT CLAUSES

**Note to Bidders:** Any resulting contract would only list the applicable Workstream(s) above that are awarded to the successful bidder(s) in accordance with the evaluation methodology set out in this bid solicitation. If a bidder is selected for award of more than one Workstream, Canada reserves the right to award one contract for all the Workstreams awarded to that bidder.

The following clauses apply to and form part of any contract resulting from the bid solicitation.

### 7.1 Requirement

- (a) \_\_\_\_\_ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is Treasury Board of Canada Secretariat.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

### 7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Allocation of Task Authorizations:** More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:
  - (i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.

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- (ii) When a Task Authorization is issued, Canada will use a rotational method to allocate the draft Task Authorizations where the rotation is based on the ranking obtained by the Contractor during the Bid Solicitation.
  - (iii) Canada will send the first TA to the first ranked Contractor, the second TA to the second ranked Contractor. This rotational process will be repeated for each subsequent series of TAs issued by Canada.
  - (iv) The contractor sent a draft TA will have the time set out further below under the subparagraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.
  - (v) If the Contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the next-ranked Contractor. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada may, at its entire discretion request that the Contractor propose another resource and the Contractor will have the time set out in the subparagraph "Contractor's Response to Draft Task Authorization" to respond. If the Contractor fails to respond on time or Canada determines that the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, the draft TA will be forwarded to the next-ranked Contractor.
  - (vi) If the Contractor refuses a TA or fails to submit a valid response, the dollar value of the TA may be subtracted from the dollar value of the Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to the other contractors in that same Workstream.
  - (vii) The process of sending out a draft TA will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.
  - (viii) Any of the contractors may advise the Technical Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more TAs issued under this series of contracts, and no draft TA will be sent to that contractor until that contractor has given notice in writing to the Technical Authority and the Contracting Authority that it is again available to perform additional tasks.
  - (ix) If it is found that the allocation process described at part (ii) above has resulted in the award of a disproportionate dollar value of work between the Contractors, the Contractors agree that Canada, in its sole discretion, may deviate from the allocation process and issue TAs in the manner required to re-establish a proportional allocation.
- (c) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.
- (d) **Form and Content of draft Task Authorization:**
- (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B to Annex A.
  - (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
    - (A) the task number;
    - (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
    - (C) the categories of resources and the number required;
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- (D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
  - (E) the start and completion dates;
  - (F) milestone dates for deliverables and payments (if applicable);
  - (G) the number of person-days of effort required;
  - (H) whether the work requires on-site activities and the location;
  - (I) the language profile of the resources required;
  - (J) the level of security clearance required of resources;
  - (K) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
  - (L) any other constraints that might affect the completion of the task.
- (e) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- (i) To be validly issued, a TA must include the following signatures:
    - (A) for any TA, inclusive of revisions, with a value less than or equal to \$300,000.00 (excluding Applicable Taxes), the TA must be signed by:
      - (1) the Technical Authority; and
      - (2) a representative from TBS; and
    - (B) for any TA, inclusive of revisions, with a value greater than this amount, a TA must include the following signatures:
      - (1) the Technical Authority; and
      - (2) a representative from TBS; and
      - (3) the Contracting Authority.

Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in subarticle (A) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports:**

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

- (A) 1<sup>st</sup> quarter: April 1 to June 30;
- (B) 2<sup>nd</sup> quarter: July 1 to September 30;
- (C) 3<sup>rd</sup> quarter: October 1 to December 31; and
- (D) 4<sup>th</sup> quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of each authorized task;
- (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
- (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
- (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (F) the start and completion date for each authorized task; and
- (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
- (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h) **Refusal of Task Authorizations or Submission of a Response which is not Valid:** The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is

submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

- (i) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

### 7.3 Minimum Work Guarantee

- (a) In this clause,
- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract; and
- (ii) **"Minimum Contract Value"** means \$20,000.00.
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
- (i) for default;
- (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
- (iii) for convenience within ten business days of Contract award.

### 7.4 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

(a) **General Conditions:**

- (i) 2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

- (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or
  - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

## 7.5 Security Requirement

The following security requirements (SRCL #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

Security Requirement for Canadian Supplier: PWGSC File #Common-PS SRCL#19

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS, CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractee MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. *Industrial Security Manual* (Latest Edition).

## 7.6 Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
  - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends five years later.

## 7.7 Authorities

### (a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Lan Mao  
Title: Supply Team Leader  
Public Works and Government Services Canada, Acquisitions Branch  
Directorate: Informatics and Telecommunications Systems Procurement Directorate  
Address: 10 Wellington, Gatineau, Québec  
Telephone: (613) 858-9980  
E-mail address: [lan.mao@tpsgc-pwgsc.gc.ca](mailto:lan.mao@tpsgc-pwgsc.gc.ca)



The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) **Technical Authority**

The Technical Authority for the Contract is: **(To be completed at contract award)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) **Contractor's Representative (To be completed at contract award)**

**7.8 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

**7.9 Payment**

(a) **Basis of Payment**

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Professional Services provided under a Task Authorization with a Firm Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.



(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (A) when it is 75 percent committed, or
  - (B) 4 months before the contract expiry date, or
  - (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price:**

For each Task Authorization validly issued under the Contract that contains a maximum price:

- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion:**

Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work delivered has been accepted by Canada.

(e) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(f) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

**7.10 Invoicing Instructions**

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original and two copies of each invoice to the Technical Authority, and a copy to the Contracting Authority.

**7.11 Certifications and Additional Information**

- (a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

**7.12 Federal Contractors Program for Employment Equity - Default by Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

**7.13 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

**7.14 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) General Conditions 2035 (2016-04-04), Higher Complexity - Services;

- (c) Annex A, Statement of Work - Annex A including its Appendices as follows:
  - (i) Appendix A to Annex A - Tasking Assessment Procedure;
  - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
  - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
  - (iv) Appendix D to Annex A - Certifications at the TA stage;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and
- (g) the Contractor's bid dated \_\_\_\_\_, as clarified on \_\_\_\_\_ or as amended \_\_\_\_\_.

#### **7.15 Foreign Nationals (Canadian Contractor)**

- (a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

**Note to Bidders:** *Either this clause or the one that follows, whichever applies (based on whether the successful Bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

#### **7.16 Foreign Nationals (Foreign Contractor)**

- (a) SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

#### **7.17 Insurance Requirements**

##### **(a) Compliance with Insurance Requirements**

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

##### **(b) Commercial General Liability Insurance**

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this

nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

- (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (iii) The following endorsement must be included:  
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

#### **7.18 Limitation of Liability - Information Management/Information Technology**

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
  - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
    - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
    - (B) physical injury, including death.
  - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
  - (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
  - (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
  - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
    - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
    - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell

titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims:**

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

**7.19 Joint Venture Contractor**

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: \_\_\_\_\_.
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.



- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

**Note to Bidders:** *This Article will be deleted if the Bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

## 7.20 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

### Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
  - (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
  - (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.
- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
  - (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

- (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

#### **7.21 Safeguarding Electronic Media**

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

#### **7.22 Representations and Warranties**

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

#### **7.23 Access to Canada's Property and Facilities**

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.



## **7.24 Identification Protocol Responsibilities**

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

## ANNEX A

### STATEMENT OF WORK

#### 1.0 TITLE

SAP Professional Services

#### 2.0 OBJECTIVE

Treasury Board of Canada Secretariat (TBS) requires the following streams of informatics professional resources to assist with multiple SAP projects on an as and when requested basis:

- **Workstream 1 – Development:** The resources will provide FIORI, ABAP, Portal, business planning and consolidation and process orchestration support for TBS's SAP platforms.
- **Workstream 2 - Application Support:** The resources will maintain and provide BASIS and security administration support for TBS's SAP platforms.
- **Workstream 3 - Functional and Project Mangement:** The resources will assist with all functional, business and project management activities linked to the planning, design, coordination of implementation, coordination of development, coordination of integration, and maintenance of projects.
- **Workstream 4 - Reporting and Analytics:** The resources will provide reporting, business warehousing, database and analytical support for TBS's SAP platforms.

#### 3.0 BACKGROUND

Since 2010, under the Administrative Services Review, initiated from Budget 2010, the government has pursued opportunities to standardize, consolidate, and improve the way it delivers services to Canadians and be more accountable to the people of Canada by being able to better report on where financials are being spent. Budgets 2011, 2012, 2013 and 2014 confirmed the government's on-going commitment to streamlining, consolidating and standardizing administrative functions and operations within and across organizations within the GC.

In support of this, TBS is undertaking a number of initiatives which they will develop, implement and maintain. Some of these initiatives include the Central Agency Cluster – Shared Systems (CAC-SS), the Hydrae application, the Central Online Reporting System (CORS) and the Financial Management Transformation (FMT).

The CAC-SS network provides services to twelve departments with additional departments expected to be added to the cluster.

The Hydrae SAP platform is based on SAP Netweaver technology and is used by TBS for mission critical activities related to the federal expenditure management process. This platform supports business processes for Expenditure Management Sector (EMS), Estimates Production Group (EPG) from Expenditure Framework, Annual Reference Level Update (ARLU), Main Estimates, Supplementary Estimates, Allotments, and Governor Generals Warrants. In addition it supports Performance Management Framework and Program Activity Architecture. The architecture to support this functionality

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uses SAP modules Funds Management (FM), Controlling (CO) and Financial Accounting (FI). Several publications generated from the Hydrae platform are tabled in the house of commons.

CORS is a single reporting platform for all of TBS reporting needs and uses the SAP Business Objects suite of tools to implement Business Intelligence and Business Warehouse. This reporting platform currently meets the reporting requirements for the Public Service Performance Management (PSPM) application and the Management Accountability Framework (MAF). Additional functionality may be built into the reporting suite to include additional information from other initiatives such as myGCHR and Phoenix systems in order to streamline decision-making, information-sharing and economies of scale.

Through other initiative, as well as TBS's priority to modernize people management to ensure that its workforce is highly responsive, demand for additional reporting functionality will continue to grow. In fact, the Government of Canada Finance and Materiel (GCFM) Solution project, under the Financial Management Transformation (FMT) program will be creating a centralized financial and material management system for the government of Canada using S4HANA.

#### 4.0 SCOPE OF WORK

The Contractor must provide informatics professional services to TBS on an "as and when requested" basis as initiated through Task Authorizations (TAs). TAs may be issued for any of the resource categories identified in section 5.0 Personnel Requirement.

#### 5.0 PERSONNEL REQUIREMENT

##### Workstream 1 – Development

TBIPS Resource Category	TBIPS Level
<b>A.3. ERP Programmer Analyst</b>	
ABAP Programmer	3
Fiori Programmer	3
Fiori Programmer	2
<b>A.5. ERP Technical Analyst</b>	
SAP Process Orchestration (PO)/Process Integration (PI) Specialist	3
SAP Portal Expert	3
SAP Business Planning and Consolidation (BPC) Technical Analyst	3

##### Workstream 2 - Application support

TBIPS Resource Category	TBIPS Level
<b>A.5. ERP Technical Analyst</b>	
BASIS Resource	3
<b>I.10. Technical Architect</b>	
SAP Security Specialist	3
SAP Security Specialist - Governance, Risk and Compliance (GRC)	3
SAP Solution Architect	3
SAP Technical Architect	3
<b>I.6 Network Analyst</b>	
SAP Infrastructure Specialist	3

### Workstream 3 - Functional and Project Mangement

TBIPS Resource Category	TBIPS Level
<b>A.2 ERP Functional Analyst</b>	
SAP Functional Analyst	3
SAP Functional Analyst	2
SAP Functional Analyst	1
<b>B.1 Business Analyst</b>	
ERP Business Analyst	3
ERP Business Analyst	2
ERP Business Analyst	1
<b>P.5. Project Executive</b>	
Senior Project Leader	3
<b>P.7 Project Coordinator</b>	
Project Coordinator	2
Project Coordinator	1
<b>P.8. Project Leader</b>	
Release Manager and Project Lead	2
<b>P.9 Project Manager</b>	
Project Manager	3
Project Manager	2

### Workstream 4 - Reporting and Analytics

TBIPS Resource Category	TBIPS Level
<b>A.1. Application/Software Architect</b>	
SAP Business Objects (BOBJ) Reporting Architect	3
<b>A.5. ERP Technical Analyst</b>	
SAP Business Intelligence (BI) Specialist	3
SAP Business Warehouse (BW) Specialist	3
SAP BW on HANA Specialist	3
<b>A.7. Programmer/Analyst</b>	
Crystal Reports Analyst	3
Web Intelligence Analyst	3
SAP Lumira Analyst	3

## 6.0 TASKS

Each Task Authorization will identify the specific tasks to be conducted.

The Contractor's resources may be required, but are not limited to, to perform the following:

## **Workstream 1**

### **6.1 A.3. ERP Programmer Analyst**

#### **ABAP Programmer (Level 3)**

- Develop low-level detailed requirements, programming, and systems development of ERP Systems.
- Perform unit testing
- Support functional resources in other test activities such as functional, integration, regression & user acceptance
- Develop and document SAP functional, business, and/or system requirements specifications.
- Develop and document screen, report and interface requirements.
- Develop functional, business, and/or system interface or capability interaction.
- Gather and analyze information to establish the functional needs of a system or project.
- Design methods, programs, routines, extracts, functional modules and procedures for computer systems, and sub-systems of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Plan and develop inbound/outbound SAP interfaces
- Document forms, manuals, programs, data files, and procedures.
- Assist with regular maintenance and upgrades of existing SAP Business Warehouse environments and in implementation of new BW environments
- Assist with regular maintenance and upgrades of existing programs, functions and ABAP code.
- Assist with cleanup of development environments
- Perform or assist with fixes for ongoing issues
- Perform or assist with bug fixes and improvements to ABAP expert routines and custom ABAP programs
- Provide advice, analysis, configuration, problem resolution, and unit testing in regards to programs, functions, modules, expert routines and custom programs
- Perform integration between SAP and other architectures.
- Submit progress or status reports using existing templates or MS Project Server

#### **Fiori Programmer (Level 2 & Level 3)**

- Develop low-level detailed requirements, programming, and systems development of ERP Systems.
  - Perform unit testing
  - Support functional resources in other test activities such as functional, integration, regression & user acceptance
  - Develop and document SAP functional, business, and/or system requirements specifications.
  - Develop and document screen, report and interface requirements.
  - Develop functional, business, and/or system interface or capability interaction.
  - Gather and analyze information to establish the functional needs of a system or project.
  - Design methods, programs, routines, extracts, functional modules and procedures for computer systems, and sub-systems of larger systems.
  - Develop, test and implement small computer systems, and sub-systems of larger systems.
  - Document forms, manuals, programs, data files, and procedures.
-

- Develop front-end components for business applications by leveraging the latest SAP Fiori and SAP Gateway technologies
- Assist with regular maintenance and upgrades of existing programs, functions and code.
- Assist with cleanup of development environments
- Perform or assist with fixes to ongoing issues
- Perform or assist with bug fixes and improvements to the SAP system and infrastructure
- Provide advice, analysis, configuration, problem resolution, and unit testing in regards to programs, functions, modules, expert routines and custom programs
- Develop applications
- Perform Integration between SAP and other architectures.
- Submit progress or status reports using existing templates or MS Project Server

## 6.2 A.5. ERP Technical Analyst

### SAP Process Orchestration (PO)/Process Integration (PI) Specialist (Level 3)

- Assist development teams from project initiation through to production implementation in a consultative role, representing both PO and PI;
- Assist application support teams to monitor PI environment availability and identify potential issues to prevent unplanned outages;
- Assess and resolve SAP PI application failures
- Analyze dumps, traces, and logs in order to determine root cause of specific problems;
- Identify and prioritize enhancements to existing SAP PI interfaces and execute per plan;
- Assist EAI team members to identify and determine best value service improvement opportunities.
- Define, document implement and operate repeatable SAP for the automation of data and work follows;
- Gather requirements on SAP PI and plan/design based on common requirements
- Identify assumptions, constraints, and risks;
- Provide risk mitigation recommendations
- Liaise with architecture to ensure PI functional and non-functional requirements are considered (i.e. security, compatibility and maintainability).
- Submit progress or status reports using existing templates or MS Project Server
- Develop, design, maintain and support SAP PO/PI
- Design and implement configurations using SAP PO/PI
- SAP configuration in full implementation cycle from blue printing to realization and go-live, in addition to configuration for maintenance and operations
- Develop and document SAP functional, business, and/or system requirements specifications.
- Develop and document screen, report and interface requirements.
- Develop functional, business, and/or system interface or capability interaction.
- Gather and analyze information to establish the functional needs of a system for operations or project.
- Design methods and procedures for computer systems, and sub-systems of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Document forms, manuals, programs, data files, and procedures.
- Provide support on daily operational tasks, analysis, diagnosis, recommendation, configuring, and implementation to changes, bugs and emergency fixes.
- Work with clients to gather requirements and translate to design

### **SAP Portal Expert (Level 3)**

- Assist in the analysis & design, maintenance and development of the various technical components of the SAP based solutions
- Identify and recommend integration of components with applications
- Assist in the identification and planning of activities.
- Identify, monitor and help to resolve issues related to SAP Portal functionality.
- Provide advice and guidance on related training and documentation activities.
- Evaluate solutions or proposed solutions.
- Review current specifications and provide input.
- Prepare portal fit/gap documents.
- Prepare solution design documents.
- Provide recommendations with respect to business architecture
- Provide demos of the solution to clients on the new project.
- Configure the solution in the Portal and SAP Enterprise Central Component 6.0.
- Prepare test plans and test scenarios.
- Conduct unit and integration testing of the portal functionality.
- Investigate and resolve issues reported during the User Acceptance Testing.
- Configure Homepage Framework.
- Create views, Pages and Worksets.
- Configure, create and integrate workflow functionality and to help resolve issues related to portal development.
- Transfer technical knowledge to the project team through individual and group training and demonstrations, written instructions and documents.
- Plan and design integration of various applications and their function calls to conform with SAP Portal
- Assist with problem solving from an ABAP and Web Dynpro perspective.
- Analyze and make recommendations on issues related to SAP portal Accessibility.
- Investigate alternative way of accomplishing the end result.
- Assist development teams from project initiation through to production implementation in a consultative role, representing both PO and PI.
- Submit progress or status reports using existing templates or MS Project Server

### **SAP Business Planning and Consolidation (BPC) Technical Analyst (Level 3)**

- Configure Business Warehouse and BPC
  - Review BPC features, such as Business Process Flows(BPFs), work status and data auditing are available
  - Review relevant background documents including existing business processes and end-user and policy requirements;
  - Conduct workshops and preparing the related Blueprint documents relevant to the implementation of new configuration;
  - Develop the data governance strategy that includes data steward, data administration and security;
  - Map reporting requirements to data available from System landscape (i.e SAP ECC6, SAP-BW and other sources leveraged by SAP-BPC);
  - Design mock-up analysis and visualizations of reports and/or dashboards using real or fictitious data;
  - Design BPF, activities and its respective financial documentations artefacts;
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- Validate desired analytics capabilities and outputs with stakeholders;
  - In conjunction with ERP, Business Warehouse (BW), BPC developers and financial subject matter experts implement analytics solutions using BPC and act as a liaison between the technical team and the business stakeholders;
  - Develop processes, roles and responsibilities around ongoing analytics functions
  - Conduct training and transfer knowledge ( "train the trainer" approach);
  - Assist in the analysis, documentation and cutover of the conversion elements pertaining to the new implementation;
  - Facilitate unit and integration testing related to the project to be implemented in the BPC module;
  - Analyze business requirements in order to map business processes or requirements to functional specifications
  - Analyze conceptual data models in support of departmental or /organizational transformation initiatives (i.e. Integrated Operational Planning)
  - Gather and analyze detailed user requirements for the development of new reports;
  - Create and update documentation related to system configuration and business processes;
  - Review training material.
  - Submit progress or status reports using existing templates or MS Project Server

## **Workstream 2**

### **6.1 A.5. ERP Technical Analyst – Level 3**

#### **BASIS Resource (Level 3)**

- Assess the technical capabilities offered by SAP facilities.
- Develop or assist with business and functional requirements, project scope, estimates of effort and duration.
- Translate functional and business requirements into technical requirements.
- Perform installation, configuration, administration, upgrades for BOBJ, Netweaver Portal, BPC, BW, HANA, PO and Solution Manager
- Configuration of clustering systems within SAP landscape
- Provide technical security advice
- Develop and/or manage technical aspects of application software, user interfaces, and third-party components.
- Conduct, assist with, and/or manage unit and system tests.
- Establish technical standards for the technical framework.
- Administrate the SAP data and code bases.
- Perform SAP BASIS design, SAP solutions to achieve defined business goals.
- Maintain SAP applications process design and configuration;
- Perform SAP application design, development, integration, testing and deployment;
- Develop SAP technical architecture.
- Submit progress or status reports using existing templates or MS Project Server



## **6.2 I.10 Technical Architect**

### **SAP Security Specialist (Level 3)**

- Manage security for the SAP projects and operations.
- Review SAP business processes in an effort to understand the business process and compliance controls (both manual and system controls).
- Provide support in defining security role requirements for the SAP project(s).
- Translate functional and business requirements into technical requirements.
- Maintain complete security roles, setup, and security mappings in the SAP systems.
- Maintain complete business roles setup and security mappings in SAP Identity Management system.
- Maintain and upgrade governance, risk and compliance and identity management systems
- Assist with SAP implementation projects.
- Advise on SAP compliant identity management security; maintain and expands knowledge base in SAP identity management and governance, risk and compliance.
- Assess general IT control issues such as disaster recovery and change management as they relate to the SAP installations.
- Assess system controls related to financial audits and internal audit reviews.
- Advise on trends and issues in the enterprise compliant, identity management security industry, including current and emerging technologies
- Advise on implementing process improvement solutions that strengthen accountability, promote effective risk management
- Participate in SAP implementation projects. This includes identifying and designing effective controls related to information technology operations, business processes, security, and data integrity for the SAP applications enterprise-wide.
- Submit progress or status reports using existing templates or MS Project Server

### **SAP Security Specialist - Governance, Risk and Compliance (GRC) (Level 3)**

- Assess the technical capabilities offered by SAP facilities.
  - Develop or assist with business and functional requirements, project scope, estimates of effort and duration.
  - Translate functional and business requirements into technical requirements.
  - Develop and/or manage technical aspects of application software, user interfaces, and third-party components.
  - Conduct, assist with, and/or manage unit and system tests.
  - Establish technical standards for the technical framework.
  - Provide advice, analysis, configuration, implement, problem resolution, and unit testing in regards to SAP security and authorizations including Portal Content roles, BI and SAP Business Objects access levels and analysis authorizations and standard SAP ECC 6.0 security functions.
  - Plan, design, configuration, and implement security strategy
  - Gather requirements, plan, design, configure and implement security roles and authorizations
  - Evaluate SAP security approach and apply established technical/security standards to define GRC strategy
  - Gather business requirements, conduct fit/gap, define security blueprint and develop functional specifications for GRC tool implementation
  - Implement GRC tool including design and/or coordinate the design (generate the requirements) of effective and efficient mitigating controls for GRC to address conflicts and risks
  - Remediate Segregation of Duties (SoD) conflicts using GRC tools including:
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- a. Defining control objectives
  - b. Identifying and assessing risk
  - c. Implementing mitigating controls
  - d. Reducing and/or eliminating SoD conflicts
- Configure/use SAP standard auditing and tracing tools along with the implemented GRC solutions
  - Develop annual audit plans based on risk assessment encompassing the entire internal and external business environment. Support and/or co-ordinate internal/external audit activities
  - Prepare blueprint and conduct impact assessment for Security & Authorizations (SA) related changes
  - Review adequacy of custom designed controls and associated SAP configuration
  - Prepare reports and documentation to identify key strengths, control gaps, inherent risks and provide recommendations to address identified risks and control weakness
  - Submit progress or status reports using existing templates or MS Project Server

### **SAP Solution Architect (Level 3)**

- Conduct architecture reviews and provide technical leadership to drive the business and IT value.
- Assist and support senior management on business side to create a road map for SAP implementation of new components and for improving existing components.
- Provide guidance on the consolidation of applications into an SAP platform.
- Provide guidance on the implementation of Solution Manager.
- Provide guidance on managing upgrades, support/enhancement packs to the SAP application, implementation and roll-out activities.
- Provide advice on how to increase the overall throughput by optimizing priorities and resource loading to enable the delivery of multiple projects and at the same time increasing the ability to respond quickly to ever changing business priorities fueled by the business growth.
- Execute software builds and code releases, in support of the software development lifecycle;
- Assessment and analysis of current state based on industry standards
- Document best practices (for example: version control, unit testing);
- Document implemented features and other technical information (e.g., design, changes concerning the software, tests);
- Road map for the consolidation of applications into an SAP platform.
- Risk mitigation measures for programs within the SAP landscape.
- Manage or execute specific project deliverable and scope to ensure project schedules & timelines are respected;
- Articulate proposed solutions in technology terms and demonstrate solution effectiveness in meeting technology needs;
- Ensure systems integration across suite of core application platforms;
- Plan, manage and develop detailed analysis and design of IT solutions
- Identify and implement continuous improvement opportunities that are enabled by SAP functionality and related bolt-on applications;
- Understand the functionality of other SAP modules and their integration points with SAP
- Translate functional and business requirements into technical requirements.

### **SAP Technical Architect (Level 3)**

- Develop, maintain and update documentation of technical requirements, specifications and design documents
- Perform requirements gathering
- Develop, maintain and update business and functional requirements,
- Provide input to project scope, estimates of effort and duration.
- Translate functional and business requirements into technical requirements.
- Develop technical standards for the technical framework.
- Maintenance and support of SAP data and code bases.
- Design and implement SAP Solutions from within Solution Manager
- Integrate and test SAP Solution Manager solutions
- Develop SAP technical architecture
- Manage or execute specific project deliverable and scope to ensure project schedules & timelines are respected;
- Articulate proposed solutions in technology terms and demonstrate solution effectiveness in meeting technology needs;
- Ensure systems integration across suite of core application platforms;
- Plans, manages and performs the activities related to detailed analysis and design of IT solutions
- Identify and implement continuous improvement opportunities that are enabled by SAP functionality and related bolt-on applications;
- Understand the functionality of other SAP modules and their integration points with SAP
- Own and develop activity profiles and scripts, standard operating procedures and related documentation;

### **6.3 I.6 Network Analyst**

#### **SAP Infrastructure Specialist (Level 3)**

- Implement SAP server infrastructure and environment hardware/software Operating System (OS) /Virtual Machine (VM) releases, OS/VM upgrades & OS/VM patches;
  - Assist in defining requirements for the implementation including server infrastructure and environment hardware/software along with the environments;
  - Translate functional and business requirements into technical requirements.
  - Provide expert advice related to the internal workings of systems' infrastructure and environment;
  - Configure, monitor, tune, and troubleshoot the SAP server infrastructure environment
  - Install, upgrade, and maintain SAP server OS/VM infrastructure
  - Document and update the existing SAP server OS/VM and networking environments
  - Introduce technical changes or configuration into the environment to maintain reliability, availability and performance of the SAP OS/VM infrastructure landscape
  - Administer the SAP infrastructure including:
    - Plan and perform server OS/VM patch upgrades,
    - Apply server OS/VM and firewall maintenance,
    - Assist in the Design and maintain physical network layout,
    - Design and implement backup and restore strategy,
    - Maintain network and firewall security,
    - Administer network performance,
    - Manage server storage,
    - server, firewall and network problem determination and resolution
  - Planning and Implement SAP server OS/VM upgrades
  - Develop and maintain system documentation for all SAP OS/VM/ Backup environments
  - Develop and maintain zoning architecture
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- Document firewall flows for all SAP environments
- Maintain all VPN appliance connections

## **Workstream 3**

### **6.1 A.2 ERP Functional Analyst**

#### **SAP Functional Analyst (Levels 1, 2 and 3)**

All tasks may be applicable and required for various SAP modules including, but not limited to Finance (Accounts Payable, General Ledger/Special Purpose Ledger, Asset Accounting, Controlling, etc.), Materiel Management (Inventory and Warehouse Management), Project Systems, Solution Manager, Funds Management, Enterprise Asset Management, Workforce Management - Human Capital Management.

- Develop and document SAP functional, business and/or system requirements specifications;
- Develop and document screen, report and interface requirements in SAP;
- Develop functional, business and/or system interface or interaction capability as per specifications/requirements;
- Gather and analyze information to establish the functional and technical needs of a system or project;
- Design methods and procedures for SAP modules that are integrated within an SAP solution;
- Develop, test, document and implement changes to SAP modules that are integrated within an SAP solution;
- Document forms, manuals, programs, interfaces, release notes, data files work instructions and procedures;
- Analyze data conversion requirements to determine data conversion strategies and mechanisms based on strategy;
- Analyze or document SAP Service Marketplace Support Portal notes in support of problem and change analysis;
- Assist Business Analyst in the conduct of business and system requirements workshops;
- Provide knowledge transfer to departmental personnel on an on-going basis.
- Provide functional analysis, configuration, testing and go-live fixes for new and changes to existing SAP ECC or S/4 related to modules such as Funds Management (FM), Financial Accounting (FI), Controlling (CO), Material Management (MM), Special Purpose Ledger (SPL), Salary Forecasting Tool (SFT), Business Planning and Consolidation (BPC) and others
- Write or review technical specifications for ABAP programs and/or functional modules extracting, loading or transforming data originating from or destined to SAP ECC or S/4
- Write technical specifications for reports and/or dashboards developed in Crystal Reports, WebI, or other supported toolsets that report on data originating from SAP ECC or S/4
- Work in conjunction with SAP BASIS, SAP Security and other technical resources to define and document IT enabled solutions using SAP ECC or S/4 to satisfy business requirements
- Provide support and guidance on SAP ECC or S/4 modules best suited to satisfy business requirements
- Provide functional support and guidance to ABAP, Fiori, Crystal Reports or other programmers developing solutions that extract, load, transform or report on data originating or destined to SAP ECC or S/4
- Provide operational support for the deployment of changes to production during Go-Live or for maintenance releases.
- Write, review or contribute to business requirements documents for business processes supported in SAP ECC or S/4
- Provide functional analysis and support to Quality Assurance (QA) and/or User Acceptance Testing (UAT) testers during functional, integration and/or acceptance testing
- Update technical documents with approved configuration changes or recommendations
- Adhere to project or departmental Change and Release Management processes as requested

- Submit progress or status reports using existing templates or MS Project Server

## **6.2 B.1 Business Analyst**

### **ERP Business Analyst (Levels 1, 2 & 3)**

- Prepare business requirements document including supporting use cases, process flows or gap analysis.
- Prepare and finalize supporting documentation such as vision statements, business processes, uses cases and functional requirements using TBS templates;
- Prepare presentations to stakeholders, steering committees and review working groups as part of review activities for project gates 1 through 5 of the departmental project gating model
- Ensure that all supporting documentation is developed prior to review meetings.
- Prepare technical requirements documents and incorporate feedback from supporting teams (enterprise architecture, applications, reporting)
- Facilitate and participate in workshops to gather and document business and/or technical requirements;
- Track status and flow of work activities/deliverables and provide status updates to Project Authority as requested
- Work in conjunction with stakeholders to prepare project business case
- Perform business analysis of functional requirements to identify information, procedures, and decision flows;
- Develop and document statements of requirements;
- Develop, document and maintain detailed design of business processes ;
- Evaluate existing business processes, procedures and methods, identify business processes improvement and document as required;
- Provide expert advice in defining new requirements and identify opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options.
- Identify candidate processes for re-design; prototype potential solution, provide trade-off information and suggest a recommended course of action. Identify required modifications to automated processes.
- Identify areas of improvement in existing business processes
- Identify and evaluate critical success parameters, factors and performance measurements.
- Use documentation tools (e.g. IBM Rational Suite, SAP Solution Manager or other) for the system development and life cycle management of solutions; and
- Provide knowledge transfer to departmental personnel on an on-going basis.

## **6.3 P.5. Project Executive (Level 3)**

### **Senior Project Leader**

- Manage Project Managers each responsible for an element of the project and its associated project team
- Meet with organizational executives to ensure internal and external stakeholders are committed to moving forward on project or organizational goals.
- Define and document project objectives and determine budget requirements
- Provide project management, governance and oversight for large, complex IM/IT projects
- Prepare project status reports and briefing material for senior management
- Prepare Project Charter, Project Management Plan and Project Schedule

- Manage project activities and resources in Microsoft Project Server and/or SAP Solution Manager.
- Develop Certification and Accreditation Plan
- Identify project risks and the corresponding impacts and triggers
- Prepare risk mitigation strategies and action plans
- Ensure document controls are in place for all project artifacts
- Lead regular project meetings with functional and/or technical resources to plan work activities and ensure work remains within scope and on schedule
- Chair or facilitate status meetings with project sponsors and stakeholders;
- Ensure all project activities follow the departmental Gating Model
- Receive, assess and track all change requests submitted
- Analyze and review business requirement documents and/or functional requirements for accuracy and completeness
- Maintain change requests (CRs) backlog in the project or departmental issue tracking system and ensure CRs are closed following deployment to production
- Plan and coordinate requirements gathering, technical analysis, solution development, testing and deployment activities for the solution components including, but not limited to:
  - SAP BW
  - SAP ECC
  - Data services
  - Business Objects (BOBJ)
  - SAP S/4 HANA
  - Fiori
- Plan release content and schedules in consultation with business client and technical resources
- Ensure project activities adhere to the project or departmental Change Management (CM) and Release Management (RM) processes
- Ensure application changes are documented including design tasks, server configuration changes, and reports creation.
- Lead regular meetings with project team and stakeholders to plan work activities and ensure work remains within scope and on schedule
- Liaise with QA and business resources to ensure adequate test coverage
- Liaise with Functional Managers to ensure resources with necessary skill sets are available
- Identify tasks, activities, deliverables and the resource capacity needed to meet project objectives and timelines Provide updated documents, templates, tools and processes related to new releases of the applications
- Prepare and submit weekly Project Status reports

Provide operational support for the deployment of changes to Production during Go-Live or for maintenance releases. Evening and weekend work activities are estimated at 4 hrs per month

#### **6.4 P.7 Project Coordinator (Levels 1 & 2)**

- Create or maintain project documentation such as schedules, checklists, status reports, Correspondence and/or change requests;
  - Create, contribute to or maintain a Master Schedule of all projects and resources using Microsoft Office Suite, Microsoft Project or other project management tools;
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- Amend and maintain the initiative schedule to incorporate any incremental rollouts;
  - Document issues and resolutions related to the Initiative schedule;
  - Track the progress of initiative including cost and schedule controls;
  - Communicate verbally and in writing with the project manager regarding project status and deliverables;
  - Assist project management in project coordination and synchronization tasks;
  - Provide administrative and technical support of a clerical nature as required to a project team; and
  - Provide knowledge transfer to departmental personnel on an on-going basis.

## **6.5 P.8. Project Leader (Level 2)**

### **Release Manager and Project Lead**

The required services may include, but are not limited to, the following:

- Receive, assess and track all change requests submitted
- Analyze and review business requirement documents and/or functional requirements for accuracy and completeness
- Maintain change requests (CRs) backlog in the project or departmental issue tracking system and ensure CRs are closed following deployment to production
- Plan and coordinate requirements gathering, technical analysis, solution development, testing and deployment activities for the solution components including but not limited to:
  - SAP ERP Central Component (ECC)
  - SAP Business Intelligence (BI)
  - SAP Business Objects (BOBJ)
  - .NET applications
  - SQL scripts
  - SAP HANA
  - S/4 HANA
  - Fiori
- Plan release content and schedules in consultation with business client and project or departmental resources
- Ensure project activities adhere to project or departmental Change Management (CM) and Release Management (RM) processes
- Ensure application changes are documented including design tasks, server configuration changes, and reports creation.
- Lead regular meetings with project team and stakeholders to plan work activities and ensure work remains within scope and on schedule
- Liaise with QA and business resources to ensure adequate test coverage
- Liaise with Functional Managers to ensure resources with necessary skill sets are available
- Identify tasks, activities, deliverables and the resource capacity needed to meet project objectives and timelines
- Provide updated documents, templates, tools and processes related to new releases of the applications
- Prepare and submit weekly Project Status reports.
- Provide operational support for the deployment of changes to Production during Go-Live or for maintenance releases. Evening and weekend work activities are estimated at 4 hrs per month.



## **6.6 P.9 Project Manager**

### **Project Manager (Levels 2 & 3)**

- Responsible for accomplishing the stated project objectives
- Create clear and attainable project objectives, building project requirements and managing project cost, time scope and quality
- Identify resource needs and work with resource managers to assign individual responsibilities
- Manage day-to-day operational aspects of the project and scope
- Lead project scoping activities
- Effectively communicate
  - relevant project information to stakeholders
  - project changes and updates to appropriate team members
- Facilitate team and stakeholder meetings to review work
- Prepare regular status reports and distribute as necessary
- Review deliverables prepared by project team prior to presenting to stakeholders
- Ensure documents are complete, current and stored following project or departmental IM policies
- Address and/or escalate issues in a timely manner
- Manage both internal and external approvals
- Monitor scope creep and re-scope project if required
- Track project issues, risk and decisions
- Prepare risk mitigation strategies
- Manage contractor resources;
- Manage several project team members each responsible for an element of the project and its associated project team.
- Manage steady-state in-service support or expansion of a large IM/IT system during its development and implementation;
- Develop and submit an Implementation Plan for system expansion, including estimates of time, cost and scope;
- Assist in the development of performance metrics and/or standards that could be applied during the implementation of any initiatives or support activities;
- Define, document and maintain plans; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the Contractor resources using a variety of project management tools; and
- Provide knowledge transfer to departmental personnel on an on-going basis.

## **Workstream 4**

### **6.1 A.1. Application/Software Architect**

#### **SAP Business Objects (BOBJ) Reporting Architect (Level 3)**

- Drive and develop technical architectures, roadmap, frameworks and strategies, for SAP application within the Business Warehouse (BW)/Business Intelligence (BI)/HANA space, to meet the business and application requirements.
- Identify the policies and requirements that drive out a particular solution.
- Ensure the integration of SAP BW/BI/HANA with overall organizational architecture.
- Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
- Analyze functional requirements to identify information, procedures and decision flows.
- Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary.
- Define and document interfaces of manual to automated operations within application sub-systems to external systems and between new and existing systems.
- Define input/output sources, including detailed plan for technical design phase, and present proposed system.
- Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, and any other standards.
- Guide blueprint workshops, facilitate decisions on best practice solutions, guide configuration, facilitate subsequent testing, and provide Go-Live support
- Provide support in daily operational tasks, analysis, diagnosis, recommendation, configuring, and implementation to changes, bugs and emergency fixes.
- Provide support for operational releases and projects by making changes due to functional modifications in new projects or operational changes.
- Develop functional needs of a system or project
- Identify and document functional, business, and system interface or capability interaction.
- Develop, design, perform and implement methods, configuration, business warehouse and procedures for computer systems, and sub-systems of larger systems
- Develop and draft forms, manuals, programs, data files, and procedures
- Develop and draft reports, dashboards, universes, info cubes, business warehouse, data sets
- Develop and draft configuration and design documents of BI Tools, Universes, info cubes
- Configure and manage SAP Business Objects BI Platform
- Document modifications and updates
- Submit progress or status reports using existing templates or MS Project Server

### **6.2 A.5. ERP Technical Analyst**

#### **SAP Business Intelligence (BI) Specialist (Level 3)**

- Develop or assist with development of business and functional requirements, project scope, estimates of effort and duration.
  - Develop and document SAP functional, business, and system requirements specifications.
  - Develop and document screen, report and interface requirements.
  - Develop functional, business, and/or system interface or capability interaction.
  - Gather and analyze information to establish the functional needs of a system or project.
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- Design methods, extracts, configuration, universes, info cubes and procedures for computer systems, and sub-systems of larger systems.
  - Develop, test and implement business warehouse for computer systems, and sub-systems of larger systems.
  - Define, develop or assist with the development of technical architectures including but not limited to technical specifications, modeling , documentation
  - Document forms, manuals, programs, data files, and procedures.
  - Provide advice, planning, creating, analysis, configuration, implementation, integration, problem resolution, and unit testing and deploying in regards to SAP BI including but not limited to Business Objects Explorer, Web Intelligence, Business Objects Analysis and Business Objects Design Studio, Business Analysis, Crystal Reports, Business Objects, Dashboards and Universes, Business Intelligence Platform.
  - Develop and configure multiple data sources into a data warehouse or universe including but not limited to custom SQL, PeopleSoft, ECC 6.0
  - Provide support in daily operational tasks, analysis, diagnosis, recommendation, configuring, and implementation to changes, bugs and emergency fixes.
  - Provide support for operational releases and projects.
  - Develop and draft reports, Forms, manuals, programs, data files, and procedures.
  - Configure and design BI Tools, Universes, info cubes
  - Perform full implementation cycle from blue printing to realization, design, implementation and go-live, maintenance and operational tasks
  - Develop functional needs of a system or project.
  - Perform changes due to functional modifications in new projects or operational changes
  - Configure and manage of SAP Business Objects BI Platform
  - Configure and manage of SAP Business Objects BI Platform Mobile Add-on
  - Configure and manage of SAP Business Objects Explorer
  - Configure and manage of SAP Business Objects Analysis Edition for OLAP
  - Configure and manage of SAP Business Objects Web Intelligence
  - Configure and manage of SAP Business Objects Dashboard
  - Configure and manage of Netweaver Foundation for Third-Party Applications
  - Configure and manage of SAP Business Objects Strategy Management 10.0 or higher
  - Configure and manage of Business Objects Analysis
  - Configure and manage of Business Objects Design Studio
  - Train and transfer knowledge to employees on the design and implementation of the solution
  - Submit progress or status reports using existing templates or MS Project Server

### **SAP Business Warehouse (BW) Specialist (Level 3)**

- Develop or assist with business and functional requirements, project scope, estimates of effort and duration.
- Develop and document SAP functional, business, and system requirements specifications.
- Develop and document screen, report and interface requirements.
- Develop functional, business, and system interface or capability interaction.
- Gather and analyze information to establish the functional needs of a system or project.
- Plan, develop structural designs, analyze, design, code, test and release elements as per requirements, install, run, test and document business warehouse environments
- Define, develop or assist with the development of technical architectures including but not limited to technical specifications, modeling , documentation

- Provide support in daily operational tasks, analysis, diagnosis, recommendation, configuring, and implementation to changes, bugs and emergency fixes.
- Develop methods, configure, test and implement business warehouse and procedures designs for small computer systems, and sub-systems of larger systems.
- Develop functional needs of a system or project.
- Document forms, manuals, programs, data files, and procedures.
- Development of Extract, Transform and Load (ETL) processes for data sets
- Configure BW development and Business warehouse
- Configure and manage SAP Netweaver Business Warehouse 7.3 or higher
- Configure and manage SAP Data Services (4.1 or higher), SAP Information Steward and Accurate Analytics option (for Unstructured Text Analysis)
- Provide advice, planning, creating, analysis, configuration, implementation, integration, problem resolution, and unit testing and deployment in regards to BW
- Design, build, monitor and document the continuous optimization of the ETL and data warehouse performance.
- Design and implementation, maintenance of business objects data services
- Provide support for operational releases and projects.
- Document modifications and updates
- Perform changes due to functional modifications in new projects or operational changes
- Train and transfer knowledge to employees on the design and implementation of the solution
- Submit progress or status reports using existing templates or MS Project Server

#### **SAP BW on HANA Specialist (Level 1)**

- Develop or assist with business and functional requirements, project scope, estimates of effort and duration.
- Identify, gather and implement requirements
- Configuration of HANA in full implementation cycle from blue printing to realization and go-live, in addition to configuration for maintenance and operations
- Develop and document SAP functional, business, and/or system requirements specifications.
- Develop and document interface requirements.
- Develop functional, business, and system interface or capability interaction.
- Gather and analyze information to establish the technical needs of a system or project.
- Design methods and procedures for computer systems, and sub-systems of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Develop and maintain technical standards for the technical framework.
- Configure and maintain SAP data and code bases
- Document and develop forms, manuals, programs, data files, and procedures.
- Provide advice, analysis, configuration, implementation, integration, problem resolution, and unit testing for SAP HANA
- Configure and maintain HANA or Business Suite on HANA.
- Configure and maintain OS/DB migration for BW/SoH on HANA.
- Configure and maintain HANA DB installation/post installation activities.
- Configure and maintain HANA DB post installation activities for DB as an appliance.
- Configure and maintain MCOS, MCOD & tenant scenario on HANA DB.
- Configure and maintain HANA DB Revision, patch updates.
- Configure, maintain and monitor HANA DB

- Maintain and monitor the system for performance and other routine checks and develop related documentation
- Communicate potential issues, risks and obstacles and develop a timely resolution
- Provide support in daily operational tasks, analysis, diagnosis, recommendation, configuring, and implementation to changes, bugs and emergency fixes.
- Provide support for operational releases and projects by making changes due to functional modifications in new projects or operational changes.
- Perform changes due to functional modifications in new projects or operational changes
- Train and transfer knowledge to employees on the design and implementation of the platform
- Submit progress or status reports using existing templates or MS Project Server

### 6.3 A.7. Programmer/Analyst

#### Crystal Reports Analyst (Level 3)

- Develop or assist with business and functional requirements, project scope, estimates of effort and duration.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Develop and document SAP functional, business, and system requirements specifications.
- Design, develop, create and document screen, report and interface requirements.
- Develop functional, business, and system interface or capability interaction.
- Gather and analyze information to establish the functional needs of a project.
- Design methods, extracts, configuration, universes, info cubes and procedures for computer systems, and sub-systems of larger systems.
- Develop functional needs of a system or project.
- Document forms, manuals, programs, data files, and procedures.
- Provide advice, analysis, planning, configuration, development, implementation, integration, problem resolution, and unit testing, post go-live fixes for SAP BI Crystal Reports and Business Intelligence Platform.
- Provide support in daily operational tasks, analysis, diagnosis, recommendation, configuring, and implementation to changes, bugs and emergency fixes.
- Provide support for operational releases and projects by making changes due to functional modifications in new projects or operational changes.
- Report development, delivery and maintenance.
- Perform changes due to functional modifications in new projects or operational changes
- Train and transfer knowledge to employees on the design and implementation of the solution
- Submit progress or status reports using existing templates or MS Project Server

#### Web Intelligence Analyst (Level 3)

- Develop or assist with business and functional requirements, project scope, estimates of effort and duration.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.

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- Develop and document SAP functional, business, and system requirements specifications.
  - Design, develop, create and document screen, report and interface requirements.
  - Develop functional, business, and system interface or capability interaction.
  - Gather and analyze information to establish the functional needs of a project.
  - Design methods, extracts, configuration, universes, info cubes and procedures for computer systems, and sub-systems of larger systems.
  - Document forms, manuals, programs, data files, and procedures.
  - Provide advice, analysis, planning, configuration, development, implementation, integration, problem resolution, and unit testing, post go-live fixes for SAP Web Intelligence Reports and Business Intelligence Platform.
  - Provide support in daily operational tasks, analysis, diagnosis, recommendation, configuring, and implementation to changes, bugs and emergency fixes.
  - Provide support for operational releases and projects by making changes due to functional modifications in new projects or operational changes..
  - Develop functional needs of a system or project.
  - Report development and maintenance.
  - Train and transfer knowledge to employees on the design and implementation of the solution
  - Submit progress or status reports using existing templates or MS Project Server

### **SAP Lumira Analyst (Level 3)**

- Develop or assist with business and functional requirements, project scope, estimates of effort and duration.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Develop and document SAP functional, business, and/or system requirements specifications.
- Analyze, design, develop/create and document screen, report and interface requirements.
- Develop functional, business, and/or system interface or capability interaction.
- Gather and analyze information to establish the functional needs of a project.
- Design methods, extracts, configuration, universes, info cubes and procedures for computer systems, and sub-systems of larger systems.
- Document forms, manuals, programs, data files, and procedures.
- Provide advice, analysis, configuration, implementation, integration, problem resolution, and unit testing in regards to SAP Lumira Desktop, Lumira Server and Business Objects Enterprise platform.
- Provide support in daily operational tasks, analysis, diagnosis, recommendation, configuring, and implementation to changes, bugs and emergency fixes.
- Provide support in work related to operational releases and projects.
- Report development and maintenance.
- Changes due to functional modifications in new projects or operational changes
- Train and transfer knowledge to employees on the design and implementation of the solution
- Submit progress or status reports using existing templates or MS Project Server

## **7.0 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION**

A desk, computer and MyKey for application access and remote access and all required project documentation, software and licenses required to access the departmental IT systems necessary to perform the work will be provided by the Government of Canada.

Note: Phone is not provided. It is the responsibility of the Contractor to provide portable communication devices to consultants.

## **8.0 DELIVERABLES**

Each Task Authorization will identify the specific deliverables and schedule the Contractor will be expected to produce and meet.

The deliverables may include, but are not limited to:



## **Workstream 1**

### **A.3. ERP Programmer Analyst**

#### **ABAP Programmer**

- Documentation of bug resolutions, technical requirements, specifications and design documents as defined by functional requirements
- Updated documentation for screen, report and interface requirements delivered in collaboration with functional resources
- Documented functional, business, and system interface or capability interaction based on the business functional requirements
- Methods, extracts, configuration, universes, info cubes and procedures designs and code for computer systems, and sub-systems of larger systems.
- Documentation and/or fully tested forms, manuals, programs, data files, and procedures
- Advice, analysis, configuration, problem resolution, and unit testing in regards to programs, functions, modules, expert routines and custom programs SAP integration architecture.

#### **Fiori Programmer (Levels 2 & 3)**

- Documentation of bug resolutions, technical requirements, specifications and technical design documents as defined by functional requirements
- Updated documentation for screen, report and interface requirements delivered in collaboration with functional resources
- Documented and/or fully tested Front-end components.
- Documented and/or fully tested system interface or capability interaction based on functional requirements
- Documented and/or unit tested user interface of a system or project.
- Documented and/or fully tested forms, manuals, programs, data files, and procedures.

### **A.5. ERP Technical Analyst**

#### **SAP Process Orchestration (PO)/Process Integration (PI) Specialist**

- Recommended processes or actions to be taken based on traces, and logs from error reports
- Documented and fully tested proactive monitoring to prevent unplanned outages;
- Recommendations and delivery of improvement opportunities following established service development best practices;
- Progress or status reports
- System requirements specifications
- Documented and/or fully tested methods, procedures, tests, implementation for computer systems, and sub-systems of larger systems.
- Documented and fully tested forms, manuals, programs, data files, and procedures.
- Analysis, diagnosis, recommendation, configuration, and implementation to changes, bugs and emergency fixes.
- Requirements definition and design documents

#### **SAP Portal Expert**

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- Completed Change Requests (including associated documentation such as specifications and correspondence on production issues as per tasks listed above).
- Analysis & design, maintenance and development of the various technical components of the SAP based solutions
- Recommendations on integration of components with applications
- Input or recommendations on solutions or proposed solutions.
- Input or recommendations on current specifications
- Portal fit/gap documents.
- Solution design documents.
- Recommendations with respect to business architecture
- Configuration of solutions in the Portal and ECC 6.0.
- Input to test plans and test scenarios provided in conjunction with functional resources
- Testing of the portal functionality.
- Analysis and resolution of issues reported during the User Acceptance Testing.
- Technical configuration of Homepage Framework.
- Documented and fully tested Iviews, Pages and Worksets
- Technical configuration and integration of workflow functionality and to help resolve issues related to portal development.
- Integration plans and designs for various applications and their function calls to conform with SAP Portal
- Analysis and recommendations on issues related to SAP portal Accessibility.
- Progress or status reports using existing templates or MS Project Server

#### **SAP BPC Technical Analyst**

- Documented and fully tested SAP cubes as requested
- Documented and fully tested procedures to monitor and manage EPM / BPC add-ins
- Documented and fully tested unified planning model
- Recommendations for BPC features as it pertains to the environment
- Configuration of Business Warehouse and BPC
- Workshops and related Blueprint documents relevant to the implementation of new configuration;
- Data governance strategy that includes data steward, data administration and security;
- Maps of reporting requirements to data available from System landscape (i.e SAP ECC6, SAP-BW and other sources leveraged by SAP-BPC);
- Mock-up analysis and visualizations of reports and/or dashboards using real or fictitious data;
- Validation of desired analytics capabilities and outputs with stakeholders;
- Documented and fully tested implementation of analytics solutions using BPC
- Documented and fully tested processes, roles and responsibilities around ongoing analytics functions
- Training and transfer knowledge ( "train the trainer" approach);
- Analysis, documentation and cutover of the conversion elements pertaining to the new implementation;
- Map of business processes or requirements to functional specifications
- Conceptual data models in support of departmental or /organizational transformation initiatives
- Reports;
- Documents or updates to documents related to system configuration and business processes;
- Progress or status reports

## **8.4 Format of Deliverables**

Each Task Authorization will identify the format in which the deliverables must be submitted.

The Contractor may be required to submit the deliverables in, but not limited to, the following formats:

- Soft Copy
- Hard Copy
- MS Office Suite of products
- SAP configuration and/or programs

## **9.0 LANGUAGE OF WORK**

Work will be conducted in English. All resources must provide services in English.

### **Workstream 2**

#### **8.1 A.5. ERP Technical Analyst – Level 3**

##### **Basis Resource**

- Documentation of bug resolutions, functional, business, technical requirements, specifications and design documents
- Business and functional requirements, project scope, estimates of effort and duration.
- Translated functional and business requirements into technical requirements.
- Technical standards for the technical framework.
- SAP data and code bases.
- Implemented and deployed SAP Solutions from within Solution Manager
- Integrated and tested solution within SAP Solution Manager
- SAP technical architecture
- Assessment of the technical capabilities offered by SAP facilities
- Advice on technical security
- Reports on technical aspects of application software, user interfaces, and third-party components.
- unit and system tests
- SAP BASIS design, SAP solutions to achieve defined business goals.
- SAP applications process design and configuration;
- SAP application design, development, integration, testing, bug resolution and deployment;
- Progress or status reports using existing templates or MS Project Server

#### **8.2 I.10. Technical Architect – Level 3**

##### **SAP Security Specialist**

- Advice, analysis, configuration, problem resolution, and unit testing in regards to SAP Security and Authorizations including Portal Content roles, BI and SAP Business Objects access levels and analysis authorizations and standard SAP ECC 6.0 security functions.
  - Security strategy
  - Security roles and authorizations
  - Reports on SAP Security Controls
  - Identification of SAP environment Security breaches
  - Audits of SAP Security
  - Documentation of technical requirements, specifications and design documents
-

- Business and functional requirements, project scope, estimates of effort and duration.
- Translated functional and business requirements into technical requirements.
- Technical standards for the technical framework.
- SAP data and code bases.
- Design documents for SAP Solutions from within Solution Manager
- Integrated and tested SAP Solution Manager solutions
- SAP technical architecture designs
- Progress or status reports using existing templates or MS Project Server

#### **SAP Security Specialist - Governance, Risk and Compliance (GRC)**

- Assessment and analysis of current state based on industry standards.
- control objectives that fit to client requirements yet still adhere to government standards (business and functional requirements, project scope, estimates of effort and duration)
- GRC Suite based on government requirements today with considerations for tomorrow
- Sessions and workshops to promote the understanding of Governance, Risk and Compliance.
- procedures to remain compliant and eliminate current and future SOD issues
- Risk identification and mitigation through monitoring and peer review.
- annual review of GRC controls plan
- Deliver all GRC associated documentation with regards to GRC Configuration, Mitigating controls as well as Ruleset versioning
- Translated technical requirements from functional and business requirements

#### **SAP Solution Architect**

- Executed software builds and code releases, in support of the software development lifecycle;
- Assessment and analysis of current state based on industry standards
- Documented best practices (for example: version control, unit testing);
- Documented implemented features and other technical information (e.g., design, changes concerning the software, tests);
- Architecture review to drive the business and IT value.
- Road map for the consolidation of applications into an SAP platform.
- Risk mitigation measures for programs within the SAP landscape.
- Documented proposed solutions to ensure systems integration across suite of core application platforms;
- detailed analysis and design of IT solutions
- Identification and implementation of improvement opportunities that are enabled by SAP functionality and related bolt-on applications;

#### **SAP Technical Architect**

- Documentation of technical requirements, specifications and design documents
  - Business and functional requirements, project scope, estimates of effort and duration.
  - Translated functional and business requirements into technical requirements.
  - Technical standards for the technical framework.
  - SAP data and code bases.
  - Design documents for SAP Solutions from within Solution Manager
  - Integrated and tested SAP Solution Manager solutions
  - SAP technical architecture designs
-

### **8.3 I.6 Network Analyst (Level 3)**

#### **SAP Infrastructure Specialist**

- SAP server infrastructure and environment hardware/software releases, upgrades & patches;
- Server infrastructure and environment hardware/software requirements;
- Systems infrastructure and environment documentation;
- Configuration, monitoring, tuning, and troubleshooting documentation of the SAP server infrastructure environment;
- Documentation of installation, upgrade, and maintenance of SAP server infrastructure;
- Design documentation of networking interfaces and firewalls between SAP and external systems;
- SAP server and networking environment documents;
- SAP infrastructure landscape reliability, availability and performance reports;
- SAP database server and application server monitoring reports;
- Server patch upgrades;
- Server and firewall maintenance reports;
- Physical network design document;
- Backup and restore strategy document;
- Network and firewall security report;
- Network performance report;
- Server storage report;
- Server, firewall and network problem determination and resolution reports;
- SAP server upgrade plans
- SAP system documentation
- Zoning architecture design document
- Documented firewall flows for all SAP environments
- VPN appliance connections
- Progress or status reports

### **8.4 Format of Deliverables**

Each Task Authorization will identify the format in which the deliverables must be submitted.

The Contractor may be required to submit the deliverables in, but not limited to, the following formats:

- Soft Copy
- Hard Copy
- MS Office Suite of products
- SAP configuration and/or programs

### **9.0 LANGUAGE OF WORK**

Work will be conducted in English. All resources must provide services in English.

## **Workstream 3**

### **8.1 A.2 ERP Functional Analyst**

#### **SAP Functional Analyst (Levels 1, 2 & 3)**

- Functional analysis, configuration, testing and go-live support;
- Technical specifications for ABAP programs, functional modules, reports, dashboards
- Workflows, Reports, Interfaces, Conversions, Enhancements, Forms (WRICEF) inventory
- Contribute to Business Blueprint
- Business scenarios documents
- Business process documents
- Requirements Traceability Matrix
- Input to and documented solutions;
- Updated functional configuration that meets client requirements and passes QA functional, regression and user acceptance testing;
- Detailed Functional Requirements or Technical Specifications for all assigned change requests;
- Detailed, updated or input to business Requirements documents;
- Defect reports or proposed change requests outlining required changes resulting from analysis activities;
- Updates to technical documents;
- Reports on methods and procedures; and
- Progress or status reports upon request.

### **8.2 B.2 Business Analyst**

#### **ERP Business Analyst (Levels 1, 2 & 3)**

- Work plans
- Business Case
- Business process models
- Business process or data flow diagrams
- Business requirements documents
- User stories
- Use cases
- Options analysis and recommendations documentation
- Preliminary Project Risk Complexity Assessment (PPCRA)
- Input to the overall project plan, schedule and charter
- Change requests
- Presentation material
- Material for knowledge transfer to project or departmental staff
- Project or Task Authorization Status Reports as requested (weekly, or monthly)

### **8.3 P.5. Project Executive (Level 3)**

#### **Senior Project Leader**

- Project Charter
- Project Management Plan
- Project Schedule (in MS Project Server and/or Solution Manager)
- Quality Management Plans
- Cost Management Plans
- Briefing notes or Executive Summary documentation
- Strategic plans
- Documented tasks, activities and deliverables and resource capacity needed to meet project objectives and timelines
- Project Status (In MS Project Server and/or Solution Manager)
- Risk assessments, mitigation strategy and action plans
- Project work breakdown structure (WBS)
- Detailed cost estimates
- Project Change and Decision requests
- Application Releases deployed to QA, UAT & Production environments – as scheduled through the RM process
- Updates and clarifications to existing documentation and guidance to the applications teams as scheduled through the RM process
- Documented changes to the TBS environments including all activities such as design tasks, configuration changes, and creating reports – as scheduled through the RM process
- High level estimates of the level of effort to further changes and enhancements within 5 business days of request
- Updated documents, templates, tools and processes for each new releases are complete
- Project Status reports - weekly.
- Release Plans, release schedules, release content list and documented client sign-off for all release deployments
- Up to date backlog list of change requests maintained in the IMTD issue tracking system

### **8.4 P.7 Project Coordinator**

#### **Project Coordinator (Levels 1, 2 & 3)**

- Updated Project Management Plan
  - Updated Project Schedule (in MS Project Server and/or Solution Manager)
  - Documented tasks, activities and deliverables and resource capacity needed to meet project objectives and timelines
  - Project work breakdown structure (WBS)
  - Detailed cost estimates
  - Project Change and Decision requests
  - Updates and clarifications to existing documentation and guidance to the applications teams as scheduled through the RM process
  - Documented changes to the technical environments including all activities such as design tasks, configuration changes, and creating reports – as scheduled through the RM process
  - Updated documents, templates, tools and processes for each new releases are complete
  - Release Plans, release schedules, release content list and documented client sign-off for all release deployments
  - Up to date backlog list of change requests maintained in the project or departmental issue tracking system
-

- Updated Project Status (In MS Project Server and/or Solution Manager)
- Project or Task Authorization Status Reports as requested (weekly or monthly)

## **8.5 P.8. Project Leader (Level 2)**

### **Release Manager and Project Lead**

- Application Releases deployed to QA, UAT & Production environments Updates and clarifications to existing documentation and guidance to the applications teams
- Documented changes to the departmental environments including all activities such as design tasks, configuration changes, and creating reports –High level estimates of the level of effort to further changes and enhancements Updated documents, templates, tools and processes for each new releases are complete
- Documented tasks, activities and deliverables and resource capacity needed to meet project objectives and timelines
- Project Status reports
- Release Plans, release schedules, release content list and documented client sign-off for all release deployments
- Project Work Breakdown Structure (WBS)
- Up to date backlog list of change requests maintained in the project or departmental issue tracking system

## **8.6 P.9 Project Manager**

### **Project Manager (Level 2 & Level 3)**

- Project Management Plan
- Project Schedule (in MS Project Server and/or Solution Manager)
- Documented tasks, activities and deliverables and resource capacity needed to meet project objectives and timelines
- Updated Project Status (In MS Project Server and/or Solution Manager)
- Risk assessments, mitigation strategy and action plans
- Project work breakdown structure (WBS)
- Detailed cost estimates
- Project Change and Decision requests
- Application Releases deployed to QA, UAT & Production environments – as scheduled through the RM process
- Updates and clarifications to existing documentation and guidance to the applications teams as scheduled through the RM process
- Documented changes to the TBS environments including all activities such as design tasks, configuration changes, and creating reports – as scheduled through the RM process
- High level estimates of the level of effort to further changes and enhancements within 5 business days of request
- Updated documents, templates, tools and processes for each new releases are complete
- Release Plans, release schedules, release content list and documented client sign-off for all release deployments
- Up to date backlog list of change requests maintained in the IMTD issue tracking system
- Project or Task Authorization Status Reports as requested (weekly or monthly)

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## **8.7 Format of Deliverables**

Each Task Authorization will identify the format in which the deliverables must be submitted.

The Contractor may be required to submit the deliverables in, but not limited to, the following formats:

- Soft Copy
- Hard Copy
- MS Office Suite of products
- SAP configuration and/or programs

## **9.0 LANGUAGE OF WORK**

The Project Coordinator, Project Manager, Project Leader and Project Executive may be required to conduct work in either one or both official languages (English and/or French), as detailed in each task authorization. The ERP Functional Analyst and Business Analyst must provide services in English.



## **Workstream 4**

### **8.1 A.1. Application/Software Architect**

#### **SAP Business Objects (BOBJ) Reporting Architect (Level 3)**

- Integrated technical architectures, roadmap, frameworks and strategies, for SAP application within the BW/BI/HANA space.
- Procedures and decision flows
- Database content, structure, application sub-systems, and data dictionaries documents.
- Defined and documented interfaces of manual to automated operations within application sub-systems to external systems and between new and existing systems.
- Input/output sources including detailed plan for technical design phase, and presentation of proposed system.
- System specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, and any other related standards
- Blueprint workshops, configuration, testing, and Go-Live support for operational releases and projects.
- Analysis, diagnosis, recommendations, configuration and implementation to changes, bugs and emergency fixes.
- Technical and functional requirements document.
- Functional, business, and system interface or capability interaction.
- Methods, configuration, implementation of business warehouse and procedures designs for computer systems, and sub-systems of larger systems.
- Forms, manuals, programs, data files, and procedures.
- Reports, dashboards, universes, info cubes, business warehouse, data sets
- Configuration and design documents of BI Tools, Universes, info cubes
- Document of modifications and updates
- Configuration and management of SAP Business Objects BI Platform
- Progress or status reports

### **8.2 A.5. ERP Technical Analyst**

#### **SAP Business Intelligence (BI) Specialist (Level 3)**

- Documented or input to business and functional requirements, project scope, estimates of effort and duration.
  - Documented SAP functional, business, and system requirements specifications
  - Screen, report and interface requirements
  - Functional, business, and system interface or capability interaction.
  - Methods, extracts, configuration, universes, info cubes and procedures for computer systems, and sub-systems of larger systems.
  - Forms, manuals, programs, data files, and procedures.
  - Documentation of configuration, problem resolutions, functional, business, technical requirements, specifications and design documents
  - Functional requirements documents.
  - Blueprints, configuration, testing, and Go-Live support for operational releases and projects.
  - Methods, configuration, implementation of business warehouse and procedures designs for computer systems, and sub-systems of larger systems.
  - Analysis, diagnosis, recommendations, configuration and implementation to changes, bugs and emergency fixes.
-

- 
- Technical specifications, models, documentation
  - Reports, dashboards, universes, info cubes, business warehouse, data sets
  - Design and configuration documents of BI Tools, Universes, info cubes
  - Configuration and management of SAP Business Objects BI Platform
  - Configuration and management of SAP Business Objects BI Platform Mobile Add-on
  - Configuration and management of SAP Business Objects Explorer
  - Configuration and management of SAP Business Objects Analysis Edition for OLAP
  - Configuration and management of SAP Business Objects Web Intelligence
  - Configuration and management of SAP Business Objects Dashboard
  - Configuration and management of Netweaver Foundation for Third-Party Applications
  - Configuration and management of SAP Business Objects Strategy Management 10.0 or higher
  - Configuration and management of Business Objects Analysis
  - Configuration and management of Business Objects Design Studio
  - Progress or status reports

### **SAP Business Warehouse (BW) Specialist (Level 3)**

- Documented or input to business and functional requirements, project scope, estimates of effort and duration.
- Documented SAP functional, business, and system requirements specifications
- Screen, report and interface requirements
- Documentation of bug resolutions, functional, business, technical requirements, specifications and design documents
- Functional, business, and system interface or capability interaction.
- Functional requirements documents.
- Methods, configuration, implementation of business warehouse and procedures designs for computer systems, and sub-systems of larger systems.
- Forms, manuals, programs, data files, and procedures.
- Extract, Transform and Load (ETL) load process for data sets
- Configuration of BW development and Business warehouse
- Configuration and management of SAP Netweaver Business Warehouse 7.3 or higher
- Configuration and management of SAP Data Services (4.1 or higher), SAP Information Steward and Accurate Analytics option (for Unstructured Text Analysis)
- Advice, analysis, configuration, implementation, integration, problem resolution, and unit testing in regards to BW
- Analysis, diagnosis, recommendations, configuration and implementation to changes, bugs and emergency fixes.
- Modifications and updates
- Progress or status reports

### **SAP Business Warehouse (BW) on HANA Specialist (Level 1)**

- Documented or input to business and functional requirements, project scope, estimates of effort and duration.
  - Documented SAP functional, business, and system requirements specifications
  - Documented interface requirements
  - Functional, business, and system interface or capability interaction
  - Documentation of bug resolutions, functional, business, technical, system requirements, specifications and design documents
-

- Advice, analysis, configuration, implementation, integration, problem resolution, and unit testing for SAP HANA
- Full cycle SAP HANA implementation from blue printing to realization and go-live
- Translated functional and business requirements into technical requirements.
- Technical standards for the technical framework.
- SAP data and code bases.
- Methods, procedures, tests, implementation for computer systems, and sub-systems of larger systems.
- Forms, manuals, programs, data files, and procedures.
- Configuration and maintenance of HANA or Business Suite on HANA.
- Configuration and maintenance of OS/DB migration for BW/SoH on HANA.
- Configuration and maintenance of HANA DB installation/post installation activities.
- Configuration and maintenance of HANA DB post installation activities for DB as an appliance.
- Configuration and maintenance of SAP Text Analytics on HANA
- Configuration and maintenance of MCOS,MCOD & tenant scenario on HANA DB.
- Configuration and maintenance of HANA DB Revision, patch updates.
- Configuration, maintenance and monitoring of HANA DB
- Setup, configuration and maintenance HANA Accelerators and HANA Side Car
- Documentation for monitoring of the system for performance and other routine checks.
- Progress or status reports

### 8.3 A.7. Programmer/Analyst

#### Crystal Reports Analyst (Level 3)

- Documented or input to business and functional requirements, project scope, estimates of effort and duration.
- Technical and economic feasibility documentation.
- Documented SAP functional, technical, business, and system requirements specifications
- Documentation of analysis, diagnosis, recommendation, configuring, and implementation to changes, bugs and emergency fixes.
- Screen, report and interface requirements
- Functional, business, and system interface or capability interaction.
- Functional requirements documents.
- Methods, extracts, configuration, universes, info cubes and procedures designs and code for computer systems, and sub-systems of larger systems.
- Forms, manuals, programs, data files, and procedures.
- Advice, analysis, configuration, problem resolution, and unit testing for Crystal Reports and BI platform.
- Reports on development, delivery and maintenance.
- Progress or status reports

#### Web Intelligence Analyst (Level 3)

- Documented or input to business and functional requirements, project scope, estimates of effort and duration.
- Technical and economic feasibility documentation.
- Documented SAP functional, technical, business, and system requirements specifications

- Documentation of analysis, diagnosis, recommendation, configuring, and implementation to changes, bugs and emergency fixes.
- Screen, report and interfaces requirements.
- Functional, business, and system interface or capability interaction.
- Functional requirements documents.
- Methods, extracts, configuration, universes, info cubes and procedures designs and code for computer systems, and sub-systems of larger systems.
- Forms, manuals, programs, data files, and procedures.
- Advice, analysis, configuration, problem resolution, and unit testing for Web Intelligence Reports and BI platform.
- Report on development, delivery and maintenance
- Progress or status reports

### **SAP Lumira Analyst (Level 3)**

- Documentation of bug resolutions, functional, business, technical requirements, specifications and design documents
- Technical and economic feasibility documentation.
- Screen, report and interfaces.
- Functional, business, and system interface or capability interaction.
- Documented SAP functional, technical, business, and system requirements specifications.
- Documentation of analysis, diagnosis, recommendation, configuring, and implementation to changes, bugs and emergency fixes.
- Methods, extracts, configuration, universes, info cubes and procedures designs and code for computer systems, and sub-systems of larger systems.
- Forms, manuals, programs, data files, and procedures.
- Advice, analysis, configuration, problem resolution, and unit testing in regards to Lumira Desktop, Lumira Server and the Business Objects Enterprise platform.
- Story development, delivery and maintenance.
- Progress or status reports

### **8.4 Format of Deliverables**

Each Task Authorization will identify the format in which the deliverables must be submitted.

The Contractor may be required to submit the deliverables in, but not limited to, the following formats:

- Soft Copy
- Hard Copy
- MS Office Suite of products
- SAP configuration and/or programs

### **9.0 LANGUAGE OF WORK**

Work will be conducted in English. All resources must provide services in English.

### **10. TRAVEL REQUIREMENTS**

While there are no travel requirements expected in the conduct of the work, each TA will specify if travel is required.

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## **11. LOCATION OF WORK**

The majority of the work will be performed on site at TBS offices located in the National Capital Region but on occasion remote access may be permitted or required at the Technical Authority's discretion. Each Task Authorization will identify the work location(s). In the cases where the work is performed remotely, the resource(s) must be available for teleconference.

## **Appendix 1 to Annex A**

### **LIST OF SAP MODULES, APPLICATIONS OR TECHNOLOGIES**

The following list includes, but is not limited to, the SAP modules, applications or technologies that may be required in the Task Authorization.

Cisco Networking

Cognos

Government of Canada Receiver General Interfaces (RGI) IBM DB2

IBM Infosphere

IBM Rational ClearCase

IBM Rational ClearQuest

IBM Rational Performance Tester

IBM Rational RequisitePro

IBM Rational

Linux

OpenText Content Server

Oracle

Peoplesoft

Qualiware

Redwood Central Process Scheduler

Salary Forecasting Tool (SFT)

SAP ABAP

SAP Accounts Payable (FI-AP)

SAP Accounts Receivable (FI-AR)

SAP Acquisition Card (FI-ACQ)

SAP Archiving

SAP ASAP Methodology

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SAP Asset Accounting (FI-AA)

SAP Business Intelligence (BI)

SAP Business Objects (BOBJ)

SAP Business Objects Data Integrator (BODI)

SAP Business Planning & Consolidation (BPC)

SAP Business Warehouse (BW)

SAP Controlling (FI-CO)

SAP Cross Application Time Sheets (CATS)

SAP Defence Forces & Public Security (DFPS)

SAP Enterprise Asset Management (EAM)

SAP Enterprise Performance Management (EPM)

SAP ERP Central Component (ECC) 6.0

SAP Funds Management (FM)

SAP General Ledger (FI-GL)

SAP Governance, Risk & Compliance (GRC)

SAP Human Resources (HR)

SAP HP Quality Centre

SAP Identity Management (IDM)

SAP Investment Management (IM)

SAP Landscape Virtualization Manager (LVM)

SAP Logistics General and Execution (LE)

SAP Master Data Management (MDM)

SAP Materiel Management (MM)

SAP Mobile Defence Solution (MDS)

SAP NetWeaver Development Infrastructure

SAP NetWeaver

SAP Portals

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SAP Portfolio and Project Management

SAP Process Integration/Process Orchestration (PI/PO)

SAP Production Planning (PP)

SAP Project Systems (PS)

SAP Public Sector Collections & Disbursements (PSCD)

SAP Public Sector Industry Solution

SAP Quality Management (QM)

SAP Real Estate (RE-FX)

SAP Roles & Authorizations (R&A)

SAP Sales & Distribution (SD)

SAP Content Management

SAP Solution Manager

SAP Special Purpose Leger (FI-SPL)

SAP Testing Tools

SAP Travel Management (TM)

SAP TREX

SAP Vendor Invoice Management (VIM)

SAP Work Force Management Human Capital Management (WFM – HCM) UNIX

UPerform

VMWare



## ANNEX B

### BASIS OF PAYMENT

#### WORKSTREAM 1

##### INITIAL CONTRACT PERIOD:

RESOURCE CATEGORY	LEVEL OF EXPERTISE	Firm Per Diem Rate
A.3 ERP Programmer Analyst	LEVEL 3	
A.3 ERP Programmer Analyst	LEVEL 2	
A.5 ERP Technical Analyst	LEVEL 3	

#### WORKSTREAM 2

##### INITIAL CONTRACT PERIOD:

RESOURCE CATEGORY	LEVEL OF EXPERTISE	Firm Per Diem Rate
A.5 ERP Technical Analyst	LEVEL 3	
I.10 Technical Architect	LEVEL 3	
I.6 Network Analyst	LEVEL 3	

#### WORKSTREAM 3

##### INITIAL CONTRACT PERIOD:

RESOURCE CATEGORY	LEVEL OF EXPERTISE	Firm Per Diem Rate
A.2 ERP Functional Analyst	LEVEL 3	
A.2 ERP Functional Analyst	LEVEL 2	
A.2 ERP Functional Analyst	LEVEL 1	
B.1 Business Analyst	LEVEL 3	
B.1 Business Analyst	LEVEL 2	
B.1 Business Analyst	LEVEL 1	
P.5 Project Executive	LEVEL 3	
P.7 Project Coordinator	LEVEL 2	

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P.7 Project Coordinator	LEVEL 1	
P.8 Project Leader	LEVEL 2	
P.9 Project Manager	LEVEL 3	
P.9 Project Manager	LEVEL 2	

#### **WORKSTREAM 4**

##### **INITIAL CONTRACT PERIOD:**

RESOURCE CATEGORY	LEVEL OF EXPERTISE	Firm Per Diem Rate
A.1 Application/Software Architect	LEVEL 3	
A.5 ERP Technical Analyst	LEVEL 3	
A.7 Programmer/Analyst	LEVEL 3	

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**ANNEX C**  
**SECURITY REQUIREMENTS CHECK LIST**



Government of Canada  
Gouvernement du Canada

COMMON-PS-SRCL#19

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	TBS	2. Branch or Directorate / Direction générale ou Direction CSS/IMTD
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail The contract will be used to support the implementation and ongoing operations of several SAP-based workloads managed by TBS. These workloads include: GCFM, CAC-SS and Hydrae.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |  |  |  |
|---|--|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input checked="" type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL  | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |  |  |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

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UNCLASSIFIED

Canada

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of CanadaGouvernement  
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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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## PART D - AUTHORIZATION / PARTIE D - AUTORISATION

## 13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
James Gervais	A/Technical Director		February 2, 2018
Telephone No. - N° de téléphone 613-291-3942	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel james.gervais@tbs-sct.gc.ca	

## 14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Jodi Doyle	DDSO		2018-02-05
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No  
Non ☐ Yes  
Oui

## 16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Lan Mao	Supply Team Leader	Mao, Lan	08/02/2018
Telephone No. - N° de téléphone 613-858-9980	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel lan.mao@tpsgc-pwgsc.gc.ca	

Digitally signed by  
Mao, Lan  
Date: 2018.02.22  
13:23:50 -05'00'

## 17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
		Saumur, Jacques O	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

Digitally signed by Saumur, Jacques O  
DN: c=CA, o=GC, ou=PWGSC-TPSGC,  
cn=Saumur, Jacques O  
Date: 2017.02.02 13:38:31 -05'00'

Jacques Saumur  
Contract Security Officer  
Contracts Security Division | Division des contrats sécurité /  
Contract Security Program | Programme de sécurité des contrats /  
Public Services and Procurement Canada | Services publics et Approvisionnement Canada  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Telephone | Téléphone 613-948-1732  
Facsimile | Télécopieur 613-948-1712

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### ATTACHMENT 3.1

## BID SUBMISSION FORM

BID SUBMISSION FORM		
<b>Bidder's full legal name</b>		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003] <b>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</b>		
<b>Jurisdiction of Contract:</b> Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
<b>Former Public Servants</b> See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
<b>Security Clearance Level of Bidder</b> [include both the level and the date it was granted] <b>[Note to Bidders: Please ensure that the security</b>		



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<b>clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</b>		
<b>Workstream covered by this bid:</b> Bidders should indicate which Stream they are proposing to supply in this bid (If the bidder has submitted bid for one or more Streams, please only indicate the Stream covered by this bid).	<b>Workstream</b>	<b>Yes/No</b>
	Workstream 1	
	Workstream 2	
	Workstream 3	
	Workstream 4	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"><li>1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;</li><li>2. This bid is valid for the period requested in the bid solicitation;</li><li>3. All the information provided in the bid is complete, true and accurate; and</li><li>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li></ol>		
<b>Signature of Authorized Representative of Bidder</b>		

## ATTACHMENT 3.2

### PRICING SCHEDULE

#### WORKSTREAM 1

##### INITIAL CONTRACT PERIOD:

RESOURCE CATEGORY	LEVEL OF EXPERTISE	Firm Per Diem Rate
A.3 ERP Programmer Analyst	LEVEL 3	
A.3 ERP Programmer Analyst	LEVEL 2	
A.5 ERP Technical Analyst	LEVEL 3	

#### WORKSTREAM 2

##### INITIAL CONTRACT PERIOD:

RESOURCE CATEGORY	LEVEL OF EXPERTISE	Firm Per Diem Rate
A.5 ERP Technical Analyst	LEVEL 3	
I.10 Technical Architect	LEVEL 3	
I.6 Network Analyst	LEVEL 3	

#### WORKSTREAM 3

##### INITIAL CONTRACT PERIOD:

RESOURCE CATEGORY	LEVEL OF EXPERTISE	Firm Per Diem Rate
A.2 ERP Functional Analyst	LEVEL 3	
A.2 ERP Functional Analyst	LEVEL 2	
A.2 ERP Functional Analyst	LEVEL 1	
B.1 Business Analyst	LEVEL 3	
B.1 Business Analyst	LEVEL 2	
B.1 Business Analyst	LEVEL 1	
P.5 Project Executive	LEVEL 3	
P.7 Project Coordinator	LEVEL 2	

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P.7 Project Coordinator	LEVEL 1	
P.8 Project Leader	LEVEL 2	
P.9 Project Manager	LEVEL 3	
P.9 Project Manager	LEVEL 2	

#### **WORKSTREAM 4**

##### **INITIAL CONTRACT PERIOD:**

RESOURCE CATEGORY	LEVEL OF EXPERTISE	Firm Per Diem Rate
A.1 Application/Software Architect	LEVEL 3	
A.5 ERP Technical Analyst	LEVEL 3	
A.7 Programmer/Analyst	LEVEL 3	

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## **ATTACHMENT 4.1**

### **BID EVALUATION CRITERIA**

Technical proposals will be evaluated and scored in accordance with the following evaluation criteria (Mandatory and Rated Requirements). Substantiation of mandatory and point-rated requirements must not simply be a repetition of the criteria, but must explain and demonstrate how the Bidder meets the requirement. Where Canada determines that the substantiation of a mandatory requirement is not complete, the Bidder will be considered non-responsive. In the case of point-rated requirements, unless the Bidder demonstrates that the requirement is met points will not be awarded.

## Workstream 1

### 1.0 Corporate Mandatory Requirements

No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	<p>The Bidder must demonstrate that it has provided a minimum of 12 professional resources working on projects to implement or maintain a SAP system. The resources must have worked directly in SAP software performing configuration, installation or enhancement tasks in a SAP Public Services context over a consecutive period of 12 months during the past 3 years prior to the solicitation posting date.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To demonstrate compliance with this criterion, the Bidder should submit the following information for each project:</p> <ul style="list-style-type: none"><li>– Client Organization Name</li><li>– Client Contact Name and Title</li><li>– Client Contact Phone # or Email Address</li><li>– Resource start and end dates (dd/mm/yy to dd/mm/yy)</li><li>– A summary of the scope, SAP resource categories provided and key responsibilities of the resources provided.</li></ul>		

## 1.1 Resource Mandatory Requirements

For the purposes of the evaluation criteria in this section:

Development is defined as the process to analyze, design, code, test, and release elements whose purpose is to ensure that a conformant system satisfies a specified set of requirements.

### 1.1.1 ERP Programmer Analyst - Level 3

#### ABAP Programmer

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	The Bidder must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the solicitation posting date as an SAP ABAP developer conducting ABAP development in SAP software.		
<b>M2</b>	The Bidder must demonstrate that the proposed resource has worked on a minimum of 3 different projects in the last 7 years prior to the solicitation posting date, conducting ABAP development in SAP software.  To meet this criterion, each project must have a duration of 6 months or longer.		
<b>M3</b>	The Bidder must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the solicitation posting date, developing either programs, applications, enhancements or add-ons using both of the following:  i. ABAP objects programming techniques ii. Object oriented programming techniques		
<b>M4</b>	The Bidder must demonstrate that the proposed resource has a minimum of 7 years of experience prior to the solicitation posting date, developing in SAP version ECC 6.0 or more recent version.		

### 1.1.2 ERP Programmer Analyst - Level 3

#### Fiori Programmer

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the solicitation posting date, developing applications or programs using either of the following:</p> <ul style="list-style-type: none"> <li>i. SAP application development technologies</li> <li>ii. Object oriented programming techniques</li> </ul>		
<b>M2</b>	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of 2 different projects conducting SAP Fiori / SAP UI5 application development in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>For the project to qualify, the bidder must demonstrate that the project was implemented from start to finish.</p>		
<b>M3</b>	<p>The Bidder must demonstrate that the proposed resource has worked on at least 1 project conducting SAP Fiori / SAP UI5 application development for a mobile Fiori application.</p>		

### 1.1.3 ERP Technical Analyst - Level 3

#### SAP Business Planning and Consolidation (BPC) Technical Analyst

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	The Bidder must demonstrate that the proposed resource has a minimum of 10 years of experience as an SAP technical analyst prior to the solicitation posting date performing the following: configuring, building and testing application components, translating functional specifications into technical requirements and providing technical advice and guidance related to SAP software.		
<b>M2</b>	<p>The Bidder must demonstrate that the proposed resource has implemented BPC on at least 2 different projects, by installing BPC properly in its environment, including configuration, running, testing and documentation of all components required.</p> <p>To meet this criterion, each project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
<b>M3</b>	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of 2 different projects within the last 7 years prior to the solicitation posting date, having performed both of the following on each project:</p> <ul style="list-style-type: none"> <li>i. analyzed business requirements in order to map business processes or requirements to functional specifications; and</li> </ul>		



	<p>ii. analyzed conceptual data models in support of departmental or organizational transformation initiatives (e.g. Integrated Operational Planning).</p> <p>To meet this criterion, each project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted providing each project meets the criterion.</p>		
<b>M4</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 2 years of experience as a functional or technical analyst prior to the solicitation posting date configuring and testing functional components, translating requirements into functional specifications and providing technical advice and guidance related to at least 2 of the following:</p> <p>i. SAP ECC ii. SAP BW iii. SAP BPC- NetWeaver iv. SAP BPC- HANA</p>		

## 1.2 Resource Point-Rated Evaluation Criteria

### 1.2.1 ERP Programmer Analyst - Level 3

#### ABAP Programmer

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Bidder should demonstrate that the proposed resource holds a current and valid SAP certification in ABAP.</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>ABAP for HANA certification= 5 points</p> <p>Other ABAP certification = 5 points</p>	/10	
R2	<p>The Bidder should demonstrate the proposed resource's experience as an SAP ABAP developer building and maintaining reports which received their data from SAP ECC 6.0.</p>	<p>0 to 11 months = 1 point</p> <p>12 months = 3 points</p> <p>13+ months = 5 points</p>	/5	
R3	<p>The Bidder should demonstrate the proposed resource's experience as an SAP ABAP developer in:</p> <ul style="list-style-type: none"> <li>i. Building Enhancements</li> <li>ii. Building Interfaces</li> <li>iii. Building Forms</li> </ul>	<p>1 out of 3 = 1 point</p> <p>2 out of 3 = 3 points</p> <p>3 out of 3 = 5 points</p>	/5	
R4	<p>The Bidder should demonstrate the proposed resource's experience as an SAP ABAP developer developing applications or programs in SAP ECC 6.0 or more recent version in the following modules:</p> <ul style="list-style-type: none"> <li>i. Funds Management (FM)</li> <li>ii. Finance (FI)</li> <li>iii. Controlling (CO)</li> <li>iv. Business Planning and Consolidation (BPC)</li> </ul>	<p>1 out of 4 modules= 1 point</p> <p>2 out of 4 modules = 2 points</p> <p>3 out of 4 modules = 3 points</p> <p>4 out of 4 modules = 5 points</p>	/5	

<b>R5</b>	<p>The Bidder should demonstrate that the proposed resource has worked on projects involving the maintenance, enhancement or implementation of SAP in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To meet this criterion, each of the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
<b>R6</b>	<p>The Bidder should demonstrate that the proposed resource has experience working on a project where SAP Fiori, S4 and HANA are used.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>No Experience = 0 points</p> <p>1 project = 5 points</p>	/5	
Total Points Available			33	
Minimum Pass Mark			23	
Bidder's Score			/33	

### 1.2.2 ERP Programmer Analyst - Level 3

#### Fiori Programmer

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Bidder should demonstrate that the proposed resource holds a current and valid SAP certification in Fiori as indicated by the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>Fiori certification = 10 points</p>	/10	
R2	<p>The Bidder should demonstrate the proposed resource's experience as a developer using any of the following Government of Canada web standards:</p> <p>i. Web Experience Toolkit (WET) ii. Common Look and Feel (CLF)</p>	<p>None = 0 points</p> <p>WET or CLF = 5 points</p> <p>WET and CLF = 10 points</p>	/10	
R3	<p>The Bidder should demonstrate the proposed resource's experience as a developer in any of the following:</p> <p>i. Javascript ii. HTML5 iii. RESTful web services iv. BOBJ API</p> <p>Overlapping experience will be accepted provided the criterion is demonstrated.</p>	<p>1 out of 4 = 5 point 2 out of 4 = 10 points 3 out of 4 = 15 points 4 out of 4 = 20 points</p>	/20	
R4	<p>The Bidder should demonstrate the proposed resource's additional experience above the minimum identified in 1.1.2 criteria M3.</p>	<p>1 project = 0 points 2 projects = 3 points 3 projects = 7 points 4 projects and more = 10 points</p>	/10	
R5	<p>The Bidder should demonstrate that the proposed resource has experience working on projects that used SAP Fiori, S4 and HANA.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>No Experience = 0 points</p> <p>1 project = 5 points</p>	/5	

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Total Points Available		55	
Minimum Pass Mark		33	
Bidder's Score		/55	

### 1.2.3 ERP Technical Analyst-Level 3

#### SAP Business Planning and Consolidation (BPC) Technical Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Bidder should demonstrate the proposed resource has worked on projects where the resource provided functional specifications regarding all of the following on each project:</p> <ul style="list-style-type: none"> <li>i. operational planning which involves the process of identifying the goals or objectives and formulating the strategies to achieve them</li> <li>ii. financial systems</li> <li>iii. reporting solutions which allow users to analyze data from single or multiple data sources and make informed business decisions and provides the ability to plan for implementation including sizing, scoping, high availability and disaster recovery strategy data management</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>0 projects = 0 points</p> <p>1 project = 5 points</p> <p>2 projects = 10 points</p> <p>3 projects = 15 points</p> <p>4+ projects = 20 points</p>	/20	
R2	<p>The Bidder should demonstrate that the proposed resource holds a current and valid SAP Business Planning and Consolidation (BPC) NetWeaver or SAP Business Planning and Consolidation (BPC) HANA or SAP Business Warehouse (BW) certification.</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>SAP Business Planning and Consolidation (BPC) NetWeaver certification = 5 points</p> <p>SAP Business Planning and Consolidation (BPC) HANA certification = 5 points</p> <p>SAP BW certification = 5 points</p>	/10	

<b>R3</b>	<p>The Bidder should demonstrate the proposed resource has worked on projects where the resource performed all of the following on each project:</p> <ul style="list-style-type: none"> <li>i. SAP BPC planning which involves the process of identifying the goals or objectives and formulating the strategies to achieve them</li> <li>ii. Enterprise Performance Management (EPM ) reporting</li> <li>iii. integrating multiple BPC models; and</li> <li>iv. BPC-MDX (Multi-dimensional Expressions) scripting</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>0 projects = 0 points</p> <p>1 project = 5 points</p> <p>2+ projects = 10 points</p>	/10	
<b>R4</b>	<p>The Bidder should demonstrate the proposed resource has worked on projects working with operational planners and financial analysts and, IT and integrated planning resources to implement an integrated Business Planning and Consolidation (BPC) solution.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>0 projects = 0 points</p> <p>1 project = 2 points</p> <p>2 projects = 6 points</p> <p>3+ projects = 10 points</p>	/10	
<b>R5</b>	<p>The Bidder should demonstrate that the proposed resource has experience working on projects where the resources created, modified, used or updated HANA data models.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>No Experience = 0 points</p> <p>1 project = 5 points</p>	/5	
Total Points Available			55	
Minimum Pass Mark			33	
Bidder's Score			/55	

## Workstream 2

### 2.0 Corporate Mandatory Requirements

No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	<p>The Bidder must demonstrate that it has provided a minimum of 12 professional resources working on projects to implement or maintain a SAP system. The resources must have worked directly in SAP software performing configuration, installation or enhancement tasks in a SAP Public Services context over a consecutive period of 12 months during the past 3 years prior to the solicitation posting date.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To demonstrate compliance with this criterion, the Bidder should submit the following information for each project:</p> <ul style="list-style-type: none"><li>– Client Organization Name</li><li>– Client Contact Name and Title</li><li>– Client Contact Phone # or Email Address</li><li>– Resource start and end dates (dd/mm/yy to dd/mm/yy)</li><li>– A summary of the scope, SAP resource categories provided and key responsibilities of the resources provided.</li></ul>		



## **2.1 Resource Mandatory Evaluation Criteria**

### **For the purposes of the evaluation criteria in this section:**

Administration is defined as performing the upkeep, maintenance and configuration of a system to ensure its reliable operation.

Analysis defined as a detailed examination of the elements or structure of something.

Configuration is defined as an arrangement of parts or elements in a particular form, figure, or combination as they relate to the arrangement or set-up of the hardware and software that enable the system/application to perform for its intended use based on given requirements.

Development is defined as the development process to analyze, design, code, test, and release elements whose purpose is to ensure that a conformant system satisfies a specified set of requirements.

Implementation is defined as installing software properly in its environment, including configuration, running, testing and documentation of all components required.

Monitoring is defined as ensuring application security compliance.

Planning is defined as the process of making plans for something.

Testing is defined as post production of the application functions as per established requirements.

### 2.1.1 ERP Technical Analyst - Level 3

#### BASIS Resource

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	The Bidder must demonstrate that the proposed resource has a minimum of 10 years of BASIS experience performing the installation, configuration and daily operations of the administration of the SAP systems.		
<b>M2</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 1 year experience with Business Objects (BOBJ) version 4.0 or more recent version performing all of the following relating to BOBJ:</p> <ul style="list-style-type: none"> <li>i. Installation</li> <li>ii. Configuration</li> <li>iii. Upgrades</li> <li>iv. System Administration of operations</li> <li>v. Providing technical security advice</li> <li>vi. SAP BW connecting with Tomcat deployment</li> </ul>		
<b>M3</b>	The Bidder must demonstrate that the proposed resource has a minimum of 1 year experience architecting (i.e. designing, modeling and planning) security authentication modeled with Single Sign-On for SAP Netweaver Portal with SAP BOBJ systems.		
<b>M4</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 1 year experience with SAP architectural designs, including installation and configuration of servers and client tools incorporating all of the following SAP system types:</p> <ul style="list-style-type: none"> <li>i. BOBJ (Business Objects Intelligence Platform version 4.0 or more recent version)</li> <li>ii. SAP Business Planning and Consolidation (BPC)</li> <li>iii. Netweaver with SAP Business</li> </ul>		

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	Warehouse iv. SAP Netweaver Portal		
<b>M5</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 5 years of experience in the last 7 years prior to the solicitation posting date as an SAP BASIS administrator performing all of the following in SAP Netweaver:</p> <ul style="list-style-type: none"><li>i. Installation</li><li>ii. Configuration</li><li>iii. Support</li></ul>		

## 2.1.2 Technical Architect - Level 3

### SAP Security Specialist

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	<p>The Bidder must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the solicitation posting date, performing all of the following:</p> <ul style="list-style-type: none"><li>i. Gathering SAP security requirements</li><li>ii. Planning SAP security roles and responsibilities</li><li>iii. Designing SAP security roles and responsibilities</li><li>iv. Implementing SAP security roles and responsibilities</li></ul>		
M2	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of 3 different projects in the last 5 years prior to the solicitation posting date, where the proposed resource implemented security authorizations and roles using SAP ECC 6.0 or more recent version which included all of the following :</p> <ul style="list-style-type: none"><li>i. Analysis</li><li>ii. Planning</li><li>iii. Configuration</li><li>iv. Development</li><li>v. Testing</li><li>vi. Monitoring</li></ul> <p>To meet this criterion, each project must have a duration of 3 months or longer.</p>		

### 2.1.3 Network Analyst - Level 3

#### SAP Infrastructure Specialist

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, performing all of the following networking and server related tasks in an SAP environment supporting both Microsoft OS platform and Linux platform:</p> <ul style="list-style-type: none"> <li>i. Installation</li> <li>ii. Configuration</li> <li>iii. Upgrades</li> <li>iv. Clustering</li> <li>v. System Administration of operations</li> </ul>		
<b>M2</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 5 years of infrastructure networking or server experience performing both of the following:</p> <ul style="list-style-type: none"> <li>• Installing and configuring firewalls</li> <li>• Networking/routing configuration and intrusion detection/prevention</li> </ul>		
<b>M3</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 5 years of infrastructure networking or server experience in the installation and maintenance of servers including all of the following:</p> <ul style="list-style-type: none"> <li>• Domain Name System (DNS)</li> <li>• Active Directory</li> <li>• Simple Mail Transfer Protocol (SMTP)</li> <li>• Internet Information Services (IIS)</li> </ul>		

## 2.2 Resource Point-Rated Evaluation Criteria

### 2.2.1 ERP Technical Analyst - Level 3

#### BASIS Resource

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	The Bidder should demonstrate the resource's experience above the minimum requested in 2.1.1, M2.	<p>0 months above minimum = 0 points</p> <p>1 to 12 months above minimum = 2 points</p> <p>13 to 24 months above minimum = 4 points</p> <p>25 to 36 months above minimum = 6 points</p> <p>37+ months above minimum = 8 points</p>	/8	
R2	<p>The Bidder should demonstrate the proposed resource has worked on projects where the resource performed the installation and configuration in the following SAP Client tools:</p> <ul style="list-style-type: none"> <li>i. Design Studio</li> <li>ii. Universal Design Tool (UDT)</li> <li>iii. Info design tool (IDT)</li> <li>iv. Netweaver Developer Studio</li> <li>v. Lumira client</li> <li>vi. BEx Designer</li> <li>vii. Crystal Reports Enterprise</li> <li>viii. Crystal Reports 2000 or higher</li> </ul> <p>To meet this criterion, each project must have a duration of 12 months or longer.</p>	<p>0 to 3 out of 8 = 0 points</p> <p>4 out of 8 = 2 points</p> <p>5 out of 8 = 4 points</p> <p>6 out of 8 = 6 points</p> <p>7 out of 8 = 8 points</p> <p>8 out of 8 = 10 points</p>	/10	

<b>R3</b>	The Bidder should demonstrate the proposed resource's experience above the minimum requested in 2.1.1, M5.	0 months to 5 above minimum = 0 points  6 to 12 months above minimum = 2 points  13-18 months above minimum = 4 points  18+ months above minimum = 6 points	/6	
<b>R4</b>	The Bidder should demonstrate that the proposed resource holds current and valid certification in SAP HANA or other SAP certifications as indicated by the SAP training site ( <a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a> ).  A copy of the certification must be submitted with the bid for points to be allocated.	No certifications = 0 points  Netweaver certification = 4 points  SAP HANA Administration certification = 6 points  Other SAP certification = 1 point  A maximum of 10 points is available.	/10	
Total Points Available			34	
Minimum Pass Mark			24	
Bidder's Score			/34	

## 2.2.2 Technical Architect - Level 3

### SAP Security Specialist

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Bidder should demonstrate the resource's experience in configuring security authorizations in the following modules in SAP:</p> <ul style="list-style-type: none"> <li>i. Financial Accounting (FI)</li> <li>ii. Funds Management (FM)</li> <li>iii. Controlling (CO)</li> <li>iv. Asset Accounting (AA)</li> <li>v. Material Management (MM)</li> <li>vi. Project System (PS)</li> </ul>	<p>0 to 1 module = 0 points 2 modules = 1 point 3 modules = 2 points 4 modules = 3 points 5 modules = 4 points 6 modules = 5 points</p>	/5	
R2	<p>The Bidder should demonstrate the resource's experience in configuring security authorizations in the following modules in SAP:</p> <ul style="list-style-type: none"> <li>i. Business Partner</li> <li>ii. Basis Components</li> <li>iii. Business Objects (BOBJ)</li> <li>iv. Business Planning and Consolidation (BPC)</li> </ul>	<p>0 to 1 module = 0 points 2 modules = 2 points 3 modules = 4 points 4 modules = 5 points</p>	/5	
R3	<p>The Bidder should demonstrate the resource's experience in configuring security authorizations in the following modules in SAP:</p> <ul style="list-style-type: none"> <li>i. Process Orchestration (PO)</li> <li>ii. Process Integration (PI)</li> </ul>	<p>0 modules = 0 points 1 module = 3 points 2 modules = 5 points</p>	/5	
R4	<p>The Bidder should demonstrate the resource's experience in the last 3 years prior to the solicitation posting date, in configuring Derived Roles in a multi-company (minimum 2) code environment in SAP.</p>	<p>0 months = 0 points 1 to 11 months = 1 point 12 to 24 months = 3 points 25+ months = 5 points</p>	/5	
R5	<p>The Bidder should demonstrate the resource's project experience with Central User Administration where the resource performed all of the following</p>	<p>0 projects = 0 points 1 to 2 projects = 1 point</p>	/3	



	on each project in SAP: i. Configuration ii. Implementation iii. Administration	3+ projects = 3 points		
<b>R6</b>	<p>The Bidder should demonstrate the resource's project experience with SAP Identity Management (SAP idM) where the resource performed all of the following on each project:</p> <p>i. Configuration ii. Implementation iii. Administration</p> <p>For the experience to qualify, the resource must have worked on the project for a minimum of 8 months and must have performed all three activities (configuration, implementation and administration) during that period.</p>	<p>0 projects = 0 points</p> <p>1 to 2 projects = 1 point</p> <p>3+ projects = 3 points</p>	/3	
<b>R7</b>	<p>The Bidder should demonstrate that the proposed resource has completed the following SAP-certified courses in SAP Security:</p> <ul style="list-style-type: none"> <li>• Authorizations</li> <li>• GRC</li> </ul> <p>A copy of the certificates must be submitted with the bid for points to be allocated.</p>	<p>No = 0 points</p> <p>1 certified course = 2 points</p> <p>Both certified courses = 5 points</p>	/5	
Total Points Available			31	
Minimum Pass Mark			22	
Bidder's Score			/31	

### 2.2.3 Network Analyst - Level 3

#### SAP Infrastructure Specialist

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Bidder should demonstrate that the proposed resource holds a current and valid certification issued by Cisco as indicated on the Cisco certification site: (<a href="http://www.cisco.com/c/en/us/training-events/training-certifications/certifications.html">http://www.cisco.com/c/en/us/training-events/training-certifications/certifications.html</a> ).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>Any Cisco certification = 10 points</p>	/10	
R2	<p>The Bidder should demonstrate that the proposed resource holds a diploma or degree in IT networking.</p>	<p>No diploma or degree= 0 points</p> <p>Diploma or degree in IT Networking = 5 points</p>	/5	
R3	<p>The Bidder should demonstrate the proposed resource's experience in any of vSphere, vCentre or vmWare self-provisioning software performing all of the following:</p> <ul style="list-style-type: none"> <li>• Installation</li> <li>• Configuration</li> <li>• Upgrades</li> <li>• Clustering</li> <li>• System Administration of operations</li> </ul>	<p>0 months = 0 points</p> <p>1 to 12 months=2 points</p> <p>13 to 24 months=4 points</p> <p>25+ months=5 points</p>	/5	
R4	<p>The Bidder should demonstrate the proposed resource's experience in an enterprise networking infrastructure performing IP networking in any of the following:</p> <ul style="list-style-type: none"> <li>• IPv4 &amp; 6</li> <li>• Virtual LANs (VLANs)</li> <li>• Multiprotocol Label Switching (MPLS)</li> <li>• Dynamic Host Configuration Protocol (DHCP)</li> <li>• Virtual Private Network (VPN) technologies</li> <li>• Routing</li> </ul>	<p>0 to 6 months = 0 points</p> <p>7 to 11 months = 1 point</p> <p>12 to 17 months = 2 points</p> <p>18 to 24 months = 3 points</p> <p>25-36 months=4 points</p> <p>37+ months= 5 points</p>	/5	

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Total Points Available		25	
Minimum Pass Mark		12	
Bidder's Score		/25	

### Workstream 3

#### 3.0 Corporate Mandatory Evaluation Criteria

No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	<p>The Bidder must demonstrate that it has provided a minimum of 12 professional resources working on projects to implement or maintain a SAP system. The resources must have worked directly in SAP software performing configuration, installation or enhancement tasks in a SAP Public Services context over a consecutive period of 12 months during the past 3 years prior to the solicitation posting date.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To demonstrate compliance with this criterion, the Bidder should submit the following information for each project:</p> <ul style="list-style-type: none"><li>– Client Organization Name</li><li>– Client Contact Name and Title</li><li>– -Client Contact Phone # or Email Address</li><li>– Resource start and end dates (dd/mm/yy to dd/mm/yy)</li><li>– A summary of the scope, SAP resource categories provided and key responsibilities of the resources provided.</li></ul>		

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### **3.1 Resource Mandatory Evaluation Criteria**

#### **For the purposes of the evaluation criteria in this section:**

Analysis is defined as a detailed examination of the elements or structure of something

Configuration is defined as an arrangement of parts or elements in a particular form, figure, or combination as they relate to the arrangement or set-up of the hardware and software that enable the system/application to perform for its intended use based on given requirements.

Testing is defined as post production of the application functions as per established requirements

Post go-live fixes includes trouble-shooting, diagnosis and problem resolution.

IT-enabled project is a project that has an Information Technology component which is critical to achieving the intended business outcomes.

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### 3.1.1 ERP Functional Analyst – Level 3

#### SAP Functional Analyst

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	The Bidder must demonstrate that the proposed resource has a university degree or college diploma in a specialty related to finance, procurement, SAP or technology.		
M2	The Bidder must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the solicitation posting date as an SAP functional analyst performing all of the following in a minimum of 1 SAP module: configuration, testing, gathering business requirements, writing specification documents and providing analysis and support.		

