

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
11 Laurier St./11, rue Laurier
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**Invitation to Qualify/
Invitation à se qualifier**

Comments - Commentaires

Title - Sujet "HRP-RHP" ITQ - Gate 2 - HR and Pay Next Gen		
Solicitation No. - N° de l'invitation 24062-190560/C -	Amendment 1	Date 2018-12-18
Client Reference No. - N° de référence du client 24062-190560		GETS Ref. No. - N° de réf. de SEAG 24062-190560
File No. - N° de dossier 682xe.24062-190560	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-18		Time Zone Fuseau horaire Heure Normale de l'est (EST)
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: Pelchat, Marco		Buyer Id - Id de l'acheteur 682xe
Telephone No. - N° de téléphone (819) 665-7128 ()		FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Secrétariat Conseil du Trésor du Canada 90 Elgin Ottawa, ON K1A0R3		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Delivery Required - Livraison exigée Voir aux présentes	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

NOTE FOR INTERESTED SUPPLIERS

This Solicitation Amendment 001 document will serve to:

- 1- Extend the bid solicitation date to submit responses
- 2- Make modifications to the ITQ document Attachment 2
- 3- Provide additional References related to Evaluation Criteria R3 – HR & Pay Usage Scenarios
- 4- Provide the interested suppliers with the questions and answers received.

IMPORTANT REMINDER FOR INDUSTRY: To facilitate search for industry all current and future postings related to Stabilizing Phoenix innovations and the HR and Pay Next Generation solution will include “HRP-RHP” in the title. Please note that vendors can subscribe to tender notice updates (RSS, ATOM, e-mail) using the keyword “HRP-RHP”.

MODIFICATIONS

1- Modification to the Bid Solicitation closing date

The bid solicitation close date is amended as follows:

Delete: 02:00 PM on 2019-01-11
Insert: 02:00 PM on 2019-01-18

2- Modification to Hyperlink for Digital Standards (R4.1 – Proposed Technical Solution)

The hyperlink for the GC Digital Standards on p38 was incorrect. The correct link is the following:

<https://www.canada.ca/en/government/publicservice/modernizing/government-canada-digital-standards.html>

3- Modifications to the ITQ document - Attachment 2:

Delete – Evaluation Criteria 8.2 in its entirety
Insert – Evaluation Criteria 8.2 as modified below

Requirement			
In a document or presentation, the bidder must demonstrate the manner in which they would select, plan, cost, and deliver 2 fully operational pilot projects within Phase II to prove the proposed programme delivery approach.		Weighting	4%
		Evaluation Method	SME
Evaluation Criteria			
Not Acceptable (0 pts)	Acceptable (5 pts)	Good (7 pts)	Excellent (10 pts)
The information provided during the SME Challenge does not demonstrate, or insufficiently demonstrates the approach the bidder	The information provided during the SME Challenge demonstrates the bidder's approach to selecting, planning,	Acceptable plus: The information provided during the SME Challenge demonstrates that the bidder's proposed	Good plus: The information provided during the SME Challenge demonstrates how insights gained from

would take to select, plan, cost, and deliver 2 fully operational pilots within phase II.	costing, and delivering 2 fully operational pilots within phase II. And includes a list of the data and information needed to configure the proposed solution for the pilots, focused on core HR & Pay.	approach uses an industry recognized methodology and specifically includes concepts from the Ontario Digital Service Design Playbook .	the pilots will be used to inform the direction of the larger programme.
Bid Response			
Not Applicable, will be evaluated during the SME Challenge			

Delete – Evaluation Criteria 8.3 in its entirety
Insert – Evaluation Criteria 8.3 as amended below

Requirement			
The bidder must demonstrate their expertise in successfully implementing the proposed or similar solutions in client organizations.		Weighting	2%
		Evaluation Method	Bid
Evaluation Criteria			
Not Acceptable (0 pts)	Acceptable (5 pts)	Good (7 pts)	Excellent (10 pts)
The information provided does not demonstrate, or Insufficiently demonstrate the bidder's expertise in successfully implementing the proposed or similar solutions in client organizations.	The bidder demonstrated (in 10 pages or less) their expertise in successfully implementing the proposed or similar solutions in client organizations.	Acceptable plus: The information provided includes (in 15 pages in total or less) at least 5 lessons learned from these engagement(s) and demonstrates the manner in which those lessons have been incorporated back into the bidder's current implementation approach.	Good plus: The information provided includes (in 25 pages in total or less) 5 or less resumes for potential members of the core implementation team which demonstrates the bidder's competencies and experience in: 1. Programme management, 2. Service design, and 3. Change Management.
Bid Response			
Bid Self-Assessment			
Not Acceptable	Acceptable	Good	Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4- Additional References related to Evaluation Criteria R.3 HR & Pay Usage Scenarios

