

**Q#15:** Section 6.0 Deliverables and Associated Schedule provides the deadlines for the various deliverables. We noted that the first three tasks, according to the information provided, will take 42 weeks or until March 2019. The Task 4 deadline, however, is November 2018. Could the Crown kindly clarify and/or provide an updated schedule?

**A#15:** Updated schedule

Tasks	Deliverable	Deadline
1. Discovery & Analysis	Review and confirmation of established future-state targets (80% of current business processes). Complete of remaining 20% using ISO 2001:2015.	Three weeks from contract award
2. Gap Analysis	<p>Confirm as-is compliance based on ISO 9001:2015 requirement</p> <p>Interviews, observations, focus group sessions, review of business artefacts (manuals, system workflows, business metrics, and Treasury Board Secretariat's management assessments including Management Accountability Framework (MAF) and Organizational Project Management Capacity Assessment (OPMCA) ratings related to capacity management.</p> <p>Gap analysis report.</p>	Nine weeks from contract award
3. Design	Phase 1: Initial impact assessment	Two weeks after gap analysis
	Phase 2: Conceptual design	Four weeks after initial impact assessment
	Phase 3: Detailed design of gap bridging solutions	Twenty four weeks after conceptual design
4. Organizational readiness	Solutions tested and approved; Organizational readiness report; and Roll-out strategy	March – July 2020

5. Launch and Sustain	Operationalization, communication, facilitation, performance tracking, course correction	Aug 2019 – Mar 2020
6. Real Property Specialist	Provide advice and/or assisting in real property portfolio and project planning.	as-required basis
7. Option Year: Sustain	Providing advice and/or assisting in implementing organizational changes and improvements on an as-and-when-required basis Provide an assessment report on the organizational maturity since the last assessment	March 31, 2021

**Q#16:** In section 4.1.1.2, the project description requirements includes a “Signed contract that identifies the objective/desired outcome/result and/or deliverable that identifies...”. This is not a common practice for project descriptions due to client confidentiality issues. What is typically requested is a description of the scope, outcomes and deliverables which can be verified by a client contact. As such, we request that the project description requirement be replaced with the requirement for a description of the scope, outcomes and deliverables as well as client contact information (which can be used to validate the information provided).

**A#16:** The Crown is not aware of client confidentiality issues related to requesting proof of a signed contract. As per response to Question #14, the clarification is as follows:

The intent of 4.1.1.2 in requesting copies of signed contracts relates to describing the organization, scope objective(s), duration and dates of contract including whether the contract was fulfilled as agreed upon with the client. It is not intended to expose sensitive and/or proprietary information. The Crown will verify all references by asking the following questions:

- Q1. What was the project description?
- Q2. What was the objective/scope of work?
- Q3. What were the end results?