### 3.1.2 Project Executive – Level 3

#### Senior Project Leader

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	<p>The Bidder must demonstrate that the proposed resource has a minimum of 10 years of experience in each task listed below on IT enabled projects prior to the solicitation posting date:</p> <ul style="list-style-type: none"><li>• Project Planning</li><li>• Project Monitoring</li><li>• Briefing director level or above</li><li>• Assigning work</li><li>• Tracking risk and issues</li><li>• Tracking finances</li></ul>		
M2	<p>The Bidder must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the solicitation posting date, managing projects that involve maintaining, enhancing or deploying SAP by performing tasks such as assigning work, planning work, resolving issues and monitoring progress. For the projects to qualify, SAP BI, SAP ECC or SAP S/4 must have been implemented as part of the solution.</p>		

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<b>M3</b>	<p>The Bidder must demonstrate that the proposed resource has managed a minimum of 4 different projects where the resource performed all of the following in each project: time management, financial management, human resource management, project planning and reporting to management (director level or above).</p> <p>For the project to qualify, the project must</p> <ul style="list-style-type: none"><li>- comprise of sub projects;</li><li>- have a duration of 12 months or longer;</li><li>- consist of a team of 20 members or more;</li><li>- have a project budget of a minimum CAD \$5M</li></ul> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
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### 3.1.3 Project Leader – Level 2

#### Release Manager and Project Lead

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	<p>The Bidder must demonstrate that the proposed resource has a minimum of 5 years of combined experience prior to the solicitation posting date, where the resource performed a minimum 50% of the associated tasks listed in Annex A - Statement of Work for one of the following resource categories in an SAP environment:</p> <ul style="list-style-type: none"> <li>• Release Manager</li> <li>• Project Lead</li> <li>• Project Manager</li> </ul>		
M2	<p>The Bidder must demonstrate that the proposed resource has a minimum of 3 years of combined experience, leading development or configuration activities for an IT solution that uses the SAP ERP software.</p>		
M3	<p>The Bidder must demonstrate that the proposed resource has a minimum of 2 years of experience where the resource gathered business requirements for changes to SAP applications.</p>		
M4	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of 2 different projects prior to the solicitation posting date where the resource performed a minimum 50% of the associated tasks listed in Annex A - Statement of Work for one of the following resource categories in an SAP environment:</p> <ul style="list-style-type: none"> <li>• Release Manager</li> <li>• Project Lead</li> <li>• Project Manager</li> </ul> <p>For the project to qualify, the project must</p> <ul style="list-style-type: none"> <li>- comprise of sub projects;</li> <li>- have a duration of 6 months or longer;</li> <li>- consist of a team of 10 members or more;</li> <li>- involve multiple stakeholders (minimum</li> </ul>		

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	<p>of 2 stakeholders) - have a project budget of a minimum CAD \$1M.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
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### 3.2 Resource Point-Rated Evaluation Criteria

#### 3.2.1 ERP Functional Analyst – Level 3

##### SAP Functional Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Bidder should demonstrate that the proposed resource has worked on projects as an SAP functional analyst performing all of the following in a minimum of 1 SAP module: configuration, testing, gathering business requirements, writing specification documents and providing analysis and support.</p> <p>To qualify, the project must have a duration of 6 months or longer.</p>	<p>0 projects = 0 points</p> <p>1 to 3 projects = 2 points</p> <p>4 to 6 projects = 3</p> <p>7 projects or more = 5 points</p>	/5	
R2	<p>The Bidder should demonstrate that the proposed resource holds a current and valid certification in SAP as indicated by the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No = 0 points</p> <p>Yes = 3 points</p>	/3	
R3	<p>The Bidder should demonstrate that the proposed resource has a minimum of 3 months experience implementing an enhanced user experience within SAP using 1 or more of the following tools:</p> <p><b>Tool Set 1</b></p> <ul style="list-style-type: none"> <li>• Gui-XT</li> <li>• Web Dynpro</li> </ul> <p><b>Tool Set 2</b></p> <ul style="list-style-type: none"> <li>• Screen Persona</li> <li>• Fiori Tiles</li> <li>• Fiori guided experience</li> </ul>	<p>No experience = 0 points</p> <p>Experience in Tool Set 1 only = 2 points</p> <p>Experience with Tool Set 2 only = 4 points</p> <p>Experience with both Tool Set 1 and Tool Set 2 = 5 points</p>	/5	
R4	The bidder should demonstrate that the proposed resource has project experience working with 1 or more of	No experience = 0pt	/7	

	<p>the following:</p> <ul style="list-style-type: none"> <li>• SAP activate</li> <li>• Solution manager</li> <li>• S4/HANA</li> <li>• HANA</li> </ul> <p>For the project experience to qualify, the resource must have worked on the project for 6 consecutive months or longer.</p>	<p>Experience with 1 = 2 points</p> <p>Experience with 2 = 3 points</p> <p>Experience with 3 = 5 points</p> <p>Experience with 4 = 7 points</p>		
<b>R5</b>	<p>The bidder should demonstrate that the proposed resource has a minimum of 3 years of experience with the configuration, testing, analysis and support of one or more of the SAP modules.</p>	<p>No areas = 0 points</p> <p>2 modules = 2 points</p> <p>3 modules = 4 points</p> <p>4 modules = 6 points</p> <p>5 or more = 7 points</p>	/7	
Total Points Available			27	
Minimum Pass Mark			16	
Bidder's Score			/27	

**3.2.2 Project Executive– Level 3****Senior Project Leader**

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	The Bidder should demonstrate the proposed resource's experience prior to the solicitation posting date working with Microsoft Project.	0 months = 0 points  1 to 5 months = 1 point  6 to 11 months = 3 point  12+months = 5 point	/5	
R2	The Bidder should demonstrate the proposed resource's experience prior to the solicitation posting date managing project activities in SAP Solution Manager.	0 months = 0 points  1 to 5 months = 1 point  6 to 11 months = 3 point  12+months = 5 point	/5	
R3	The Bidder should demonstrate that the proposed resource holds current and valid SAP Solution Manager certification or SAP project management certification issued by SAP as indicated by the SAP training site ( <a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a> ).  A copy of the certification must be submitted with the bid for points to be allocated.	No certification = 0 points  SAP Solution Manager certification or SAP project management certification = 3 points	/3	
R4	The Bidder should demonstrate that the proposed resource has worked on projects in a SAP Public Services context.  SAP Public Services are defined as organizations involved in: defense	1 project = 1 point  2 projects = 2 points  3+ projects = 5	/5	

	<p>and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To meet this criterion, the project must have a duration of 6 months or longer. Overlapping projects will be accepted provided each project meets the criterion.</p>	points		
<b>R5</b>	<p>The Bidder should demonstrate the proposed resource's experience working on one IT-enabled project where the proposed resource performed a minimum 50% of the associated tasks listed in Annex A - Statement of Work for one of the following resource categories:</p> <ul style="list-style-type: none"> <li>Product Release Manager</li> <li>Project Lead</li> <li>Project Manager</li> </ul> <p>To qualify, the project must:</p> <ul style="list-style-type: none"> <li>comprise of sub projects.</li> <li>have a minimum duration of 6 months; and</li> <li>involve multiple stakeholders (2 or more).</li> </ul>	<p>Project budget of less than \$10M = 0 points</p> <p>Project budget of over \$10M but less than \$20M = 5 points</p> <p>Project budget greater than or equal to \$20M = 10 points</p>	/10	
<b>R6</b>	<p>The Bidder must demonstrate that the proposed resource has experience prior to the solicitation posting date, supervising a team, reporting on progress and planning activities for an IT-enabled project that requires connections between any of the following:</p> <ul style="list-style-type: none"> <li>SAP BW</li> <li>SAP ECC</li> <li>S4/HANA</li> <li>Data services</li> <li>Business Objects (BOBJ)</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 out of 5 = 0 points</p> <p>1 out of 5 = 2 points</p> <p>2 out of 5 = 4 points</p> <p>3 out of 5 = 6 points</p> <p>4 out of 5 = 8 points</p> <p>5 out of 5 = 10 points</p>	/10	

Total Points Available		38	
Minimum Pass Mark		23	
Bidder's Score		/38	

**3.2.3 Project Leader - Level 2****Release Manager and Project Lead**

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
<b>R1</b>	The Bidder should demonstrate that the proposed resource has experience leading a project to enhance, maintain or deliver SAP by performing the following: task management, financial management, human resource planning, project planning and reporting to senior management at director level or above.	0 – 5 months = 0 points 6 – 11 months = 1 point 12 – 23 months = 2 points 24 – 36 months = 3 points 37 – 60 months = 4 points 61+ months = 5 points	/5	
<b>R2</b>	The Bidder should demonstrate that the proposed resource has experience leading concurrent SAP releases of functionality where the total efforts for each release are a minimum of 21 days. For the experience to qualify, the resource must have performed the following on each release: task management, financial management, human resource planning, project planning and reporting to senior management at the director level or above.	0 - 1 concurrent releases = 0 points  2 concurrent releases = 2 points  3+ concurrent releases = 5 points	/5	
<b>R3</b>	The Bidder should demonstrate the resource's project experience leading IT-enabled projects by performing the following; task management, financial management, human resource planning, project planning and reporting to senior management at director level or above	1 point for each component up to a maximum of 5 points	/5	

	<p>with one or more of the following components:</p> <ul style="list-style-type: none"> <li>i. SAP ERP Central Component (ECC)</li> <li>ii. SAP Business Intelligence (BI)</li> <li>iii. SAP Business Objects (BOBJ)</li> <li>iv. .NET applications</li> <li>v. SQL scripts</li> <li>vi. SAP HANA</li> <li>vii. S/4 HANA</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>			
<b>R4</b>	<p>The Bidder should demonstrate that the proposed resource holds a current and valid Project Management Professional (PMP) certification or Prince2 or another Project Management certification.</p> <p>A copy of the certification must be submitted with the bid for points to be awarded.</p>	<p>No certification = 0 Points</p> <p>PMP, Prince2 or other Project Management certification = 5 points</p>	5	
<b>R5</b>	<p>The Bidder should demonstrate that the proposed resource has worked on projects in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To meet this criterion, the project must have a duration of 4 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	3	
Total Points Available			23	
Minimum Pass Mark			12	
Bidder's Score				



## Workstream 4

### 4.0 Corporate Mandatory Evaluation Criteria

No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	<p>The Bidder must demonstrate that it has provided a minimum of 12 professional resources working on projects to implement or maintain a SAP system. The resources must have worked directly in SAP software performing configuration, installation or enhancement tasks in a SAP Public Services context over a consecutive period of 12 months during the past 3 years prior to the solicitation posting date.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To demonstrate compliance with this criterion, the Bidder should submit the following information for each project:</p> <ul style="list-style-type: none"><li>– Client Organization Name</li><li>– Client Contact Name and Title Client Contact Phone # or Email Address</li><li>– Resource start and end dates (dd/mm/yy to dd/mm/yy)</li><li>– A summary of the scope, SAP resource categories provided and key responsibilities of the resources provided.</li></ul>		

#### 4.1 Resource Mandatory Evaluation Criteria

##### 4.1.1 Application/Software Architect - Level 3

##### SAP Business Objects (BOBJ) Reporting Architect

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	The Bidder must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the solicitation posting date as an SAP or Business Objects (BOBJ) application architect, performing support for Business Objects environment and toolset, including security administration, design and creation of universes, and migration of Business Objects reports across environments.		
M2	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of 3 different projects in the last 7 years prior to the solicitation posting date, where the proposed resource worked as an application architect performing duties such as product roadmap creation, technical architecture development and providing advice and guidance to director level or above on each project and was responsible for designing the topology of the BOBJ environment.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		

#### 4.1.2 ERP Technical Analyst - Level 3

#### SAP Business Intelligence (BI) Specialist

Resource Name;			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the solicitation posting date where the resource performed all of the following:</p> <ul style="list-style-type: none"> <li>i. Planning business objects</li> <li>ii. Designing business objects</li> <li>iii. Development of business objects</li> <li>iv. Implementation of business objects</li> </ul> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
<b>M2</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 2 years of experience prior to the solicitation posting date, performing all of the listed tasks in at least 2 of the tools identified below.</p> <p>Tasks:</p> <ul style="list-style-type: none"> <li>i. analysis of requirements</li> <li>ii. planning of requirements</li> <li>iii. designing requirements</li> <li>iv. developing requirements</li> <li>v. implementing requirements</li> </ul> <p>Tools:</p> <ul style="list-style-type: none"> <li>i. Web Intelligence (WEBI)</li> <li>ii. Business Objects (BOBJ) Universe Design</li> <li>iii. Dashboard design</li> <li>iv. Crystal Reports</li> <li>v. Business Objects Analysis</li> <li>vi. Business Objects Design Studio</li> <li>vii. Business Objects Explorer</li> </ul>		
<b>M3</b>	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of 2 different projects in the last 7 years prior to the</p>		

	<p>solicitation posting date, where the proposed resource defined technical architectures for SAP Business Intelligence (BI) which included all of the following on each project:</p> <ul style="list-style-type: none"><li>i. technical specifications</li><li>ii. modeling</li><li>iii. documentation</li></ul> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
<b>M4</b>	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of 3 different projects prior to the solicitation posting date, where the proposed resource implemented a reporting solution using SAP BOBJ version 4 or more recent version and performed all of the following on each project:</p> <ul style="list-style-type: none"><li>i. Analysis</li><li>ii. Planning</li><li>iii. Configuration</li><li>iv. Development</li><li>v. Testing</li><li>vi. Post go-live reporting</li></ul> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		

#### 4.1.3 ERP Technical Analyst - Level 3

##### SAP Business Warehouse on HANA Specialist

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	The Bidder must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the solicitation posting date, performing both of the following in an SAP environment. <ul style="list-style-type: none"><li>i. reporting</li><li>ii. analytics</li></ul>		
M2	The Bidder must demonstrate that the proposed resource has worked on a minimum of 2 different projects prior to the solicitation posting date, working with SAP HANA as a source for warehousing performing all of the following: <ul style="list-style-type: none"><li>i. Identifying requirements</li><li>ii. Gathering requirements</li><li>iii. Implementing requirements</li></ul> Overlapping projects will be accepted provided each project meets the criterion.		

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#### 4.1.4 Programmer/Analyst - Level 3

##### Crystal Reports Analyst

Resource Name:			
No	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	<p>The Bidder must demonstrate that the proposed resource has a minimum of 10 years of experience in the development of Crystal Reports which included all of the following:</p> <ul style="list-style-type: none"><li>i. Analysis</li><li>ii. Planning</li><li>iii. Configuration</li><li>iv. Development</li><li>v. Testing</li><li>vi. Post go-live fixes</li></ul>		

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#### 4.1.5 Programmer/Analyst - Level 3

##### Web Intelligence Analyst

Resource Name:			
No	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	The Bidder must demonstrate that the proposed resource has a minimum of 10 years of reporting experience in SAP which included all of the following:  i. Analysis ii. Planning iii. Configuration iv. Development v. Testing vi. Post go-live fixes		
M2	The Bidder must demonstrate that the proposed resource has a minimum of 3 years of experience in the development of Web Intelligence (WebI) reports.		

## 4.2 Resource Point-Rated Evaluation Criteria

### 4.2.1 Application/Software Architect - Level 3

#### SAP BOBJ Reporting Architect

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	The Bidder should demonstrate the resource's project experience above the minimum required under 4.1.1 M2.	0 projects above minimum = 0 points  1 project above minimum = 3 points  2+ projects above minimum = 5 points	/5	
R2	The Bidder should demonstrate that the proposed resource holds a current and valid SAP certification issued by SAP as indicated at the SAP training site ( <a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a> ).  A copy of the certification must be submitted with the bid for points to be allocated.	No certification = 0 points  SAP Application Professional or HANA certification = 5 points  SAP ABAP certification = 5 points  SAP BW certification = 5 points  Other SAP certification = 2 points  To a maximum of 10 points.	/10	
R3	The Bidder should demonstrate that the proposed resource has worked on projects that involve the implementation, maintenance or update of SAP in a SAP Public Services context.  SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or	0 projects = 0 points  1 project = 1 point  2 projects = 2 points  3+ projects = 3 points	/3	



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	government (federal, sub-national or municipal).  Overlapping projects will be accepted provided each project meets the criterion.			
<b>R4</b>	The Bidder should demonstrate the resource's project experience in the last 7 years prior to the solicitation posting date, where the proposed resource designed BI reports and dashboards using Webl, DesignStudio and Lumira using HANA data models.	No experience = 0 points  1 project = 5 points	/5	
Total Points Available			23	
Minimum Pass Mark			13	
Bidder's Score			/23	

#### 4.2.2 ERP Technical Analyst - Level 3

#### SAP Business Intelligence (BI) Specialist

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	The Bidder should demonstrate the proposed resource's experience developing and configuring multiple data sources (minimum 2 sources) into a data warehouse or universe such as custom SQL, PeopleSoft and ECC6.0.	0 to 6 months = 0 points  7 to 11 months = 2 point  12 to 16 months = 3 points  17 to 23 months = 4 points  24+ months = 5 points	/5	
R2	The Bidder should demonstrate the proposed resource's project experience providing SAP BI support for a multiple user base.  Overlapping projects will be accepted provided each project meets the criterion.  A maximum of 2 projects will be evaluated. If more than 2 projects are submitted for this criterion, the first 2 projects will be evaluated.	Points per project:  0 to 19 concurrent users = 0 points  20 to 100 concurrent users = 1 point per project  101 to 250 concurrent users = 2 points per project  251 to 499 concurrent users = 3 points per project  500+ Concurrent users = 4 points per project	/8	
R3	The Bidder should demonstrate the resource's project experience above the minimum required under 4.1.2 M3.	0 projects above minimum = 0 points  1 project above minimum = 2 point  2 projects above the minimum = 3 points  3+ projects above the	/5	

		minimum = 5 points		
<b>R4</b>	The Bidder should demonstrate the resource's project experience above the minimum required under 4.1.2 M4.	<p>0 projects above minimum = 0 points</p> <p>1 project above minimum = 2 point</p> <p>2 projects above the minimum = 3 points</p> <p>3+ projects above the minimum = 5 points</p>	/5	
<b>R5</b>	<p>The Bidder should demonstrate that the proposed resource holds a current and valid SAP certification issued by SAP as indicated by the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>SAP BI certification = 5 points</p> <p>SAP HANA certification = 5 points</p> <p>Any other SAP Business Objects certification = 3 points</p> <p>To a maximum of 10 points.</p>	/10	
<b>R6</b>	<p>The Bidder should demonstrate that the proposed resource has worked on projects that involve the implementation, maintenance or update of SAP in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
<b>R7</b>	The Bidder should demonstrate that the proposed resource has experience working on projects where they set up a BI environment which contained at least a business warehouse, a	<p>0 projects = 0 points</p> <p>1 projects = 1 point</p> <p>2 projects = 2 points</p>	/5	

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	reporting solution, a visualization solution and an extract transform and load tool.	3 projects = 3 points 4 projects = 4 points 5+ projects = 5 points		
<b>R8</b>	The Bidder should demonstrate that the proposed resource has experience working on a project using a multi sourced universe with data from SQL- and HANA-based business warehouses.	0 projects = 0 points 1+ project = 3 points	/3	
<b>R9</b>	The Bidder should demonstrate the resource's project experience in the last 7 years prior to the solicitation posting date, where the proposed resource designed BI reports and dashboards using Webl, DesignStudio and Lumira using HANA data models.	No experience = 0 points 1 project = 5 points	/5	
Maximum Available Points			49	
Minimum Pass Mark			29	
Bidder's Score			/49	

#### 4.2.3 ERP Technical Analyst - Level 3

##### SAP Business Warehouse (BW) on HANA Specialist

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	The Bidder should demonstrate the proposed resource's project experience with SAP Text Analytics on HANA.  Overlapping projects will be accepted provided each project meets the criterion.	0 projects = 0 points  1 project = 2 point  2 projects = 3 points  3+ projects = 5 points	/5	
R2	The Bidder should demonstrate the proposed resource's project experience with HANA Accelerators or HANA Side Car.  Overlapping projects will be accepted provided each project meets the criterion.	0 projects = 0 points  1 project = 3 points  2+ projects = 5 points	/5	
R3	The Bidder should demonstrate the proposed resource's experience with multi-sourcing (minimum of 2 sources) from both Business Warehouse and HANA at the same time.	0 to 6 months = 0 points  7 to 11 months = 2 point  12 to 16 months = 3 points  17 to 23 months = 4 points  24+ months = 5 points	/5	
R4	The Bidder should demonstrate the resource's project experience above the minimum required under 4.1.3 M2.	0 projects above minimum = 0 points  1 project above minimum = 2 point  2 projects above the minimum = 3 points  3+ projects above the minimum = 5 points	/5	

<b>R5</b>	<p>The Bidder should demonstrate that the proposed resource holds a current and valid SAP certification issued by SAP as indicated by the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>HANA certification = 5 points</p> <p>Other SAP certification = 2 points</p>	/5	
<b>R6</b>	<p>The Bidder should demonstrate that the proposed resource has worked on projects that involve the implementation, maintenance or update of SAP in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
Maximum Points Available			28	
Minimum Pass Mark			17	
Bidder's Score			/28	

#### 4.2.4 Programmer/Analyst - Level 3

##### Crystal Reports Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Bidder should demonstrate that the proposed resource holds a current and valid SAP Crystal Reports certification issued by SAP as indicated by the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>SAP Crystal Reports certification = 3 points</p>	/3	
R2	<p>The Bidder should demonstrate that the proposed resource has worked on projects that involve the implementation, maintenance or update of SAP in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
Maximum Points Available			6	
Minimum Pass Mark			3	
Bidder's Score			/6	

**4.2.5 Programmer/Analyst- Level 3****Web Intelligence Analyst**

<b>Resource Name:</b>				
<b>No.</b>	<b>Description</b>	<b>Point Allocation</b>	<b>Score</b>	<b>Substantiating Information, Cross Reference to Proposal</b>
<b>R1</b>	<p>The Bidder should demonstrate that the proposed resource holds a current and valid SAP Web Intelligence certification issued by SAP as indicated by the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>SAP Web Intelligence certification = 5 points</p>	/5	
<b>R2</b>	<p>The Bidder should demonstrate that the proposed resource has worked on projects that involve the implementation, maintenance or update of SAP in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
<b>R3</b>	<p>The Bidder should demonstrate that the proposed resource has experience working on a project using a multi-sourced universe with data from SQL- and HANA-based business warehouses or HANA data models.</p>	<p>0 projects = 0 points</p> <p>1+ project = 3 points</p>	/3	
<b>R4</b>	<p>The Bidder should demonstrate the resource's project experience in the last 7 years prior to the solicitation posting date, where the proposed resource designed BI reports and dashboards using WebI with HANA data models.</p>	<p>No experience = 0 points</p> <p>1 project = 5 points</p>	/5	
Maximum Points Available			16	
Minimum Pass Mark			8	
Bidder's Score			/16	



## **APPENDIX A TO ANNEX A**

### **TASKING ASSESSMENT PROCEDURE**

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.
  2. For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
    - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
    - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
    - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
    - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
    - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
    - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which
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activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

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## **APPENDIX B TO ANNEX A**

### **TASK AUTHORIZATION FORM**



# TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

## PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

### A. General Information / Informations générales

Contract Number / Numéro du contrat : <input type="text"/>				
Contractor Name / Nom du Contracteur : <input type="text"/>				
Task Authorization (TA) No. / N° de l'autorisation de tâches (AT) :	Commitment No. / N° de l'engagement :	Financial Coding / Code financier :	Date of Issuance / Date d'émission :	Response required by / Réponse requise par :
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :	<input type="text"/>
Reason for the Amendment / Raison pour la modification :	<input type="text"/>

### C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis	
					<div>+ -</div>

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

#### Period of Services / Période de service:

Initial Start Date / Date de début initiale :	<input type="text"/>	Initial End Date / Date de fin initiale :	<input type="text"/>
Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :		<input type="text"/>	
<input type="checkbox"/> Option To Extend Initial End Date / Option pour prolonger la date de fin initiale			

Travel Requirement(s) / Exigence(s) de voyage :	<input type="text"/>
Work Location(s) / Lieu(x) de travail :	<input type="text"/>

## PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

### A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.



# TASK AUTHORIZATION FORM

## FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profil linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC	
						<div>+ -</div>

### B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif	<div><div>+</div><div>-</div></div>
Estimated Cost / Coût estimatif					
Total Estimated Travel and Living Cost / Estimé des frais de déplacement et de subsistance				\$0.00	
Taxe rate applied / Taux d'imposition appliqué (%)		Applicable Taxes / Taxes applicables		\$0.00	
Total Estimated Cost / Coût total estimatif				\$0.00	

### PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

The client's authorization limit is . When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est . Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé \_\_\_\_\_ Date \_\_\_\_\_

Name of Contracting Authority / Nom de l'autorité contractante \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

### PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **APPENDIX C TO ANNEX A**

### **RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE**

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

**For the purposes of the evaluation criteria in this section:**

**Analysis** is defined as a detailed examination of the elements or structure of something.

**Configuration** is defined as an arrangement of parts or elements in a particular form, figure, or combination as they relate to the arrangement or set-up of the hardware and software that enable the system/application to perform for its intended use based on given requirements.

**Design** is defined as developing and configuring the structural design of shared information environments.

**Development** is defined as the process to analyze, design, code, test, and release elements whose purpose is to ensure that a conformant system satisfies a specified set of requirements.

**Implementing** is defined as installing software properly in its environment, including configuration, running, testing and documentation of all components required.

**Testing** is defined as post production of the application functions as per established requirements

**Planning** is defined as hardware capacity, technical resources allocation requirements, implementation timeframe, and identifying technical dependencies.

**Post go-live fixes** includes trouble-shooting, diagnosis and problem resolution.

**IT-enabled project** is defined as a project that has an Information Technology component which is critical to achieving the intended business outcomes.

## Workstream 1

### 1.1 Resource Mandatory Evaluation Criteria

#### 1.1.1 ERP Programmer Analyst - Level 3

#### ABAP Programmer

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the TA issuance date as an SAP ABAP developer conducting ABAP development in SAP software.		
<b>M2</b>	The Contractor must demonstrate that the proposed resource has worked on a minimum of 3 different projects in the last 7 years prior to the TA issuance date, conducting ABAP development in SAP software.  To meet this criterion, each project must have a duration of 6 months or longer.		
<b>M3</b>	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the TA issuance date, developing either programs, applications, enhancements or add-ons using both of the following:  iii. ABAP objects programming techniques iv. Object oriented programming techniques		
<b>M4</b>	The Contractor must demonstrate that the proposed resource has a minimum of 7 years of experience prior to the TA issuance date, developing in SAP version ECC 6.0 or more recent version.		



### 1.1.2 ERP Programmer Analyst - Level 3

#### Fiori Programmer

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the TA issuance date, developing applications or programs using either of the following:</p> <ul style="list-style-type: none"><li>iii. SAP application development technologies</li><li>iv. Object oriented programming techniques</li></ul>		
M2	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of 2 different projects conducting SAP Fiori / SAP UI5 application development in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>For the project to qualify, the Contractor must demonstrate that the project was implemented from start to finish.</p>		
M3	<p>The Contractor must demonstrate that the proposed resource has worked on at least 1 project conducting SAP Fiori / SAP UI5 application development for a mobile Fiori application.</p>		

### 1.1.3 ERP Programmer Analyst - Level 2

#### Fiori Programmer

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the TA issuance date, developing using both or either of the following:</p> <ul style="list-style-type: none"><li>i. SAP Application development technologies</li><li>ii. Object oriented programming techniques</li></ul>		
M2	<p>The Contractor must demonstrate that the proposed resource has worked on at least 1 project prior to the TA issuance date conducting SAP Fiori / SAP UI5 Application development in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>For the project to qualify, the Contractor must demonstrate that the project was implemented from start to finish.</p>		

### 1.1.4 ERP Technical Analyst- Level 3

#### SAP Process Orchestration (PO)/Process Integration (PI) Specialist

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the TA issuance date as an ERP technical analyst performing the configuration and maintenance of a SAP module.		
<b>M2</b>	The Contractor must demonstrate that the proposed resource has 1 year experience in the last 3 years prior to the TA issuance date working with SAP Process Orchestration performing all of the following: <ul style="list-style-type: none"> <li>i. Identifying requirements</li> <li>ii. Gathering requirements</li> <li>iii. Defining requirements</li> <li>iv. Implementing requirements</li> </ul>		
<b>M3</b>	The Contractor must demonstrate that the proposed resource has a minimum of 18 months of experience prior to the TA issuance date providing support in SAP Process Orchestration (PO) where the resource performed all of the following: <ul style="list-style-type: none"> <li>i. Analysis</li> <li>ii. Configuration</li> <li>iii. Problem resolution</li> <li>iv. Testing</li> </ul>		
<b>M4</b>	The Contractor must demonstrate that the proposed resource has a minimum of 18 months of experience, prior to the TA issuance date, providing support in SAP Process Integration (PI) where the resource performed all of the following:		

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	<ul style="list-style-type: none"><li>i. Analysis</li><li>ii. Configuration</li><li>iii. Problem resolution</li><li>iv. Testing</li></ul> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
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### 1.1.5 ERP Technical Analyst - Level 3

#### SAP Portal Expert

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the TA issuance date as an SAP technical analyst performing the configuration and maintenance of SAP modules or applications.		
<b>M2</b>	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of combined experience prior to the TA issuance date in the following: <ul style="list-style-type: none"> <li>i. the implementation of a SAP enterprise portal.</li> <li>ii. the upgrade of a SAP enterprise portal.</li> </ul> Overlapping projects will be accepted provided each project meets the criterion.		
<b>M3</b>	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the TA issuance date in the system configuration of SAP functional modules and partner products within the SAP/ERP such as Financial Accounting (FI), Funds Management (FM), Materiel management (MM), Human Capital Management (HCM), Vendor Invoice Management (VIM) and SAP Business Intelligence (BI).		
<b>M4</b>	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience in the last 10 years prior to the TA issuance date in the technical system configuration of the SAP Netweaver Portal.		

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<b>M5</b>	The Contractor must demonstrate that the proposed resource has a minimum of 1 year experience within the last 5 years prior to the TA issuance date in SAP accessibility improvements to the look and feel of the SAP Netweaver Portal by removing any barriers for people with disabilities to be able to view/consume the contents of the page.		
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### 1.1.6 ERP Technical Analyst - Level 3

#### SAP Business Planning and Consolidation (BPC) Technical Analyst

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience as an SAP technical analyst prior to the TA issuance date performing the following: configuring, building and testing application components, translating functional specifications into technical requirements and providing technical advice and guidance related to SAP software.		
M2	<p>The Contractor must demonstrate that the proposed resource has implemented BPC on at least 2 different projects, by installing BPC properly in its environment, including configuration, running, testing and documentation of all components required.</p> <p>To meet this criterion, each project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
M3	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of 2 different projects within the last 7 years prior to the TA issuance date, having performed both of the following on each project:</p> <ul style="list-style-type: none"> <li>iii. analyzed business requirements in order to map business processes or requirements to functional specifications; and</li> <li>iv. analyzed conceptual data models in support of</li> </ul>		

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	<p>departmental or organizational transformation initiatives (e.g. Integrated Operational Planning).</p> <p>To meet this criterion, each project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted providing each project meets the criterion.</p>		
<b>M4</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience as a functional or technical analyst prior to the TA issuance date configuring and testing functional components, translating requirements into functional specifications and providing technical advice and guidance related to at least 2 of the following:</p> <ul style="list-style-type: none"><li>v. SAP ECC</li><li>vi. SAP BW</li><li>vii. SAP BPC- NetWeaver</li><li>viii. SAP BPC- HANA</li></ul>		



## 1.2 Resource Point-Rated Evaluation Criteria

### 1.2.1 ERP Programmer Analyst - Level 3

#### ABAP Programmer

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP certification in ABAP.</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>ABAP for HANA certification= 5 points</p> <p>Other ABAP certification = 5 points</p>	/10	
R2	<p>The Contractor should demonstrate the proposed resource's experience as an SAP ABAP developer building and maintaining reports which received their data from SAP ECC 6.0.</p>	<p>0 to 11 months = 1 point</p> <p>12 months = 3 points</p> <p>13+ months = 5 points</p>	/5	
R3	<p>The Contractor should demonstrate the proposed resource's experience as an SAP ABAP developer in:</p> <ul style="list-style-type: none"> <li>iv. Building Enhancements</li> <li>v. Building Interfaces</li> <li>vi. Building Forms</li> </ul>	<p>1 out of 3 = 1 point</p> <p>2 out of 3 = 3 points</p> <p>3 out of 3 = 5 points</p>	/5	
R4	<p>The Contractor should demonstrate the proposed resource's experience as an SAP ABAP developer developing applications or programs in SAP ECC 6.0 or more recent version in the following modules:</p> <ul style="list-style-type: none"> <li>v. Funds Management (FM)</li> <li>vi. Finance (FI)</li> <li>vii. Controlling (CO)</li> <li>viii. Business Planning and Consolidation (BPC)</li> </ul>	<p>1 out of 4 modules= 1 point</p> <p>2 out of 4 modules = 2 points</p> <p>3 out of 4 modules = 3 points</p> <p>4 out of 4 modules = 5 points</p>	/5	
R5	<p>The Contractor should demonstrate that the proposed resource has worked on projects involving the maintenance, enhancement or implementation of SAP in a SAP Public Services context.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	

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	<p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To meet this criterion, each of the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>			
<b>R6</b>	<p>The Contractor should demonstrate that the proposed resource has experience working on a project where SAP Fiori, S4 and HANA are used.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>No Experience = 0 points</p> <p>1 project = 5 points</p>	/5	
Total Points Available			33	
Minimum Pass Mark			23	
Contractor's Score			/33	

### 1.2.2 ERP Programmer Analyst - Level 3

#### Fiori Programmer

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP certification in Fiori as indicated by the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>Fiori certification = 10 points</p>	/10	
R2	<p>The Contractor should demonstrate the proposed resource's experience as a developer using any of the following Government of Canada web standards:</p> <p>iii. Web Experience Toolkit (WET) iv. Common Look and Feel (CLF)</p>	<p>None = 0 points</p> <p>WET or CLF = 5 points</p> <p>WET and CLF = 10 points</p>	/10	
R3	<p>The Contractor should demonstrate the proposed resource's experience as a developer in any of the following:</p> <p>v. Javascript vi. HTML5 vii. RESTful web services viii. BOBJ API</p> <p>Overlapping experience will be accepted provided the criterion is demonstrated.</p>	<p>1 out of 4 = 5 point 2 out of 4 = 10 points 3 out of 4 = 15 points 4 out of 4 = 20 points</p>	/20	
R4	<p>The Contractor should demonstrate the proposed resource's additional experience above the minimum identified in 1.1.2, M3.</p>	<p>1 project = 0 points</p> <p>2 projects = 3 points</p> <p>3 projects = 7 points</p> <p>4 projects and more = 10 points</p>	/10	
R5	<p>The Contractor should demonstrate that the proposed resource has experience working on projects that used SAP Fiori, S4 and HANA.</p>	<p>No Experience = 0 points</p> <p>1 project = 5 points</p>	/5	

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	To meet this criterion, the project must have a duration of 6 months or longer.			
Total Points Available			55	
Minimum Pass Mark			33	
Contractor's Score			/55	

### 1.2.3 ERP Programmer Analyst - Level 2

#### Fiori Programmer

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource holds a current and valid Fiori certification issued by SAP as indicated at the SAP training site <a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>.</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>Fiori certification = 10 points</p>	/10	
R2	<p>The Contractor should demonstrate the proposed resource's experience as a developer using any of the following Government of Canada web standards:</p> <ul style="list-style-type: none"> <li>i. Web Experience Toolkit (WET)</li> <li>ii. Common Look and Feel (CLF)</li> </ul>	<p>None = 0 points</p> <p>WET or CLF = 5 points</p>	/5	
R3	<p>The Contractor should demonstrate the proposed resource's experience as a developer in any of the following:</p> <ul style="list-style-type: none"> <li>ix. Javascript</li> <li>x. HTML5</li> <li>xi. RESTful web services</li> <li>xii. BOBJ API</li> </ul>	<p>0 out of 4 = 0 points</p> <p>1 out of 4 = 3 point</p> <p>2 out of 4 = 5 points</p> <p>3+ out of 4 = 10 points</p>	/10	
R4	<p>The Contractor should demonstrate the proposed resource's experience in conducting SAP Fiori / SAP UI5 application development for a Fiori application.</p>	<p>0 applications = 0 points</p> <p>1 application = 5 points</p> <p>2 applications = 10 points</p> <p>3+ applications = 15 points</p>	/15	
R5	<p>The Contractor should demonstrate that the proposed resource has experience working on a project that used SAP Fiori S4 and HANA.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>No Experience = 0 points</p> <p>1 project = 5 points</p>	/5	

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Total Points Available		45	
Minimum Pass Mark		23	
Contractor's Score		/45	

### 1.2.4 ERP Technical Analyst- Level 3

#### SAP Process Orchestration (PO)/Process Integration (PI) Specialist

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate the proposed resource's experience in the life cycle of projects where the resource performed all of the following in both SAP PO and PI:</p> <ul style="list-style-type: none"> <li>i. Analysis</li> <li>ii. Recommendations</li> <li>iii. Design and development (configuration);</li> <li>iv. Implementation;</li> <li>v. Conversion;</li> <li>vi. Documentation.</li> </ul>	<p>0 to 11 months = 0 points</p> <p>12 to 24 months = 4 points</p> <p>25+ months = 5 points</p>	/5	
R2	<p>The Contractor should demonstrate the proposed resource's experience performing all of the following in SAP Workflow:</p> <ul style="list-style-type: none"> <li>i. Designing</li> <li>ii. Developing</li> <li>iii. Configuring</li> <li>iv. Implementing</li> <li>v. Testing</li> </ul>	<p>0 to 11 months = 0 points</p> <p>12 to 24 months = 4 points</p> <p>25+ months = 5 points</p>	/5	
R3	<p>The Contractor should demonstrate the proposed resource's experience performing all of the following in SAP PI Business Process Management (BPM) Workflow engine and modelling:</p> <ul style="list-style-type: none"> <li>i. Designing</li> <li>ii. Developing</li> <li>iii. Configuring</li> <li>iv. Implementing</li> <li>v. Testing</li> </ul>	<p>0 to 11 months = 0 points</p> <p>12 to 24 months = 4 points</p> <p>25+ months = 5 points</p>	/5	
R4	<p>The Contractor should demonstrate the proposed resource's experience performing all of the following for the security controls involved to secure an SAP NetWeaver PO or PI application.</p> <ul style="list-style-type: none"> <li>i. Designing</li> <li>ii. Developing</li> </ul>	<p>0 to 11 months = 0 points</p> <p>12 to 24 months = 4 points</p> <p>25+ months = 5 points</p>	/5	

	iii. Configuring iv. Implementing v. Testing	points		
<b>R5</b>	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP certification issued by SAP as indicated at the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>PI certification = 5 points</p> <p>Other SAP certification = 2 points</p>	/5	
<b>R6</b>	<p>The Contractor should demonstrate that the proposed resource has experience working on a project that used SAP Fiori, S4 and HANA.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>No experience = 0 points</p> <p>1 project = 5 points</p>	/5	
Total Points Available			30	
Minimum Pass Mark			20	
Contractor's Score			/30	



**1.2.5 ERP Technical Analyst - Level 3****SAP Portal Expert**

<b>Resource Name:</b>				
<b>No.</b>	<b>Description</b>	<b>Point Allocation</b>	<b>Score</b>	<b>Substantiating Information, Cross Reference to Proposal</b>
<b>R1</b>	<p>The Contractor should demonstrate the proposed resource's project experience administering SAP Netweaver.</p> <p>Administering is defined as performing the upkeep, maintenance and configuration of a system to ensure its reliable operation.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 points</p> <p>2 projects = 3 points</p> <p>3+ projects = 5 points</p>	/5	
<b>R2</b>	<p>The Contractor should demonstrate the proposed resource's project experience implementing or configuring SAP Netweaver.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 points</p> <p>2 projects = 3 points</p> <p>3+ projects = 5 points</p>	/5	
<b>R3</b>	<p>The Contractor should demonstrate that the proposed resource holds a current and valid certification in Netweaver 4.0 or more recent version issued by SAP as indicated at the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No Certification= 0 points</p> <p>Certification in Netweaver 4.0 or more recent version = 5 points</p>	/5	
<b>R4</b>	<p>The Contractor should demonstrate that the proposed resource has experience working on a project that used SAP Fiori, S4 and HANA.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>No experience = 0 points</p> <p>1 project = 5 points</p>	/5	
Total Points Available			20	
Minimum Pass Mark			12	
Contractor's Score			/20	

### 1.2.6 ERP Technical Analyst-Level 3

#### SAP Business Planning and Consolidation (BPC) Technical Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate the proposed resource has worked on projects where the resource provided functional specifications regarding all of the following on each project:</p> <ul style="list-style-type: none"> <li>iv. operational planning which involves the process of identifying the goals or objectives and formulating the strategies to achieve them</li> <li>v. financial systems</li> <li>vi. reporting solutions which allow users to analyze data from single or multiple data sources and make informed business decisions and provides the ability to plan for implementation including sizing, scoping, high availability and disaster recovery strategy data management</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>0 projects = 0 points</p> <p>1 project = 5 points</p> <p>2 projects = 10 points</p> <p>3 projects = 15 points</p> <p>4+ projects = 20 points</p>	/20	
R2	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP Business Planning and Consolidation (BPC) NetWeaver or SAP Business Planning and Consolidation (BPC) HANA or SAP Business Warehouse (BW) certification.</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>SAP Business Planning and Consolidation (BPC) NetWeaver certification = 5 points</p> <p>SAP Business Planning and Consolidation (BPC) HANA certification = 5 points</p> <p>SAP BW certification = 5 points</p>	/10	

<b>R3</b>	<p>The Contractor should demonstrate the proposed resource has worked on projects where the resource performed all of the following on each project:</p> <ul style="list-style-type: none"> <li>v. SAP BPC planning which involves the process of identifying the goals or objectives and formulating the strategies to achieve them</li> <li>vi. Enterprise Performance Management (EPM ) reporting</li> <li>vii. integrating multiple BPC models; and</li> <li>viii. BPC-MDX (Multi-dimensional Expressions) scripting</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>0 projects = 0 points</p> <p>1 project = 5 points</p> <p>2+ projects = 10 points</p>	/10	
<b>R4</b>	<p>The Contractor should demonstrate the proposed resource has worked on projects working with operational planners and financial analysts and, IT and integrated planning resources to implement an integrated Business Planning and Consolidation (BPC) solution.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>0 projects = 0 points</p> <p>1 project = 2 points</p> <p>2 projects = 6 points</p> <p>3+ projects = 10 points</p>	/10	
<b>R5</b>	<p>The Contractor should demonstrate that the proposed resource has experience working on projects where the resources created, modified, used or updated HANA data models.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>No Experience = 0 points</p> <p>1 project = 5 points</p>	/5	
Total Points Available			55	
Minimum Pass Mark			33	
Contractor's Score			/55	

## Workstream 2

### 2.1 Resource Mandatory Evaluation Criteria

#### 2.1.1 ERP Technical Analyst - Level 3

#### BASIS Resource

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of BASIS experience performing the installation, configuration and daily operations of the administration of the SAP systems.		
<b>M2</b>	The Contractor must demonstrate that the proposed resource has a minimum of 1 year experience with Business Objects (BOBJ) version 4.0 or more recent version performing all of the following relating to BOBJ: <ul style="list-style-type: none"> <li>vii. Installation</li> <li>viii. Configuration</li> <li>ix. Upgrades</li> <li>x. System Administration of operations</li> <li>xi. Providing technical security advice</li> <li>xii. SAP BW connecting with Tomcat deployment</li> </ul>		
<b>M3</b>	The Contractor must demonstrate that the proposed resource has a minimum of 1 year experience architecting (i.e. designing, modeling and planning) security authentication modeled with Single Sign-On for SAP Netweaver Portal with SAP BOBJ systems.		
<b>M4</b>	The Contractor must demonstrate that the proposed resource has a minimum of 1 year experience with SAP architectural designs, including installation and configuration of servers and client tools incorporating all of the following SAP system types:		

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	<ul style="list-style-type: none"><li>v. BOBJ (Business Objects Intelligence Platform version 4.0 or more recent version)</li><li>vi. SAP Business Planning and Consolidation (BPC)</li><li>vii. Netweaver with SAP Business Warehouse</li><li>viii. SAP Netweaver Portal</li></ul>		
<b>M5</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience in the last 7 years prior to the TA issuance date as an SAP BASIS administrator performing all of the following in SAP Netweaver:</p> <ul style="list-style-type: none"><li>iv. Installation</li><li>v. Configuration</li><li>vi. Support</li></ul>		

### 2.1.2 Technical Architect - Level 3

#### SAP Security Specialist

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the TA issuance date, performing all of the following:</p> <ul style="list-style-type: none"><li>v. Gathering SAP security requirements</li><li>vi. Planning SAP security roles and responsibilities</li><li>vii. Designing SAP security roles and responsibilities</li><li>viii. Implementing SAP security roles and responsibilities</li></ul>		
M2	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of 3 different projects in the last 5 years prior to the TA issuance date, where the proposed resource implemented security authorizations and roles using SAP ECC 6.0 or more recent version which included all of the following :</p> <ul style="list-style-type: none"><li>vii. Analysis</li><li>viii. Planning</li><li>ix. Configuration</li><li>x. Development</li><li>xi. Testing</li><li>xii. Monitoring</li></ul> <p>To meet this criterion, each project must have a duration of 3 months or longer.</p>		

### 2.1.3 Technical Architect - Level 3

#### SAP Security Specialist – Governance, Risk and Compliance (GRC)

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the TA issuance date in performing all of the following as part of a GRC implementation:</p> <ul style="list-style-type: none"> <li>i. Gathering SAP security requirements</li> <li>ii. Planning SAP security roles and responsibilities</li> <li>iii. Designing SAP security roles and responsibilities</li> <li>iv. Implementing SAP security roles and responsibilities</li> </ul>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum 5 years of experience in remediating Segregation of Duties (SoD) conflicts using GRC tools in SAP environments which included all of the following:</p> <ul style="list-style-type: none"> <li>i. Defining control objectives</li> <li>ii. Identifying risks</li> <li>iii. Assessing risk</li> <li>iv. Implementing mitigating controls</li> <li>v. Reducing and/or eliminating SoD conflicts</li> </ul>		
<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource holds a current and valid SAP certification issued by SAP as indicated at the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>) in either of the following:</p>		

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	<ul style="list-style-type: none"><li>i. SAP Security</li><li>ii. SAP Access Control</li></ul> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>		
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## 2.1.4 Technical Architect - Level 3

### SAP Solution Architect

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience in the last 15 years prior to the TA issuance date, as a technical architect performing design, solution assessment, fit gaps and system integration activities of system(s) running SAP software.		
<b>M2</b>	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience in the last 10 years prior to the TA issuance date, conducting architecture reviews of SAP technology for strategic projects.  Strategic projects are a systematic process of envisioning a desired future, and translating long term goals into broadly defined goals or objectives and a sequence of steps to achieve them.		
<b>M3</b>	The Contractor must demonstrate that the proposed resource has completed a minimum of 3 different full SAP implementation projects where the combined experience of the three projects involved all of the following: i. SAP ERP ii. SAP BW iii. SAP Portals iv. SAP Business Objects		
<b>M4</b>	The Contractor must demonstrate that the proposed resource holds a university degree or college diploma in applied science.		

### 2.1.5 Technical Architect - Level 3

#### SAP Technical Architect

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience in the last 15 years prior to the TA issuance date, as a technical architect performing design, solution assessment, fit gaps and system integration activities of system(s) running SAP software.		
<b>M2</b>	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience in the last 10 years prior to the TA issuance date, conducting architecture reviews of SAP technology for strategic projects.  Strategic projects are a systematic process of envisioning a desired future, and translating long term goals into broadly defined goals or objectives and a sequence of steps to achieve them.		
<b>M3</b>	The Contractor must demonstrate that the proposed resource has completed a minimum of 3 different full SAP implementation projects where the combined experience of the three projects involved all of the following: i. SAP ERP ii. SAP BW iii. SAP Portals iv. SAP Business Objects		
<b>M4</b>	The Contractor must demonstrate that the proposed resource holds a university degree or college diploma in applied science.		

## 2.1.6 Network Analyst - Level 3

### SAP Infrastructure Specialist

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, performing all of the following networking and server related tasks in an SAP environment supporting both Microsoft OS platform and Linux platform:</p> <ul style="list-style-type: none"> <li>ii. Installation</li> <li>vi. Configuration</li> <li>vii. Upgrades</li> <li>viii. Clustering</li> <li>ix. System Administration of operations</li> </ul>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of infrastructure networking or server experience performing both of the following:</p> <ul style="list-style-type: none"> <li>• Installing and configuring firewalls</li> <li>• Networking/routing configuration and intrusion detection/prevention</li> </ul>		
<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of infrastructure networking or server experience in the installation and maintenance of servers including all of the following:</p> <ul style="list-style-type: none"> <li>• Domain Name System (DNS)</li> <li>• Active Directory</li> <li>• Simple Mail Transfer Protocol (SMTP)</li> <li>• Internet Information Services (IIS)</li> </ul>		

**2.2 Resource Point-Rated Evaluation Criteria****2.2.1 ERP Technical Analyst - Level 3****BASIS Resource**

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
<b>R1</b>	The Contractor should demonstrate the resource's experience above the minimum requested in 2.1.1, M2.	0 months above minimum = 0 points  1 to 12 months above minimum = 2 points  13 to 24 months above minimum = 4 points  25 to 36 months above minimum = 6 points  37+ months above minimum = 8 points	/8	
<b>R2</b>	The Contractor should demonstrate the proposed resource has worked on projects where the resource performed the installation and configuration in the following SAP Client tools:  ix. Design Studio x. Universal Design Tool (UDT) xi. Info design tool (IDT) xii. Netweaver Developer Studio xiii. Lumira client xiv. BEx Designer xv. Crystal Reports Enterprise xvi. Crystal Reports 2000 or higher  To meet this criterion, each project must have a duration of 12 months or longer.	0 to 3 out of 8 = 0 points 4 out of 8 = 2 points 5 out of 8 = 4 points 6 out of 8 = 6 points 7 out of 8 = 8 points 8 out of 8 = 10 points	/10	
<b>R3</b>	The Contractor should demonstrate the proposed resource's experience	0 months to 5 above minimum = 0 points		

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	above the minimum requested in 2.1.1, M5.	6 to 12 months above minimum = 2 points  13-18 months above minimum = 4 points  18+ months above minimum = 6 points	/6	
<b>R4</b>	The Contractor should demonstrate that the proposed resource holds current and valid certification in SAP HANA or other SAP certifications as indicated by the SAP training site ( <a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a> ).  A copy of the certification must be submitted with the bid for points to be allocated.	No certifications = 0 points  Netweaver certification = 4 points  SAP HANA Administration certification = 6 points  Other SAP certification = 1 point  A maximum of 10 points is available.	/10	
Total Points Available			34	
Minimum Pass Mark			24	
Contractor's Score			/34	

## 2.2.2 Technical Architect - Level 3

### SAP Security Specialist

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate the resource's experience in configuring security authorizations in the following modules in SAP:</p> <ul style="list-style-type: none"> <li>i. Financial Accounting (FI)</li> <li>ii. Funds Management (FM)</li> <li>iii. Controlling (CO)</li> <li>iv. Asset Accounting (AA)</li> <li>v. Material Management (MM)</li> <li>vi. Project System (PS)</li> </ul>	<p>0 to 1 module = 0 points 2 modules = 1 point 3 modules = 2 points 4 modules = 3 points 5 modules = 4 points 6 modules = 5 points</p>	/5	
R2	<p>The Contractor should demonstrate the resource's experience in configuring security authorizations in the following modules in SAP:</p> <ul style="list-style-type: none"> <li>i. Business Partner</li> <li>ii. Basis Components</li> <li>iii. Business Objects (BOBJ)</li> <li>iv. Business Planning and Consolidation (BPC)</li> </ul>	<p>0 to 1 module = 0 points 2 modules = 2 points 3 modules = 4 points 4 modules = 5 points</p>	/5	
R3	<p>The Contractor should demonstrate the resource's experience in configuring security authorizations in the following modules in SAP:</p> <ul style="list-style-type: none"> <li>i. Process Orchestration (PO)</li> <li>ii. Process Integration (PI)</li> </ul>	<p>0 modules = 0 points 1 module = 3 points 2 modules = 5 points</p>	/5	
R4	<p>The Contractor should demonstrate the resource's experience in the last 3 years prior to the TA issuance date, in configuring Derived Roles in a multi-company (minimum 2) code environment in SAP.</p>	<p>0 months = 0 points 1 to 11 months = 1 point 12 to 24 months = 3 points 25+ months = 5 points</p>	/5	
R5	<p>The Contractor should demonstrate the resource's project experience with Central User Administration where the resource performed all of the following</p>	<p>0 projects = 0 points 1 to 2 projects = 1 point</p>	/3	

	on each project in SAP: i. Configuration ii. Implementation iii. Administration	3+ projects = 3 points		
<b>R6</b>	<p>The Contractor should demonstrate the resource's project experience with SAP Identity Management (SAP idM) where the resource performed all of the following on each project:</p> <p>i. Configuration ii. Implementation iii. Administration</p> <p>For the experience to qualify, the resource must have worked on the project for a minimum of 8 months and must have performed all three activities (configuration, implementation and administration) during that period.</p>	<p>0 projects = 0 points</p> <p>1 to 2 projects = 1 point</p> <p>3+ projects = 3 points</p>	/3	
<b>R7</b>	<p>The Contractor should demonstrate that the proposed resource has completed the following SAP-certified courses in SAP Security:</p> <ul style="list-style-type: none"> <li>• Authorizations</li> <li>• GRC</li> </ul> <p>A copy of the certificates must be submitted with the bid for points to be allocated.</p>	<p>No = 0 points</p> <p>1 certified course = 2 points</p> <p>Both certified courses = 5 points</p>	/5	
Total Points Available			31	
Minimum Pass Mark			22	
Contractor's Score			/31	

## 2.2.3 Technical Architect - Level 3

### SAP Security Specialist – Governance, Risk and Compliance (GRC)

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate the proposed resource's experience configuring security authorizations in the following SAP modules:</p> <ul style="list-style-type: none"> <li>i. Financial Accounting (FI)</li> <li>ii. Funds Management (FM)</li> <li>iii. Controlling (CO)</li> <li>iv. Asset Accounting (AA)</li> <li>v. Materials Management (MM)</li> <li>vi. Project System (PS)</li> <li>vii. Plant Maintenance (PM)</li> <li>viii. Flexible Real Estate Management (RE-FX)</li> </ul>	<p>0 to 1 module = 0 points</p> <p>2 modules = 1 point</p> <p>3 modules = 2 points</p> <p>4 to 5 modules = 3 points</p> <p>6 to 7 modules = 4 points</p> <p>8 modules = 5 points</p>	/5	
R2	<p>The Contractor should demonstrate the proposed resource's experience configuring security authorizations roles for system and end users, as well as roles mapping for the following SAP Solution Manager scenarios:</p> <ul style="list-style-type: none"> <li>i. Incident Management (ITSM)</li> <li>ii. Change Management (ChaRM)</li> <li>iii. Root Cause Analysis (RCA)</li> <li>iv. Custom Development Management Cockpit (CDMC)</li> <li>v. System Recommendation (SR)</li> </ul>	<p>0 to 1 scenarios = 0 points</p> <p>2 scenarios = 2 points</p> <p>3 scenarios = 6 points</p> <p>4+ scenarios = 10 points</p>	/10	
R3	<p>The Contractor should demonstrate the resource's experience in the last 30 months prior to the TA issuance date configuring and maintaining Derived Roles in a Multi-Company (minimum of 2) Code SAP Environment in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p>	<p>0 months = 0 points</p> <p>1 to 8 months = 1 points</p> <p>9 to 18 months = 2 points</p> <p>19 to 27 months = 3 points</p> <p>28+ months = 5 points</p>	/5	