- **Public Service Employment Regulations:**
<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-334/page-3.html#h-4>
- **Directive on Terms and Conditions of Employment:**
<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15772#sec2>
- **Eligibility for job opportunities in federal organizations:**
<https://www.canada.ca/en/public-service-commission/services/public-service-hiring-guides/information-staffing-obligations.html>
- **A to Z Index of Organizations (to consult in conjunction with the document “Eligibility for job opportunities in federal organizations”):**
<https://www.canada.ca/en/public-service-commission/services/public-service-hiring-guides/information-staffing-obligations/a-z-organizations.html>

5- QUESTIONS AND ANSWERS

Question #1 : At R8.2: Approach to Planning Pilots

Section 8.2 – The requirement mentions a 10 page write up but this section also states that it will be presented during the SME challenge. There appears to be a disconnect We would like clarification on whether Canada is really looking for us to present the pilot approach during the SME challenge, or include it in the written response or both?

Answer #1: Given R8.2 will be evaluated through a SME Challenge, the bidder’s demonstration will have a time limit, as such, no page limit is needed. Please see modification to Criteria R8.2 at item 3 above entitled “Modifications to the ITQ document – Attachment 2”

Question #2 : At R8.3: Demonstrated Implementation Expertise

Section 8.3 – This section is requesting proof that we have implemented similar projects, as well as describe lessons learned through those implementations. The “Good” rating scale states that we provide insights into Lesson’s Learned and how we have built that into our approach. The “Excellent” rating is asking for a maximum of 5 consultant resumes. There is a total max page count of 10 pages, so we are not sure if we can provide 5 full resumes and stay within that limit. Would Canada consider increasing this page limit?

In addition, we are concerned that just providing resumes may not provide the context or background necessary in terms of lessons learned. Can Canada provide additional clarification on this scoring methodology as well as insight into the criteria used to evaluate consultant resumes.

Answer #2: The Requirement and Evaluation Criteria for R8.3 have been modified. Please see modification to Criteria 8.3 at item 3 above entitled “Modifications to the ITQ document - Attachment 2”.

Furthermore, the demonstration of the lessons learned are not done through the resumes, but rather through an addendum (5 pages or less, 15 pages total maximum) to the initial document (10 pages or less).

The criteria used to evaluate the consultant resumes will be straightforward:
By analyzing the 5 resumes or less, does the bidder demonstrate their experience and competencies in: 1. Programme Management, 2. Service Design, and, 3. Change Management.

Question #3: SME Challenge - Is there a specific Agenda for the SME Challenge or can we provide our own proposed agenda and time durations for each item? Is the expected duration 2 days?

Answer #3: The planned schedule for the Gate 2 evaluation is as follows:

- Jan 21-25: UX Evaluations
- Jan 28 - Feb 1: SME Challenge

The SME Challenge criteria will be evaluated over 2 tracks.

- Track A will evaluate criteria R3 (R3.1 to R.3.7)
- Track B will evaluate all other criteria (R6.3, R6.7, R5.1, R5.4, R5.5, R5.8, R8.2)

Assuming all successful Gate 1 bidders bid on Gate 2, the schedule will be as follows:

Bidder	Track A	Track B
1	Jan 28, 2019	Jan 29, 2019
2	Jan 30, 2019	Jan 28, 2019
3	Jan 29, 2019	Jan 31, 2019
4	Feb 1, 2019	Jan 30, 2019
5	Jan 31, 2019	Feb 1, 2019

Bidders will receive a direct email to inform them of their "Bidder #".

The SME Challenge evaluations will have the following duration:

Track A

Criteria	Demonstration (minutes)	Questions (minutes)
R3.1. Acting across Bargaining Units	40	20
R3.2. Transfer to separate agency, new province	40	20
R3.3. Leave with Income Averaging	40	20
R3.4. Collective Agreement Mass Retro	40	20
R3.5. Shift Work	40	20
R3.6. Day in the life of an Senior Executive	30	15
R3.7. Forecasting & Reconciliation	40	20

Track B

Criteria	Demonstration (minutes)	Questions (minutes)
R5.1. Access Management	30	15
R5.4. Service Monitoring	30	15
R5.5. Routine Access & Auditing	30	15
R5.8. Incident Management	30	15
R6.3. Event driven architecture	45	45
R6.7. APIs for Core Functionality	60	60
R8.2. Approach to Planning Pilots	40	20

A more specific agenda for the SME Challenges will be provided shortly.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED