



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

Quebec

K1A0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Informatics Professional Services Division/Division des
services professionnels en informatique
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Quebec
K1A0S5

Title - Sujet ADPS Peoplesoft SAP	
Solicitation No. - N° de l'invitation M7594-181003/A	Amendment No. - N° modif. 006
Client Reference No. - N° de référence du client M7594-181003	Date 2018-08-03
GETS Reference No. - N° de référence de SEAG PW-\$IPS-007-33672	
File No. - N° de dossier 007ips.M7594-181003	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-08-27	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lavigne, Jay	Buyer Id - Id de l'acheteur 007ips
Telephone No. - N° de téléphone (613) 220-9476 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation Amendment 006

The originally posted questions on amendment 003 were posted in error. This amendment is raised to remove the originally posted amendment 003 and replace with the following questions and answers numbered 008 – 019b.

In summary the amendments address the following questions:

Amendment 001 answers questions 1 – 7

Amendment 002 was raised to extend the date of the RFP to August 27/18

Amendment 003 answers questions (26 – 31 in error) amendment 003 is being replaced by this amendment 006 to answer questions 8 – 19b, please disregard the originally posted questions in this amendment 003.

Amendment 004 answers questions 20 -25b

Amendment 005 answers questions 26-31

Amendment 006 corrects amendment 003 to answer questions 8-19b

Our apologies for this inconvenience.

Q 008)

Part 3 – Bid Preparation Instructions, section 3.1 states “The bid must be gathered per section and separated as follows: Section I: Technical Bid, Section II: Financial Bid, Section III: Certifications,

Section IV: Additional Information”. Please confirm, since there is no Section IV: Additional Information in the RFP, Bidder’s are not required to submit a separate document for Section IV: Additional Information.

A 008)

Had there been a requirement for ‘Additional Information’ it is requested that the ‘Additional Information’ would be submitted separately in this section.

Q 009)

Section 7.5 Security Requirement, #3 states “Processing of PROTECTED information electronically at the Contractor’s site is NOT permitted under this Contract.” Please confirm that document safeguarding is

not a required security requirement for this contract and as such, Bidders are not required meet the conditions in Part 6 – Security, Financial and Other Requirements, section 6.1 (a) (ii) or (iii).

A 009)

Part 6 Security, Financial and other Requirements indicates that prior to contract award certain conditions must be met – details of those security requirements are provided in Section 7.5 Security Requirements and in Annex 'C' SRCL.

Q 010)

In order to fully substantiate the requirements of M1, would the Crown please increase the number of pages for each contract description to be 5 pages or less in length?

A 010)

Yes, see amendment below

Q 011)

we respectfully request the Crown extend the expiry date of the RFP

A 011)

Yes the closing date of the RFP will be amended to August 27th. See amendment below

Q 012)

RFP Part 1 – General Information, 1.2 Summary, sub-clause h) for Workstream 001 – PeopleSoft lists the resource category as ERP Functional Analyst. Would the Crown please confirm that this is a typo

A 012)

This is a typo and will be amended to say ERP Programmer Analyst.

Q 013)

RFP Part 6, 6.1 Security Requirement, sub-clause (a) (iii) states: "...the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 – Section IV, Additional Information..."

Q 013a)

Given that there are no requirements for safeguarding measures listed under this RFP (Part 3, Part 6, Part 7 or Annex C - SRCL), are Bidders required to provide a separately bound section entitled Section IV: Additional Information?

Q 013b)

If yes, would the Crown please provide the level of document safeguarding that is required?

Q 013c)

As there are no instructions provided in Part 3, would the Crown please provide the instructions so Bidders are able to complete Section IV, Additional Information correctly?

A 013 a, b and c)

13 a, b and c are answered with Q 009

Q 014)

RFP ***Annex D, Corporate Mandatory Criteria – Work Stream 001 PeopleSoft, criteria M1***

Q 014a)

With regards to item **iv)**, would the Crown confirm that public sector includes any Federal Government of Canada departments and organizations (including Crown Corporations and/or Agencies) as well as Provincial, Territorial and/or Municipal departments?