<b>R4</b>	<p>The Contractor should demonstrate the resource's project experience, in designing or coordinating the design of mitigation controls, for addressing Segregation of Duties (SoD) conflicts and critical risks in SAP environments.</p> <p>Coordinating the design is defined as generating the requirements.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 to 2 projects = 5 points</p> <p>3 projects = 10</p> <p>4+ projects = 15 points</p>	/15	
<b>R5</b>	<p>The Contractor should demonstrate the resource's project experience in translating business requirements into technical requirements to facilitate implementation of GRC tools in a SAP environment. In order to qualify, the experience must include all of the following:</p> <ul style="list-style-type: none"> <li>i. Gather business requirements</li> <li>ii. Fit/gap analysis</li> <li>iii. Preparation or revision of security blueprint</li> <li>iv. Develop functional specifications and related audit/review plans</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 projects = 1 points</p> <p>2 projects = 3 points</p> <p>3 projects = 4 points</p> <p>4 + projects = 6 points</p>	/6	
<b>R6</b>	<p>The Contractor should demonstrate the resource's experience with GRC tools/solutions where the resource performed all of the following:</p> <ul style="list-style-type: none"> <li>i. Implementation</li> <li>ii. Administration</li> <li>iii. Maintenance</li> </ul>	<p>0 to 11 months = 0 points</p> <p>12 to 24 months = 1 point</p> <p>25 to 48 months = 3 points</p> <p>49+ months = 10 points</p>	/10	
<b>R7</b>	<p>The Contractor should demonstrate the proposed resource's experience working with the Integrated Financial</p>	<p>0 to 6 months = 0 points</p> <p>7 to 12 months = 1</p>	/4	

	Management System (IFMS) custom solution for addressing Segregation of Duties (SoD) risks in SAP environments.	point  13 to 23 months = 2 points  24+ months = 4 points		
<b>R8</b>	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP Security or Audit/Risk Management certification(s).</p> <ul style="list-style-type: none"> <li>i. Audit/Risk Management certifications as listed below: <ul style="list-style-type: none"> <li>a. Certifications issued by The Institute of Internal Auditors (IIA):</li> <li>b. Certification in Risk Management Assurance (CRMA)</li> <li>c. Certification in Control Self-Assessment (CCSA)</li> <li>d. Certified Internal Auditor (CIA)</li> <li>e. Certification issued by The Information Systems and Control Association (ISACA):</li> <li>f. Certified Information Systems Auditor (CISA)</li> <li>g. Certifications issued by the Chartered Professional Accountants (CPA) and former Certified Management Accounts (CMA) organizations:</li> <li>h. Certified Management Accountant (CMA)</li> <li>i. Chartered Professional Accountant (CPA)</li> </ul> </li> <li>ii. SAP Security GRC certification issued by SAP as indicated at the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>)</li> <li>iii. SAP Security certification issued by SAP as indicated at the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>)</li> </ul> <p>A copy of the certification must be submitted with the proposal for points to be allocated.</p>	<p>SAP Security GRC certification = 10 pts</p> <p>SAP Security certification= 5 pts</p> <p>Any Audit/Risk Management certification = 3 pts</p> <p>A maximum of 10 points will be allocated.</p>	/10	

<b>R9</b>	<p>The Contractor should demonstrate the resource's experience with SAP Central User Administration (CUA) where the resource performed all of the following in a SAP Public Services context.</p> <ul style="list-style-type: none"> <li>i. Configuration</li> <li>ii. Implementation</li> <li>iii. Administration</li> </ul> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p>	<p>0 to 8 months = 0 points</p> <p>9 to 12 months = 1 point</p> <p>13 to 23 months = 2 points</p> <p>24+ months = 5 points</p>	/5	
<b>R10</b>	<p>The Contractor should demonstrate the resource's experience as an SAP security and authorization specialist where the resource completed the security portion of an SAP ECC6.0 upgrade project to EHP6 or higher in a SAP Public Services context where the resource performed all of the following:</p> <ul style="list-style-type: none"> <li>i. Analysis</li> <li>ii. Applying OSS Notes</li> <li>iii. Configuration</li> <li>iv. Problem resolution</li> <li>v. Unit &amp; Integration Testing</li> <li>vi. Documentation including related guides</li> </ul> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p>	<p>No = 0 points</p> <p>Yes = 10 points</p>	/10	
Total Points Available			80	
Minimum Pass Mark			55	
Contractor's Score			/80	

## 2.2.4 Technical Architect - Level 3

### SAP Solution Architect

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	The Contractor should demonstrate the proposed resource's experience implementing an SAP ECC solution in the last 10 years prior to the TA issuance date.	0 to 11 months = 0 points 12 to 24 months = 10 points 25 to 36 months = 15 points 37+ months = 20 points	/20	
R2	The Contractor should demonstrate the proposed resource's experience above the minimum required in 2.1.4 M2.	1 to 12 months above minimum = 10 points 13 to 24 months above minimum = 15 points 25+ months above the minimum = 20 points	/20	
R3	The Contractor should demonstrate that the proposed resource holds current and valid SAP technical certification(s) issued by SAP as indicated at the SAP training site ( <a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a> ).	1 SAP technical certification = 5 pts 2+ SAP technical certifications = 12 pts	/12	
Total Points Available			52	
Minimum Pass Mark			35	
Contractor's Score			/52	

## 2.2.5 Technical Architect - Level 3

### SAP Technical Architect

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	The Contractor should demonstrate the proposed resource's experience in the last 10 years prior to the TA issuance date implementing SAP Solution Manager.	0 to 23 months = 0 points  24 to 36 months = 5 points  37 to 60 months = 15 points  61+ months = 20 points	/20	
R2	The Contractor should demonstrate the proposed resource's experience with secure SAP single sign-on (SSO) authentication frameworks where the resource performed both of the following:  i. Designing ii. Implementing	0 to 11 months = 0 points  12 to 23 months = 10 points  24 to 36 months = 15 points  37+ months = 20 points	/20	
R3	The Contractor should demonstrate that the proposed resource holds current and valid SAP technical certification(s) issued by SAP as indicated at the SAP training site ( <a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a> ).	1 SAP technical certification = 10 points 2+ SAP technical certifications = 15 points	/15	
R4	The Contractor should demonstrate the proposed resource's experience in the last 10 years prior to the TA issuance date planning all of the following: i. technical upgrades, ii. support/enhancement packs to various SAP applications, iii. implementation and iv. roll-out activities	0 to 11 months = 0 points  12 to 36 months = 10 points  37 to 60 months = 15 points  61+ months = 20 points	/20	

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<b>R5</b>	The Contractor should demonstrate the proposed resource's experience in SAP client tools in shared server environments such as virtual desktop infrastructures (VDI) where the resource performed both of the following: <ul style="list-style-type: none"><li>• Designing</li><li>• Implementing</li></ul>	12 to 24 months = 10 points  25 to 36 months = 15 points  37+ months = 20 points	/20	
Total Points Available			95	
Minimum Pass Mark			70	
Contractor's Score			/95	

## 2.2.6 Network Analyst - Level 3

### SAP Infrastructure Specialist

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource holds a current and valid certification issued by Cisco as indicated on the Cisco certification site: (<a href="http://www.cisco.com/c/en/us/training-events/training-certifications/certifications.html">http://www.cisco.com/c/en/us/training-events/training-certifications/certifications.html</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>Any Cisco certification = 10 points</p>	/10	
R2	<p>The Contractor should demonstrate that the proposed resource holds a diploma or degree in IT networking.</p>	<p>No diploma or degree= 0 points</p> <p>Diploma or degree in IT Networking = 5 points</p>	/5	
R3	<p>The Contractor should demonstrate the proposed resource's experience in any of vSphere, vCentre or vmWare self-provisioning software performing all of the following:</p> <ul style="list-style-type: none"> <li>• Installation</li> <li>• Configuration</li> <li>• Upgrades</li> <li>• Clustering</li> <li>• System Administration of operations</li> </ul>	<p>0 months = 0 points</p> <p>1 to 12 months=2 points</p> <p>13 to 24 months=4 points</p> <p>25+ months=5 points</p>	/5	
R4	<p>The Contractor should demonstrate the proposed resource's experience in an enterprise networking infrastructure performing IP networking in any of the following:</p> <ul style="list-style-type: none"> <li>• IPv4 &amp; 6</li> <li>• Virtual LANs (VLANs)</li> <li>• Multiprotocol Label Switching (MPLS)</li> <li>• Dynamic Host Configuration Protocol (DHCP)</li> <li>• Virtual Private Network (VPN) technologies</li> <li>• Routing</li> </ul>	<p>0 to 6 months = 0 points</p> <p>7 to 11 months = 1 point</p> <p>12 to 17 months = 2 points</p> <p>18 to 24 months = 3 points</p> <p>25-36 months=4 points</p> <p>37+ months= 5 points</p>	/5	

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Total Points Available		25	
Minimum Pass Mark		12	
Contractor's Score		/25	



### Workstream 3

#### 3.1 Resource Mandatory Evaluation Criteria

##### 3.1.1 ERP Functional Analyst – Level 3

##### SAP Functional Analyst

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	The Contractor must demonstrate that the proposed resource has a university degree or college diploma in a specialty related to finance, procurement, SAP or technology.		
M2	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the TA issuance date as an SAP functional analyst performing all of the following in a minimum of 1 SAP module: configuration, testing, gathering business requirements, writing specification documents and providing analysis and support.		

### 3.1.2 ERP Functional Analyst - Level 2

#### SAP Functional Analyst

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
M1	<p>The Contractor must demonstrate that the proposed resource has a university degree in finance, business, SAP or information technology or related discipline; OR</p> <p>A two-year college diploma; OR</p> <p>A minimum of ten years of experience in a related business or technology discipline.</p>		
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the TA issuance date, providing functional support including all of the following in at least one SAP module:</p> <ul style="list-style-type: none"><li>i. analysis for SAP ECC or S/4</li><li>ii. configuration for SAP ECC or S/4</li><li>iii. testing for SAP ECC or S/4 and</li><li>iv. post go-live fixes for SAP ECC or S/4</li></ul>		

### 3.1.3 ERP Functional Analyst - Level 1

#### SAP Functional Analyst

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a university degree in finance, business, SAP or information technology; OR</p> <p>A two-year college diploma as above; OR</p> <p>A university degree in any field and three years of experience in the finance, business, SAP or information technology fields.</p>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience prior to TA issuance date, providing functional support including all of the following in at least one SAP module:</p> <ul style="list-style-type: none"> <li>v. analysis for SAP ECC or S/4</li> <li>vi. configuration for A SAP ECC or S/4</li> <li>vii. testing for SAP ECC or S/4 and</li> <li>viii. post go-live fixes for SAP ECC or S/4</li> </ul>		

### 3.1.4 Business Analyst - Level 3

#### ERP Business Analyst

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a university degree in a financial, SAP, accounting, procurement or technology discipline; OR</p> <p>A two-year college diploma in financial, SAP, accounting, procurement or technology discipline; OR</p> <p>A university degree in any field and 5 years in a financial, SAP, accounting, procurement or technology discipline; OR</p> <p>A minimum of 10 years of experience in a financial, SAP, accounting, procurement or technology discipline.</p>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the TA issuance date, as an ERP business analyst having performed 50% of the associated tasks listed in Annex A - Statement of Work for this resource category.</p>		
<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of project experience in the last 8 years prior to the TA issuance date in performing all of the following:</p> <ul style="list-style-type: none"> <li>Gathering and documenting business requirements</li> <li>Evaluating existing business procedures and methods; and</li> <li>Identifying and documenting database content or application subsystems</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer. Overlapping projects will be accepted provided each project meets the criterion.</p>		

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<b>M4</b>	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the TA issuance date developing presentation documents to communicate business requirements to clients or stakeholders.		
<b>M5</b>	The Contractor must demonstrate that the proposed resource has a minimum of 4 years of project experience in the last 8 years prior to the TA issuance date providing ERP business analysis such as analyzing business operations and needs, writing functional specifications or training material or gathering business requirements on a project involving 2 or more SAP finance modules.		

### 3.1.5 Business Analyst - Level 2

#### ERP Business Analyst

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a university degree in finance, business, SAP or information technology; OR</p> <p>A two-year college diploma as above; OR</p> <p>A university degree in any field and three years of experience in the finance, business, SAP or information technology fields.</p>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of project experience within the last 8 years prior to the TA issuance date in two of the following:</p> <ul style="list-style-type: none"> <li>Gathering and documenting business requirements</li> <li>Evaluating existing business procedures and methods; and</li> <li>Identifying and documenting database content or application subsystems</li> </ul> <p>To meet this criterion, a project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience prior to the TA issuance date developing presentation documents to communicate business requirements to clients or senior management at EX01 equivalent level or higher level.</p>		

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<b>M4</b>	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of project experience within the last 7 years prior to the TA issuance date providing ERP business analysis on a project involving a minimum of two SAP finance modules.		
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### 3.1.6 Business Analyst - Level 1

#### ERP Business Analyst

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a university degree in finance, business, SAP or information technology; OR</p> <p>A two-year college diploma as above; OR</p> <p>A university degree in any field and three years of experience in the finance, business, SAP or information technology fields.</p>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 3 years of project experience within the last 5 years prior to the TA issuance date in two of the following:</p> <ul style="list-style-type: none"> <li>Gathering and documenting business requirements</li> <li>Evaluating existing business procedures and methods; and</li> <li>Identifying and documenting database content or application subsystems</li> </ul> <p>To meet this criterion, a project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience prior to the TA issuance date developing presentation documents to communicate business requirements to clients or senior management at EX01 equivalent level or higher level.</p>		



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<b>M4</b>	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of project experience within the last 5 years prior to the TA issuance date providing ERP business analysis on a project involving a minimum of two SAP finance modules.		
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### 3.1.7 Project Executive – Level 3

#### Senior Project Leader

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience in each task listed below on IT enabled projects prior to the TA issuance date:</p> <ul style="list-style-type: none"> <li>• Project Planning</li> <li>• Project Monitoring</li> <li>• Briefing director level or above</li> <li>• Assigning work</li> <li>• Tracking risk and issues</li> <li>• Tracking finances</li> </ul>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the TA issuance date, managing projects that involve maintaining, enhancing or deploying SAP by performing tasks such as assigning work, planning work, resolving issues and monitoring progress. For the projects to qualify, SAP BI, SAP ECC or SAP S/4 must have been implemented as part of the solution.</p>		

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<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource has managed a minimum of 4 different projects where the resource performed all of the following in each project: time management, financial management, human resource management, project planning and reporting to management (director level or above).</p> <p>For the project to qualify, the project must</p> <ul style="list-style-type: none"><li>- comprise of sub projects;</li><li>- have a duration of 12 months or longer;</li><li>- consist of a team of 20 members or more;</li><li>- have a project budget of a minimum CAD \$5M</li></ul> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
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### 3.1.8 Project Coordinator - Level 2

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a university degree in finance, business, administration, project management, SAP or information technology; OR</p> <p>A two-year college diploma as above; OR</p> <p>A university degree in any field and three years of experience in the finance, business, SAP or information technology fields</p>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the TA issuance date, performing project coordination tasks assisting project managers and project team members in the delivery of an IM/IT initiative with an IM/IT component that is critical to achieving the intended business outcome.</p>		
<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 4 years of experience in the last 6 years prior to the TA issuance date, developing and revising documents using Microsoft Office 2003 and Microsoft Project 2003 or more recent versions.</p>		

### 3.1.9 Project Coordinator - Level 1

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a university degree in finance, business, administration, project management, SAP or information technology; OR</p> <p>A two-year college diploma as above; OR</p> <p>A university degree in any field and three years of experience in the finance, business, SAP or information technology fields.</p>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience prior to the TA issuance date, performing project coordination tasks assisting project managers and project team members in the delivery of an IM/IT initiative with an IM/IT component that is critical to achieving the intended business outcome.</p>		
<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 2 years' experience in the last 4 years prior to the TA issuance date, developing and revising documents using Microsoft Office 2003 or more recent versions and Microsoft Project 2003 or more recent versions.</p>		

### 3.1.10 Project Leader – Level 2

#### Release Manager and Project Lead

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of combined experience prior to the TA issuance date, where the resource performed a minimum 50% of the associated tasks listed in Annex A - Statement of Work for one of the following resource categories in an SAP environment:</p> <ul style="list-style-type: none"> <li>• Release Manager</li> <li>• Project Lead</li> <li>• Project Manager</li> </ul>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 3 years of combined experience, leading development or configuration activities for an IT solution that uses the SAP ERP software.</p>		
<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience where the resource gathered business requirements for changes to SAP applications.</p>		
<b>M4</b>	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of 2 different projects prior to the TA issuance date where the resource performed a minimum 50% of the associated tasks listed in Annex A - Statement of Work for one of the following resource categories in an SAP environment:</p> <ul style="list-style-type: none"> <li>• Release Manager</li> <li>• Project Lead</li> <li>• Project Manager</li> </ul> <p>For the project to qualify, the project must</p> <ul style="list-style-type: none"> <li>- comprise of sub projects;</li> <li>- have a duration of 6 months or longer;</li> <li>- consist of a team of 10 members or more;</li> <li>- involve multiple stakeholders (minimum</li> </ul>		

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	<p>of 2 stakeholders) - have a project budget of a minimum CAD \$1M.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
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### 3.1.11 Project Manager - Level 3

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a university degree in finance, project management, business, SAP or information technology; OR</p> <p>A two-year college diploma as above; OR</p> <p>A university degree in any field and three years of experience in the finance, business, SAP or information technology fields.</p>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the TA issuance date having performed minimum 50% of the associated tasks listed in Annex A - Statement of Work for one of the following resource categories:</p> <ul style="list-style-type: none"> <li>• Release Manager</li> <li>• Project Lead</li> <li>• Project Manager</li> </ul>		
<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience prior to the TA issuance date managing IT-enabled projects where SAP BI, SAP ECC or SAP S/4 accounted for a minimum of 50% of the solution.</p>		
<b>M4</b>	<p>The Contractor must demonstrate that the proposed resource has managed a minimum of 2 different projects which included planning, assigning work, reporting progress and managing risk.</p> <p>For the project to qualify, the project must</p> <ul style="list-style-type: none"> <li>- comprise of sub projects;</li> <li>- have had a duration of 6 months or longer;</li> <li>- consist of a team of 10 members or more;</li> </ul>		



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	- have a project budget of at least CAD \$2M		
<b>M5</b>	<p>The Contractor must demonstrate that the proposed resource holds a current and valid Project Management Professional (PMP) certification.</p> <p>A copy of the certification must be submitted with the bid.</p>		

### 3.1.12 Project Manager - Level 2

Resource Name:			
No.	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a university degree in finance, project management, business, SAP or information technology; OR</p> <p>A two-year college diploma as above; OR</p> <p>A university degree in any field and three years of experience in the finance, business, SAP or information technology fields.</p>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 6 years of experience prior to the TA issuance date, having performed minimum 50% of the associated tasks listed in Annex A-Statement of Work for one of the following resource categories:</p> <ul style="list-style-type: none"> <li>Release Manager</li> <li>Project Lead</li> <li>Project Manager</li> </ul>		
<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 4 years of experience prior to the TA issuance date, managing IT-enabled projects where SAP BI, SAP ECC or SAP S/4 accounted for a minimum of 50% of the solution.</p>		
<b>M4</b>	<p>The Contractor must demonstrate that the proposed resource has managed a minimum of 2 different projects which included planning, assigning work, reporting progress and managing risk.</p> <p>For the project to qualify, the project must</p> <ul style="list-style-type: none"> <li>comprise of sub projects;</li> <li>have had a duration of 6 months or longer;</li> </ul>		

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	<ul style="list-style-type: none"><li>• consist of a team of 10 members or more;</li><li>• have had a project budget of at least CAD \$1M</li></ul>		
<b>M5</b>	<p>The Contractor should demonstrate that the proposed resource holds a current and valid Project Management Professional (PMP) certification or Prince2 or another Project Management certification.</p> <p>A copy of the certification must be submitted with the bid.</p>		

### 3.2 Resource Rated Evaluation Criteria

#### 3.2.1 ERP Functional Analyst – Level 3

##### SAP Functional Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource has worked on projects as an SAP functional analyst performing all of the following in a minimum of 1 SAP module: configuration, testing, gathering business requirements, writing specification documents and providing analysis and support.</p> <p>To qualify, the project must have a duration of 6 months or longer.</p>	<p>0 projects = 0 points</p> <p>1 to 3 projects = 2 points</p> <p>4 to 6 projects = 3 points</p> <p>7 projects or more = 5 points</p>	/5	
R2	<p>The Contractor should demonstrate that the proposed resource holds a current and valid certification in SAP as indicated by the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No = 0 points</p> <p>Yes = 3 points</p>	/3	
R3	<p>The Contractor should demonstrate that the proposed resource has a minimum of 3 months experience implementing an enhanced user experience within SAP using 1 or more of the following tools:</p> <p><b>Tool Set 1</b></p> <ul style="list-style-type: none"> <li>• Gui-XT</li> <li>• Web Dynpro</li> </ul> <p><b>Tool Set 2</b></p> <ul style="list-style-type: none"> <li>• Screen Persona</li> <li>• Fiori Tiles</li> <li>• Fiori guided experience</li> </ul>	<p>No experience = 0 points</p> <p>Experience in Tool Set 1 only = 2 points</p> <p>Experience with Tool Set 2 only = 4 points</p> <p>Experience with both Tool Set 1 and Tool Set 2 = 5 points</p>	/5	

<b>R4</b>	<p>The Contractor should demonstrate that the proposed resource has project experience working with 1 or more of the following:</p> <ul style="list-style-type: none"> <li>• SAP activate</li> <li>• Solution manager</li> <li>• S4/HANA</li> <li>• Hana</li> </ul> <p>For the project experience to qualify, the resource must have worked on the project for 6 consecutive months or longer.</p>	<p>No experience = 0pt</p> <p>Experience with 1 = 2 points</p> <p>Experience with 2 = 3 points</p> <p>Experience with 3 = 5 points</p> <p>Experience with 4 = 7 points</p>	/7	
<b>R5</b>	<p>The Contractor should demonstrate that the proposed resource has a minimum of 3 years of experience with the configuration, testing, analysis and support of one or more of the SAP modules.</p>	<p>No areas = 0 points</p> <p>2 modules = 2 points</p> <p>3 modules = 4 points</p> <p>4 modules = 6 points</p> <p>5 or more = 7 points</p>	7	
Total Points Available			27	
Minimum Pass Mark			16	
Contractor's Score			/27	

### 3.2.2. ERP Functional Analyst - Level 2

#### SAP Functional Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate the proposed resource's experience providing ERP functional analysis such as configuration, analysis, testing and support in SAP ECC 6.0 or more recent version in at least one SAP module.</p> <p>For the experience to qualify, the resource must have a minimum of 12 months providing ERP functional analysis in SAP ECC 6.0 or more recent version in the same module.</p>	<p>1 out of 4 = 1 point</p> <p>2 out of 4 = 2 points</p> <p>3 out of 4 = 3 points</p> <p>4 out of 4 = 5 points</p>	/5	
R2	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP certification issued by SAP as indicated at the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>1 certification = 3 points</p> <p>HANA certification = 5 points</p> <p>A maximum of 5 points will be allocated</p>	/10	
R3	<p>The Contractor should demonstrate that the proposed resource has worked on SAP projects in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
R4	The Contractor should demonstrate that the proposed resource has	No Experience =	/5	

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	experience working on a project that used SAP Fiori, S4 and HANA.  To meet this criterion, the project must have a duration of 6 months or longer.	0 points  1 project = 5 points		
Total Points Available			23	
Minimum Pass Mark			12	
Contractor's Score			/23	

### 3.2.3 ERP Functional Analyst - Level 1

#### SAP Functional Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate the proposed resource's experience providing ERP functional analysis such as configuration, analysis, testing and support in SAP ECC 6.0 or more recent version in at least one SAP module.</p> <p>For the experience to qualify, the resource must have a minimum of 12 months providing ERP functional analysis in SAP ECC 6.0 or more recent version in the same module.</p>	<p>1 out of 4 = 1 point</p> <p>2 out of 4 = 2 points</p> <p>3 out of 4 = 3 points</p> <p>4 out of 4 = 5 points</p>	/5	
R2	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP certification issued by SAP as indicated at the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>Any SAP certification = 5 points</p>	/5	
R3	<p>The Contractor should demonstrate that the proposed resource has worked on SAP projects in a SAP Public Services context or a large private sector company with 4500 employees or more.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	



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<b>R4</b>	The Contractor should demonstrate that the proposed resource has experience working on projects that used SAP Fiori, S4 and HANA.  To meet this criterion, the project must have a duration of 6 months or longer.	No Experience = 0 points  1 project = 5 points	/5	
Total Points Available			18	
Minimum Pass Mark			10	
Contractor's Score			/18	

### 3.2.4 Business Analyst – Level 3

#### ERP Business Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource has project experience writing either of the following:</p> <ul style="list-style-type: none"> <li>Unified Modeling Language (UML) use-cases, or</li> <li>Business Process Modeling for requirements definition, functional design, testing and traceability.</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3 projects = 3 points</p> <p>4 projects = 4 points</p> <p>5+ projects = 5 points</p>	/5	
R2	<p>The Contractor should demonstrate that the proposed resource holds a Business Analysis certification such as:</p> <ul style="list-style-type: none"> <li>International Institute of Business Analysis (IIBA)</li> <li>Certified Business Analysis Professional (CBAP)</li> </ul> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>Any Business Analysis certification = 5 points</p>	/5	
R3	<p>The Contractor should demonstrate that the proposed resource has worked on an ERP project that used SAP Fiori, S/4 and HANA.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>No Experience = 0 points</p> <p>1 project = 5 points</p>	/5	
Total Points Available			15	
Minimum Pass Mark			9	
Contractor's Score			/15	

### 3.2.5 Business Analyst - Level 2

#### ERP Business Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource has project experience writing either of the following:</p> <ul style="list-style-type: none"> <li>Unified Modeling Language (UML) Use-cases, or</li> <li>BPMN for requirements definition, functional design, testing and traceability.</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3 projects = 3 points</p> <p>4 projects = 4 points</p> <p>5+ projects = 5 points</p>	/5	
R2	<p>The Contractor should demonstrate that the proposed resource holds one of the following Business Analysis certifications:</p> <ul style="list-style-type: none"> <li>International Institute of Business Analysis (IIBA)</li> <li>Certified Business Analysis Professional (CBAP)</li> <li>PMI Professional in Business Analysis (PMI-PBA)</li> </ul> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>Any of the listed certification = 5 points</p>	/5	
R3	<p>The Contractor should demonstrate that the proposed resource has worked on SAP projects in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	

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	To meet this criterion, the project must have a duration of 6 months or longer.			
<b>R4</b>	The Contractor should demonstrate that the proposed resource has experience working on ERP projects that used SAP Fiori, S/4 and HANA.  To meet this criterion, the project must have a duration of 6 months or longer.	No Experience = 0 points  1 project = 5 points	/5	
Total Points Available			18	
Minimum Pass Mark			10	
Contractor's Score			/18	

### 3.2.6 Business Analyst - Level 1

#### ERP Business Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource has project experience writing either of the following:</p> <ul style="list-style-type: none"> <li>Unified Modeling Language (UML) Use-cases, or</li> <li>BPMN for requirements definition, functional design, testing and traceability.</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer. Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>1 project = 1 point</p> <p>2 projects = 3 points</p> <p>3+ projects = 5 points</p>	/5	
R2	<p>The Contractor should demonstrate that the proposed resource holds one of the following Business Analysis certifications or has successfully completed training as part of a registered college or university program in the following:</p> <ul style="list-style-type: none"> <li>International Institute of Business Analysis (IIBA)</li> <li>Certified Business Analysis Professional (CBAP)</li> <li>PMI Professional in Business Analysis (PMI-PBA)</li> <li>College or university courses related to Business Analysis</li> </ul> <p>A copy of the certification or grade from the course must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>Any of the listed certification = 5 points</p> <p>60 hours formal training in IIBA, CBAP or PMI-PBA = 3 points</p> <p>30 hours formal training in IIBA, CBAP or PMI-PBA = 1 points</p>	/5	
R3	<p>The Contractor should demonstrate that the proposed resource has worked on SAP projects in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	

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	government (federal, sub-national or municipal).  To meet this criterion, the project must have a duration of 6 months or longer.  Overlapping projects will be accepted provided each project meets the criterion.			
<b>R4</b>	The Contractor should demonstrate that the proposed resource has experience working on ERP projects that used SAP Fiori, S/4 and HANA.  To meet this criterion, the project must have a duration of 6 months or longer.	No Experience = 0 points  1 project = 5 points	/5	
Total Points Available			18	
Minimum Pass Mark			9	
Contractor's Score			/18	

### 3.2.7 Project Executive– Level 3

#### Senior Project Leader

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	The Contractor should demonstrate the proposed resource's experience prior to the TA issuance date working with Microsoft Project.	0 months = 0 points  1 to 5 months = 1 point  6 to 11 months = 3 point  12+months = 5 point	/5	
R2	The Contractor should demonstrate the proposed resource's experience prior to the TA issuance date managing project activities in SAP Solution Manager.	0 months = 0 points  1 to 5 months = 1 point  6 to 11 months = 3 point  12+months = 5 point	/5	
R3	The Contractor should demonstrate that the proposed resource holds current and valid SAP Solution Manager certification or SAP project management certification issued by SAP as indicated by the SAP training site ( <a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a> ).  A copy of the certification must be submitted with the bid for points to be allocated.	No certification = 0 points  SAP Solution Manager certification or SAP project management certification = 3 points	/3	
R4	The Contractor should demonstrate that the proposed resource has worked on projects in a SAP Public Services context.  SAP Public Services are defined as organizations involved in: defense	1 project = 1 point  2 projects = 2 points  3+ projects = 5	/5	

	<p>and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To meet this criterion, the project must have a duration of 6 months or longer. Overlapping projects will be accepted provided each project meets the criterion.</p>	points		
<b>R5</b>	<p>The Contractor should demonstrate the proposed resource's experience working on one IT-enabled project where the proposed resource performed a minimum 50% of the associated tasks listed in Annex A - Statement of Work for one of the following resource categories:</p> <ul style="list-style-type: none"> <li>Product Release Manager</li> <li>Project Lead</li> <li>Project Manager</li> </ul> <p>To qualify, the project must:</p> <ul style="list-style-type: none"> <li>comprise of sub projects.</li> <li>have a minimum duration of 6 months; and</li> <li>involve multiple stakeholders (2 or more).</li> </ul>	<p>Project budget of less than \$10M = 0 points</p> <p>Project budget of over \$10M but less than \$20M = 5 points</p> <p>Project budget greater than or equal to \$20M = 10 points</p>	/10	
<b>R6</b>	<p>The Contractor must demonstrate that the proposed resource has experience prior to the TA issuance date, supervising a team, reporting on progress and planning activities for an IT-enabled project that requires connections between any of the following:</p> <ul style="list-style-type: none"> <li>SAP BW</li> <li>SAP ECC</li> <li>S4/HANA</li> <li>Data services</li> <li>Business Objects (BOBJ)</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 out of 5 = 0 points</p> <p>1 out of 5 = 2 points</p> <p>2 out of 5 = 4 points</p> <p>3 out of 5 = 6 points</p> <p>4 out of 5 = 8 points</p> <p>5 out of 5 = 10 points</p>	/10	



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Total Points Available		38	
Minimum Pass Mark		23	
Contractor's Score		/38	

### 3.2.8 Project Coordinator - Level 2

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource has experience prior to the TA issuance date coordinating IT-enabled projects in all of the following 6 areas:</p> <ul style="list-style-type: none"> <li>i. Provide administrative and project support</li> <li>ii. Assist project manager</li> <li>iii. Maintain project documentation and artifacts</li> <li>iv. Monitor project activities, schedule and cost</li> <li>v. Draft and maintain project communication, presentations or reports</li> <li>vi. Draft Statement of Work (SOW), Work Breakdown Structure (WBS), list of deliverables</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	1 point per project to a maximum of 10 points	/10	
R2	<p>The Contractor should demonstrate that the proposed resource has worked on IT-enabled projects in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To meet this criterion, the project must have a duration of 6 months or longer. Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	

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Total Points Available		13	
Minimum Pass Mark		8	
Contractor's Score		/13	

### 3.2.9 Project Coordinator - Level 1

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource has experience prior to the TA issuance date, coordinating IT- enabled projects performing tasks in 4 of the following 6 areas:</p> <ul style="list-style-type: none"> <li>a. Provide administrative and project support</li> <li>b. Assist project manager</li> <li>c. Maintain project documentation and artifacts</li> <li>d. Monitor project activities, schedule and cost</li> <li>e. Draft and maintain project communication, presentations or reports</li> <li>f. Draft SOW, WBS, list of deliverables</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	1 point per project to a maximum of 5 points	/5	
R2	<p>The Contractor should demonstrate that the proposed resource has worked on IT-enabled projects in a SAP Public Services context or large (5,000+ employees) private sector company.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To meet this criterion, the project must have a duration of 6 months or longer. Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
Total Points Available			8	
Minimum Pass Mark			5	
Contractor's Score			/8	

### 3.2.10 Project Leader - Level 2

#### Release Manager and Project Lead

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	The Contractor should demonstrate that the proposed resource has experience leading a project to enhance, maintain or deliver SAP by performing the following: task management, financial management, human resource planning, project planning and reporting to senior management at Director level or above.	0 – 5 months = 0 points 6 – 11 months = 1 point 12 – 23 months = 2 points 24 – 36 months = 3 points 37 – 60 months = 4 points 61+ months = 5 points	/5	
R2	The Contractor should demonstrate that the proposed resource has experience leading concurrent SAP releases of functionality where the total efforts for each release are a minimum of 21 days. For the experience to qualify, the resource must have performed the following on each release: task management, financial management, human resource planning, project planning and reporting to senior management at the director level or above.	0 - 1 concurrent releases = 0 points  2 concurrent releases = 2 points  3+ concurrent releases = 5 points	/5	
R3	The Contractor should demonstrate the resource's project experience leading IT-enabled projects by performing the following; task management, financial management, human resource planning, project planning and reporting to senior management at director level or above with one or more of the following components:  i. SAP ERP Central Component (ECC) ii. SAP Business Intelligence (BI) iii. SAP Business Objects (BOBJ) iv. .NET applications	1 point for each component up to a maximum of 5 points	/5	

	<p>v. SQL scripts vi. SAP HANA vii. S/4 HANA</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>			
<b>R4</b>	<p>The Contractor should demonstrate that the proposed resource holds a current and valid Project Management Professional (PMP) certification or Prince2 or another Project Management certification.</p> <p>A copy of the certification must be submitted with the bid for points to be awarded.</p>	<p>No certification = 0 Points</p> <p>PMP, Prince2 or other Project Management certification = 5 points</p>	5	
<b>R5</b>	<p>The Contractor should demonstrate that the proposed resource has worked on projects in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To meet this criterion, the project must have a duration of 4 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	3	
Total Points Available			23	
Minimum Pass Mark			12	
Contractor's Score				

### 3.2.11 Project Manager - Level 3

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource has managed IM/IT projects involving at least 7 of the following elements within the last 10 years prior to the TA issuance date:</p> <ul style="list-style-type: none"> <li>i.Scope</li> <li>ii.Time</li> <li>iii.Cost</li> <li>iv.Quality</li> <li>v.Human resources</li> <li>vi.Communications</li> <li>vii.Risks</li> <li>viii.Procurement</li> </ul> <p>To meet the criterion, the project must have a duration of 6 months or longer.</p>	<p>1 point per project duration of less than 12 months</p> <p>2 points per project duration 12 months or greater</p>	/10	
R2	<p>The Contractor should demonstrate that the proposed resource has IT-enabled project experience facilitating meetings at the senior management level (Director level and above), including project status/financial reporting, risk management and presentations to obtain client approvals.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>1 point per project duration of less than 12 months</p> <p>2 points per project duration 12 months or greater</p>	/10	
R3	<p>The Contractor should demonstrate that the proposed resource has worked on SAP projects in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To meet this criterion, the project must have a duration of 6 months or longer. Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	

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Total Points Available		23	
Minimum Pass Mark		15	
Contractor's Score		/23	



### 3.2.12 Project Manager - Level 2

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource has managed IM/IT projects involving at least 5 of the following elements within the last 8 years:</p> <ul style="list-style-type: none"> <li>i.Scope</li> <li>ii.Time</li> <li>iii.Cost</li> <li>iv.Quality</li> <li>v.Human resources</li> <li>vi.Communications</li> <li>vii.Risks</li> <li>viii.Procurement</li> </ul> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>1 point per project duration of less than 12 months</p> <p>2 points per project duration 12 months or greater</p>	/6	
R2	<p>The Contractor should demonstrate that the proposed resource has IT-enabled project experience facilitating meetings at the senior management (Director level and above) level including project status/financial reporting, risk management and presentations to obtain client approvals.</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p>	<p>1 point per project duration of less than 12 months</p> <p>2 points per project duration 12 months or greater</p>	/6	
R3	<p>The Contractor should demonstrate that the proposed resource has worked on SAP projects in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>To meet this criterion, the project must have a duration of 6 months or longer.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	

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Total Points Available		15	
Minimum Pass Mark		9	
Contractor's Score		/15	

## Workstream 4

### 4.1 Resource Mandatory Evaluation Criteria

#### 4.1.1 Application/Software Architect - Level 3

##### SAP Business Objects (BOBJ) Reporting Architect

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the TA issuance date as an SAP or Business Objects (BOBJ) application architect, performing support for Business Objects environment and toolset, including security administration, design and creation of universes, and migration of Business Objects reports across environments.		
M2	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of 3 different projects in the last 7 years prior to the TA issuance date, where the proposed resource worked as an application architect performing duties such as product roadmap creation, technical architecture development and providing advice and guidance to director level or above on each project and was responsible for designing the topology of the BOBJ environment.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		

#### 4.1.2 ERP Technical Analyst - Level 3

#### SAP Business Intelligence (BI) Specialist

Resource Name;			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the TA issuance date where the resource performed all of the following:</p> <ul style="list-style-type: none"> <li>v. Planning business objects</li> <li>vi. Designing business objects</li> <li>vii. Development of business objects</li> <li>viii. Implementation of business objects</li> </ul> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience prior to the TA issuance date, performing all of the listed tasks in at least 2 of the tools identified below.</p> <p>Tasks:</p> <ul style="list-style-type: none"> <li>vi. analysis of requirements</li> <li>vii. planning of requirements</li> <li>viii. designing requirements</li> <li>ix. developing requirements</li> <li>x. implementing requirements</li> </ul> <p>Tools:</p> <ul style="list-style-type: none"> <li>viii. Web Intelligence (WEBI)</li> <li>ix. Business Objects (BOBJ) Universe Design</li> <li>x. Dashboard design</li> <li>xi. Crystal Reports</li> <li>xii. Business Objects Analysis</li> <li>xiii. Business Objects Design Studio</li> <li>xiv. Business Objects Explorer</li> </ul>		
<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of 2 different projects in the last 7 years prior to</p>		

	<p>the TA issuance date, where the proposed resource defined technical architectures for SAP Business Intelligence (BI) which included all of the following on each project:</p> <ul style="list-style-type: none"><li>iv. technical specifications</li><li>v. modeling</li><li>vi. documentation</li></ul> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
<b>M4</b>	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of 3 different projects prior to the TA issuance date, where the proposed resource implemented a reporting solution using SAP BOBJ version 4 or more recent version and performed all of the following on each project:</p> <ul style="list-style-type: none"><li>vii. Analysis</li><li>viii. Planning</li><li>ix. Configuration</li><li>x. Development</li><li>xi. Testing</li><li>xii. Post go-live reporting</li></ul> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		

#### 4.1.3 ERP Technical Analyst - Level 3

#### SAP Business Warehouse (BW) Specialist

Resource Name:			
No	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the TA issuance date, performing all of the following in a multi-stakeholder (two or more stakeholders) BW environment:</p> <ul style="list-style-type: none"> <li>i. Planning</li> <li>ii. Designing</li> <li>iii. Developing</li> <li>iv. Implementing</li> </ul>		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of 2 different projects in the last 7 years prior to the TA issuance date where the proposed resource defined technical architectures for SAP BW, which included the following for each project:</p> <ul style="list-style-type: none"> <li>i. technical specifications</li> <li>ii. data modeling</li> <li>iii. documentation</li> </ul> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>		
<b>M3</b>	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of 3 different projects prior to the TA issuance date where the proposed resource implemented a reporting solution using SAP BW version 7 or more recent version which included all of the following:</p> <ul style="list-style-type: none"> <li>i. Analysis</li> <li>ii. Planning</li> <li>iii. Configuration</li> <li>iv. Development</li> <li>v. Testing</li> </ul>		

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	vi. Post-live reporting  Overlapping projects will be accepted provided each project meets the criterion.		
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#### 4.1.4 ERP Technical Analyst - Level 3

##### SAP Business Warehouse on HANA Specialist

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience prior to the TA issuance date, performing both of the following in an SAP environment. iii. reporting iv. analytics		
M2	The Contractor must demonstrate that the proposed resource has worked on a minimum of 2 different projects prior to the TA issuance date, working with SAP HANA as a source for warehousing performing all of the following: iv. Identifying requirements v. Gathering requirements vi. Implementing requirements  Overlapping projects will be accepted provided each project meets the criterion.		



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#### 4.1.5 Programmer/Analyst - Level 3

##### Crystal Reports Analyst

Resource Name:			
No	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience in the development of Crystal Reports which included all of the following:</p> <ul style="list-style-type: none"><li>vii. Analysis</li><li>viii. Planning</li><li>ix. Configuration</li><li>x. Development</li><li>xi. Testing</li><li>xii. Post go-live fixes</li></ul>		

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#### 4.1.6 Programmer/Analyst - Level 3

##### Web Intelligence Analyst

Resource Name:			
No	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
M1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of reporting experience in SAP which included all of the following:  vii. Analysis viii. Planning ix. Configuration x. Development xi. Testing xii. Post go-live fixes		
M2	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience in the development of Web Intelligence (WebI) reports.		

#### 4.1.7 Programmer/Analyst - Level 3

##### SAP Lumira Analyst

Resource Name:			
No	Mandatory Criteria	CONTRACTOR'S RESPONSE	
		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
M1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience in performing all of the following:  i. analysis of reporting requirements ii. designing technical reporting requirements iii. developing reports		
M2	The Contractor must demonstrate that the proposed resource has a minimum 1 year experience prior to the TA issuance date in the development of SAP Lumira solutions.		

## 4.2 Resource Rated Evaluation Criteria

### 4.2.1 Application/Software Architect - Level 3

#### SAP BOBJ Reporting Architect

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	The Contractor should demonstrate the resource's project experience above the minimum required under 4.1.1 M2.	0 projects above minimum = 0 points  1 project above minimum = 3 points  2+ projects above minimum = 5 points	/5	
R2	The Contractor should demonstrate that the proposed resource holds a current and valid SAP certification issued by SAP as indicated at the SAP training site ( <a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a> ).  A copy of the certification must be submitted with the bid for points to be allocated.	No certification = 0 points  SAP Application Professional or HANA certification = 5 points  SAP ABAP certification = 5 points  SAP BW certification = 5 points  Other SAP certification = 2 points  To a maximum of 10 points.	/10	
R3	The Contractor should demonstrate that the proposed resource has worked on projects that involve the implementation, maintenance or update of SAP in a SAP Public Services context.  SAP Public Services are defined as	0 projects = 0 points  1 project = 1 point  2 projects = 2 points  3+ projects = 3 points	/3	

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	organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).  Overlapping projects will be accepted provided each project meets the criterion.			
<b>R4</b>	The Contractor should demonstrate the resource's project experience in the last 7 years prior to the TA issuance date, where the proposed resource designed BI reports and dashboards using WebI, DesignStudio and Lumira using HANA data models.	No experience = 0 points  1 project = 5 points	/5	
Total Points Available			23	
Minimum Pass Mark			13	
Contractor's Score			/23	

#### 4.2.2 ERP Technical Analyst - Level 3

#### SAP Business Intelligence (BI) Specialist

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	The Contractor should demonstrate the proposed resource's experience developing and configuring multiple data sources (minimum 2 sources) into a data warehouse or universe such as custom SQL, PeopleSoft and ECC6.0.	0 to 6 months = 0 points 7 to 11 months = 2 point 12 to 16 months = 3 points 17 to 23 months = 4 points 24+ months = 5 points	/5	
R2	The Contractor should demonstrate the proposed resource's project experience providing SAP BI support for a multiple user base.  Overlapping projects will be accepted provided each project meets the criterion.  A maximum of 2 projects will be evaluated. If more than 2 projects are submitted for this criterion, the first 2 projects will be evaluated.	Points per project:  0 to 19 concurrent users = 0 points  20 to 100 concurrent users = 1 point per project  101 to 250 concurrent users = 2 points per project  251 to 499 concurrent users = 3 points per project  500+ Concurrent users = 4 points per project	/8	
R3	The Contractor should demonstrate the resource's project experience above the minimum required under 4.1.2 M3.	0 projects above minimum = 0 points  1 project above minimum = 2 point  2 projects above the minimum = 3 points  3+ projects above the minimum = 5 points	/5	

<b>R4</b>	The Contractor should demonstrate the resource's project experience above the minimum required under 4.1.2 M4.	<p>0 projects above minimum = 0 points</p> <p>1 project above minimum = 2 point</p> <p>2 projects above the minimum = 3 points</p> <p>3+ projects above the minimum = 5 points</p>	/5	
<b>R5</b>	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP certification issued by SAP as indicated by the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>SAP BI certification = 5 points</p> <p>SAP HANA certification = 5 points</p> <p>Any other SAP Business Objects certification = 3 points</p> <p>To a maximum of 10 points.</p>	/10	
<b>R6</b>	<p>The Contractor should demonstrate that the proposed resource has worked on projects that involve the implementation, maintenance or update of SAP in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
<b>R7</b>	The Contractor should demonstrate that the proposed resource has experience working on projects where they set up a BI environment which contained at least a business warehouse, a reporting solution, a visualization solution and an extract transform and load tool.	<p>0 projects = 0 points</p> <p>1 projects = 1 point</p> <p>2 projects = 2 points</p> <p>3 projects = 3 points</p> <p>4 projects = 4 points</p>	/5	

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		5+ projects = 5 points		
<b>R8</b>	The Contractor should demonstrate that the proposed resource has experience working on a project using a multi sourced universe with data from SQL- and HANA-based business warehouses.	0 projects = 0 points 1+ project = 3 points	/3	
<b>R9</b>	The Contractor should demonstrate the resource's project experience in the last 7 years prior to the TA issuance date, where the proposed resource designed BI reports and dashboards using Webl, DesignStudio and Lumira using HANA data models.	No experience = 0 points 1 project = 5 points	/5	
Maximum Available Points			49	
Minimum Pass Mark			29	
Contractor's Score			/49	



**4.2.3 ERP Technical Analyst - Level 3****SAP Business Warehouse (BW) Specialist**

<b>Resource Name:</b>				
<b>No</b>	<b>Description</b>	<b>Point Allocation</b>	<b>Score</b>	<b>Substantiating Information, Cross Reference to Proposal</b>
<b>R1</b>	The Contractor should demonstrate the proposed resource's experience developing and configuring multiple data sources (minimum of 2 sources) using SAP BW as the final destination.	0 to 6 months = 0 points  7 to 11 months = 1 point  12 to 16 months = 3 points  17 to 23 months = 4 points  24+ months = 5 points	/5	
<b>R2</b>	The Contractor should demonstrate the proposed resource's project experience providing support for SAP Business Intelligence (BI) in a multi-client environment throughout the full business intelligence/reporting lifecycle, having performed 50% of the associated tasks listed in Annex A - Statement of Work for this resource category.  Overlapping projects will be accepted provided each project meets the criterion.  A maximum of 2 projects will be evaluated. If more than 2 projects are submitted, the first 2 projects will be evaluated.	Points per project  0 to 19 concurrent users = 0 points  20 to 100 concurrent users = 1 point per project  101 to 250 concurrent users = 2 points per project  251 to 499 concurrent users = 3 points per project  500+ Concurrent users = 4 points per project	/8	
<b>R3</b>	The Contractor should demonstrate the proposed resource's project experience performing all of the following: i. Design of SAP Business Objects Data Services (BODS); and	0 projects = 0 points  1 project = 1 point  2 projects = 2 points  3 projects = 3 points	/5	

	<p>ii. Implementation or maintenance of SAP Business Objects Data Services (BODS).</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>4 projects = 4 points</p> <p>5+ projects = 5 points</p>		
<b>R4</b>	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP certification issued by SAP as indicated by the SAP training site: <a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a></p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>SAP BW certification = 5 points</p> <p>SAP BW for HANA certification = 5 points</p> <p>SAP Data Services certification = 5 points</p> <p>Any other SAP Business Objects certification = 3 points</p>	/10	
<b>R5</b>	<p>The Contractor should demonstrate that the proposed resource has worked on SAP projects in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
<b>R6</b>	<p>The Contractor should demonstrate the proposed resource's project experience performing the implementation of data providers and data flows that support planning and reporting activities in HANA Studio using BW for Hana – NW 7.5.</p>	<p>0 experience = 0 points</p> <p>1 project = 5 points</p>	/5	

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<b>R7</b>	The Contractor should demonstrate the proposed resource's project experience in performing the configuration and integration of Embedded BPC in the SAP Business Objects toolsets.	0 experience =0 points  1 project = 5 points	/5	
Maximum Available Points			41	
Minimum Pass Mark			23	
Contractor's Score			/41	

#### 4.2.4 ERP Technical Analyst - Level 3

#### SAP Business Warehouse (BW) on HANA Specialist

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	The Contractor should demonstrate the proposed resource's project experience with SAP Text Analytics on HANA.  Overlapping projects will be accepted provided each project meets the criterion.	0 projects = 0 points  1 project = 2 point  2 projects = 3 points  3+ projects = 5 points	/5	
R2	The Contractor should demonstrate the proposed resource's project experience with HANA Accelerators or HANA Side Car.  Overlapping projects will be accepted provided each project meets the criterion.	0 projects = 0 points  1 project = 3 points  2+ projects = 5 points	/5	
R3	The Contractor should demonstrate the proposed resource's experience with multi-sourcing (minimum of 2 sources) from both Business Warehouse and HANA at the same time.	0 to 6 months = 0 points  7 to 11 months = 2 point  12 to 16 months = 3 points  17 to 23 months = 4 points  24+ months = 5 points	/5	
R4	The Contractor should demonstrate the resource's project experience above the minimum required under 4.1.4 M2.	0 projects above minimum = 0 points  1 project above minimum = 2 point  2 projects above the minimum = 3 points  3+ projects above the minimum = 5	/5	

		points		
<b>R5</b>	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP certification issued by SAP as indicated by the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>HANA certification = 5 points</p> <p>Other SAP certification = 2 points</p>	/5	
<b>R6</b>	<p>The Contractor should demonstrate that the proposed resource has worked on projects that involve the implementation, maintenance or update of SAP in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
Maximum Points Available			28	
Minimum Pass Mark			17	
Contractor's Score			/28	

#### 4.2.5 Programmer/Analyst - Level 3

##### Crystal Reports Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP Crystal Reports certification issued by SAP as indicated by the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>SAP Crystal Reports certification = 3 points</p>	/3	
R2	<p>The Contractor should demonstrate that the proposed resource has worked on projects that involve the implementation, maintenance or update of SAP in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
Maximum Points Available			6	
Minimum Pass Mark			3	
Contractor's Score			/6	

#### 4.2.6 Programmer/Analyst- Level 3

##### Web Intelligence Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP Web Intelligence certification issued by SAP as indicated by the SAP training site (<a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>).</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No certification = 0 points</p> <p>SAP Web Intelligence certification = 5 points</p>	/5	
R2	<p>The Contractor should demonstrate that the proposed resource has worked on projects that involve the implementation, maintenance or update of SAP in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
R3	<p>The Contractor should demonstrate that the proposed resource has experience working on a project using a multi-sourced universe with data from SQL- and HANA-based business warehouses or HANA data models.</p>	<p>0 projects = 0 points</p> <p>1+ project = 3 points</p>	/3	
R4	<p>The Contractor should demonstrate the resource's project experience in the last 7 years prior to the TA issuance date, where the proposed resource designed BI reports and dashboards using WebI with HANA data models.</p>	<p>No experience = 0 points</p> <p>1 project = 5 points</p>	/5	

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Maximum Points Available	16	
Minimum Pass Mark	8	
Contractor's Score	/16	



#### 4.2.7 Programmer/Analyst - Level 3

##### SAP Lumira Analyst

Resource Name:				
No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
R1	<p>The Contractor should demonstrate that the proposed resource holds a current and valid SAP Business Objects (BO) certification issued by SAP as indicated at the SAP training site: <a href="https://training.sap.com/ca/en/">https://training.sap.com/ca/en/</a>.</p> <p>A copy of the certification must be submitted with the bid for points to be allocated.</p>	<p>No Certification = 0 points</p> <p>SAP BO Certification = 5 points</p> <p>Any other SAP Certification = 3 points</p>	/5	
R2	<p>The Contractor should demonstrate that the proposed resource has worked on SAP projects in a SAP Public Services context.</p> <p>SAP Public Services are defined as organizations involved in: defense and security, healthcare, education, or government (federal, sub-national or municipal).</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	/3	
R3	<p>The Contractor should demonstrate that the proposed resource has experience creating Lumira Visualizations on projects that used the Lumira Server solution.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 point</p> <p>2+ projects = 2 points</p>	/2	
R4	<p>The Contractor should demonstrate the proposed resource's project experience using Lumira predictive analysis.</p> <p>Overlapping projects will be accepted provided each project meets the criterion.</p>	<p>0 projects = 0 points</p> <p>1 project = 1 point</p> <p>2+ projects = 2 points</p>	/2	

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Maximum Points Available	12	
Minimum Pass Mark	5	
Contractor's Score	/12	

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## APPENDIX D TO ANNEX A

### CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

#### 1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

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Print name of authorized individual & sign above

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Date

#### 2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

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Print name of authorized individual & sign above

---

Date

#### 3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

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Print name of authorized individual & sign above

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#### 4. CERTIFICATION OF LANGUAGE

The Contractor certifies that in

##### **Workstream 1**

The proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

##### **Workstream 2**

The proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

##### **Workstream 3**

The proposed resource(s) in response to this draft Task Authorization is/are fluent in English or French. The individual(s) proposed must be able to communicate orally and in writing in English or French without any assistance and with minimal errors.

##### **Workstream 4**

The proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

---

Print name of authorized individual & sign above

---

Date

## ATTACHMENT 5.1

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2 The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).