A 014a)

confirmed

Q 014b)

With regards to item **iv)**, would the Crown please consider expanding the requirement to also include experience within vendor/private industry in addition to public sector?

A 014b)

Yes the criteria will be expanded to include experience in the private sector, see amendment below

Q 014c)

With regards to item **v)**, would the Crown permit bidders to demonstrate experience for similar categories as long as the Bidder can demonstrate equivalency (i.e. demonstrate the resource delivered at least 50% of the Responsibilities listed in the TBIPS SA description of the applicable category)?

A 014c)

Yes, provided the Bidder can demonstrate equivalency it will be accepted, see amendment below

Q 015)

RFP **Annex D – Bid Evaluation Criteria, Corporate Mandatory Criteria – Work Stream 001 PeopleSoft, criteria M2**

Would the Crown consider reducing the minimum value of \$5 million for each contract to \$3 million?

A 015)

Yes for work stream 1 only the referenced projects minimum value for M2, M3, R2 and R3 must be \$3M

See amendment below

Q 016)

Annex D – Bid Evaluation Criteria, Corporate Mandatory Criteria – Work Stream 001 PeopleSoft, criteria M3

With regards to item **i)** would the Crown consider reducing the minimum contract value of \$5 million to \$3 million?

A 016)

Yes for work stream 1 only the referenced projects minimum value for M2, M3, R2 and R3 must be \$3M

See amendment below

Q 017)

RFP **Annex D – Bid Evaluation Criteria** states: “...All referenced contracts and experience must have been awarded ranging from a period of one to ten years before the Initial Solicitation Date...”; and

RFP **Annex D, Corporate Mandatory Criteria – Work Stream 002 SAP, criteria M1**

Q 017a)

Would the crown consider allowing references for three successful contracts within the past 10 years prior to date of RFP issuance rather than the past 7 years?

A 017a)

No referenced contracts must have been for work performed within the past 7 years prior to date of RFP issuance

Q 017b)

Would the Crown confirm that there is a typo in the criteria and that Bidders must address each of the listed characteristics for each of the three successful contracts?

A 0 17b)

This typo was corrected with solicitation amendment 001 in response to Q004

Q 017c)

With regards to item **iv**), would the Crown confirm that public sector includes any Federal Government of Canada departments and organizations (including Crown Corporations and/or Agencies) as well as Provincial, Territorial and/or Municipal departments?

A 017c)

Asked and answered with Q and A 014 a)

Q 017d)

With regards to item **iv**), would the Crown please consider expanding the requirement to also include experience within vendor/private industry in addition to public sector?

A 017d)

Asked and answered with Q and A 014b)

Q 017e)

With regards to item **v**), would the Crown confirm that the categories Bidders must demonstrate, in addition to the Application/Software Architect, are an ERP Programmer Analyst and ERP Functional Analyst?

A 017e)

Confirmed, see solicitation amendment to correct this criteria below

Q 017f)

With regards to item **v)**, would the Crown permit bidders to demonstrate experience for similar categories, as long as the Bidder can demonstrate equivalency (i.e. demonstrate the resources delivered at least 50% of the Responsibilities listed in the Annex A - SOW description of the applicable categories)?

A 017f)

Asked and answered with Q and A 014b)

Q 018)

RFP **Annex D – Bid Evaluation Criteria, Corporate Mandatory Criteria – Work Stream 002 SAP, criteria M2** states: “The Bidder must have demonstrated Corporate contract experience, in the past 7 years prior to date of RFP issuance involving a transition-in, for a minimum of 3 contracts of a minimum value of \$5 million each...”

Q 018a)

Would the Crown consider changing the criteria from within the past 7 years to within the past 10 years,

A 018a)

No referenced contracts must have been for work performed within the past 7 years prior to date of RFP issuance

Q 18b)

Would the Crown consider reducing the minimum value of \$5 million for each contract to \$3 million?

A 018b)

No, dollar value of criteria remains as is

Q 19)

RFP Annex D – Bid Evaluation Criteria, Corporate Mandatory Criteria – Work Stream 002 SAP, criteria M3

Q 019a)

With regards to item i), would the Crown consider reducing the minimum contract value of \$5 million to \$3 million

A 019a)

No, dollar value of criteria remains as is

Q 019b)

With regards to item ii), would the Crown consider changing the contracts having been awarded from within the past 7 years to within the past 10 years?

A 019b)

No referenced contracts must have been for work performed within the past 7 years prior to date of RFP issuance

Solicitation Amendment

At RFP front page, solicitation closes on:

DELETE: at 02:00 PM on 2018-07-31

INSERT: at 02:00 PM on 2018-08-27

At Part 1 – General Information 1.2 Summary (h) WORKSTREAM 1: Peoplesoft

RESOURCE CATEGORY:

DELETE: ERP Functional Analyst

INSERT: ERP Programmer Analyst

At Annex D – Bid Evaluation Criteria

DELETE:

A) Criteria for Work Stream 001 – Peoplesoft

and

B) Criteria for Work Stream 002 – SAP
In their entirety

INSERT:

A) Criteria for Work Stream 001 - Peoplesoft

For each contract reference required in the mandatory and point rated criteria below, the Bidder is requested to provide all of the following elements:

- a) Contract Name
- b) Client Organization
- c) Start Date and duration
- d) Description of Scope of Work
- e) Description of work performed, skills and technologies involved and responsibilities held during the contract
- f) Name, current phone number and title of the client's contract authority or authorized representative who will confirm the bidder's claim
- g) Dollar value of each contract

Each contract description should be ~~two~~ **five** pages or less in length

Criteria	Corporate Mandatory Criteria – Work Stream 001 PeopleSoft	Cross Reference to bid
M1	<p>The Bidder must demonstrate their ability to provide quality maintenance resources by providing references for three successful contracts in the past 7 years prior to date of RFP issuance that are similar to the requirement described in the SOW in Annex A.</p> <p>The Bidders response must address each of the following characteristics for each of the three successful contracts:</p> <ul style="list-style-type: none"> i) be application maintenance oriented ii) be one year or more in duration iii) have a similar team size (about 5-15 people) iv) deal with public sector v) team must have included ERP Programmer Analyst or other category as long as the Bidder can demonstrate equivalency (I.e. demonstrate the resource delivered at least 50% of the Responsibilities listed in the TBIPS SA description of the applicable category 	
M2	<p>The Bidder must have demonstrated Corporate contract experience, in the past 7 years prior to date of RFP issuance involving a transition-in, for a minimum of 3 contracts of a minimum value of \$5 \$3M million each.</p> <p>The Bidders response must address each of the following characteristics for each of the three contracts</p> <ul style="list-style-type: none"> i) Collaboration with the former PeopleSoft service provider; ii) The planning, execution and monitoring of Resource Training and/or Knowledge Transfer; iii) The reporting of transition-in progress; and iv) The resolution of the transition-in issues 	
M3	<p>The Bidder must have been awarded at least three (3) Information Management, Information Technology (IM/IT) contracts, Each of these contracts must have:</p> <ul style="list-style-type: none"> i) A minimum contract value of \$5,000,000.00 \$3,000,000.00 ii) have been awarded within the last 7 years prior to date of RFP issuance iii) the duration must be at least two years iv) Have a similar team size (about 5-15 people) 	

(i) Point Rated corporate criteria this point rated criteria leverages against your ‘already established’ mandatory criteria... compound experience

Criteria	Point Rated Corporate Criteria – Work Stream 001 PeopleSoft	Maximum possible score = 50 Minimum required score = 25	
R1	<p>Points will be awarded for experience over and above that required for M1</p> <p><u>(M1 Criteria)</u> <i>“The Bidder must demonstrate their ability to provide quality maintenance resources by providing references for three successful contracts in the past 7 years prior to date of RFP issuance that are similar to the requirement described in the SOW in Annex A.</i></p> <p><i>The Bidders response must address each of the following characteristics for each of the three successful contracts:</i></p> <ul style="list-style-type: none"> i) <i>be application maintenance oriented</i> ii) <i>be one year or more in duration</i> iii) <i>have a similar team size (about 5-15 people)</i> iv) <i>deal with public sector</i> v) <i>team must have include ERP Programmer Analyst”</i> <i>or other category as long as the Bidder can demonstrate equivalency (I.e. demonstrate the resource delivered at least 50% of the Responsibilities listed in the TBIPS SA description of the applicable category</i> 	<p>Over and above the three references required for M1 – maximum 30 points</p> <p>4 references – 10 points</p> <p>5 references- 20 points 6 or more references – 30 points</p>	
R2	<p>Points will be awarded for experience over and above that required for M2</p> <p><u>(M2 Criteria)</u> <i>“The Bidder must have demonstrated Corporate contract experience, in the past 7 years prior to date of RFP issuance involving a transition-in, for a minimum of 3 contracts of a minimum value of \$5 \$3M million each.</i></p> <p><i>The Bidders response must address each of the following characteristics for each of the three contracts</i></p> <ul style="list-style-type: none"> i) <i>Collaboration with the former PeopleSoft service provider;</i> ii) <i>The planning, execution and monitoring of Resource Training and/or Knowledge Transfer;</i> iii) <i>The reporting of transition-in progress; and</i> iv) <i>The resolution of the transition-in issues”</i> 	<p>Over and above the three references required for M2 – maximum 10 points</p> <p>4 references – 5 points 5 references – 10 points</p>	
R 3	<p>Points will be awarded for experience over and above that required for M3</p> <p><u>(M3 Criteria)</u></p>	<p>Over and above the three references required for M3 -</p>	

	<p><i>"The Bidder must have been awarded at least three (3) Information Management, Information Technology (IM/IT) contracts, Each of these contracts must have:</i></p> <ul style="list-style-type: none"> <i>v) A minimum contract value of \$5,000,000.00 \$3,000,000.00</i> <i>vi) have been awarded within the last 7 years prior to date of RFP issuance</i> <i>vii) the duration must be at least two years</i> <i>viii) Have a similar team size (about 5-15 people)"</i> 	<p>Maximum 10 points</p> <p>4 references – 5 points</p> <p>5 references – 10 points</p>	
--	---	--	--

B) Criteria for Work Stream 002 – SAP

For each contract reference required in the mandatory and point rated criteria below, the Bidder is requested to provide all of the following elements:

- a) Contract Name
- b) Client Organization
- c) Start Date and duration
- d) Description of Scope of Work
- e) Description of work performed, skills and technologies involved and responsibilities held during the contract
- f) Name, current phone number and title of the client's contract authority or authorized representative who will confirm the bidder's claim
- g) Dollar value of each contract

Each contract description should be ~~two~~ **five** pages or less in length

Criteria	Corporate Mandatory Criteria – Work Stream 002 SAP	Cross Reference to bid
M1	<p>The Bidder must demonstrate their ability to provide quality resources by providing references for three successful contracts in the past 7 years prior to date of RFP issuance that are similar to the requirement described in the SOW in Annex A.</p> <p>The Bidders response must address each of the following characteristics for each of the two three successful contracts:</p> <ul style="list-style-type: none"> i) be application development and maintenance oriented ii) be one year or more in duration iii) have a similar team size (about 5-15 people) 	

	iv) deal with public sector and or private sectors v) team must have included ERP Programmer Analyst, ERP Function Analyst and Application Software Architect or other categories as long as the Bidder can demonstrate equivalency (I.e. demonstrate the resource delivered at least 50% of the Responsibilities listed in the TBIPS SA description of the applicable category	
M2	<p>The Bidder must have demonstrated Corporate contract experience, in the past 7 years prior to date of RFP issuance involving a transition-in, for a minimum of 3 contracts valued at a minimum of 5M each.</p> <p>The Bidders response must address each of the following characteristics for each of the three contracts</p> <ul style="list-style-type: none"> i) Collaboration with the former SAP service provider; ii) The planning, execution and monitoring of Resource Training and/or Knowledge Transfer; iii) The reporting of transition-in progress; and iv) The resolution of the transition-in issues 	
M3	<p>The Bidder must have been awarded at least three (3) Information Management, Information Technology (IM/IT) contracts,</p> <p>Each of these contracts must have:</p> <ul style="list-style-type: none"> i) A minimum contract value \$5,000,000.00 ii) have been awarded within the last 7 years prior to date of RFP issuance iii) the duration must be at least two years iv) Have a similar team size (about 5-15 people)" 	

(ii) Point Rated corporate criteria this point rated criteria leverages against your ‘already established’ mandatory criteria... compound experience

Criteria	Point Rated Corporate Criteria – Work Stream 002 SAP	Maximum possible score = 50 Minimum required score = 25	
R1	<p>Points will be awarded for experience over and above that required for M1</p> <p><u>(M1 Criteria)</u></p> <p><i>The Bidder must demonstrate their ability to provide quality resources by providing references for three successful contracts in the past 7 years prior to date of RFP issuance that are similar to</i></p>	Over and above the three references required for M1 – maximum 30 points	

	<p><i>the requirement described in the SOW in Annex A.</i></p> <p><i>The Bidders response must address each of the following characteristics for each of the two three successful contracts:</i></p> <ul style="list-style-type: none"> <i>i) be application development and maintenance oriented</i> <i>ii) be one year or more in duration</i> <i>iii) have a similar team size (about 5-15 people)</i> <i>iv) deal with public sector and or private sectors</i> <i>v) team must have included ERP Programmer Analyst, ERP Function Analyst and Application Software Architect or other categories as long as the Bidder can demonstrate equivalency (I.e. demonstrate the resource delivered at least 50% of the Responsibilities listed in the TBIPS SA description of the applicable category)</i> 	<p>4 references – 10 points</p> <p>5 references – 20 points</p> <p>6 references and over – 30 points</p>	
R2	<p>Points will be awarded for experience over and above that required for M2</p> <p><u>(M2 Criteria)</u> <i>“The Bidder must have demonstrated Corporate contract experience, in the past 7 years prior to date of RFP issuance involving a transition-in, for a minimum of 3 contracts valued at a minimum of \$5M each.</i></p> <p><i>The Bidders response must address each of the following characteristics for each of the three contracts</i></p> <ul style="list-style-type: none"> <i>i) Collaboration with the former SAP service provider;</i> <i>ii) The planning, execution and monitoring of Resource Training and/or Knowledge Transfer;</i> <i>iii) The reporting of transition-in progress; and</i> <i>iv) The resolution of the transition-in issues”</i> 	<p>Over and above the three references required for M2 – maximum 10 points</p> <p>4 references – 5 points</p> <p>5 references – 10 points</p>	
R 3	<p>Points will be awarded for experience over and above that required for M3</p> <p><u>(M3 Criteria)</u> <i>“The Bidder must have been awarded at least three (3) Information Management, Information Technology (IM/IT) contracts,</i> <i>Each of these contracts must have:</i></p> <ul style="list-style-type: none"> <i>i) A minimum contract value of \$5,000,000.00</i> <i>ii) have been awarded within the last 7 years prior to date of RFP issuance</i> <i>iii) the duration must be at least two years</i> <i>iv) Have a similar team size (about 5-15 people)”</i> 	<p>Over and above the three references required for M3 - Maximum 10 points</p> <p>4 references – 5 points</p> <p>5 references – 10 points</p>	

All other Terms and Conditions will remain the same