



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
K1A 0S5
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

This solicitation contains Security Requirements.

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Business Transformation and Systems Integration
Service/Division de transformation des opérations et d'intégrat
Special Procurement Initiative Dir
Dir. des initiatives spéciales
d'approvisionnement
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

Title - Sujet RGPB - Robotic Process Automation	
Solicitation No. - N° de l'invitation EN902-200908/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 20200908	Date 2019-08-07
GETS Reference No. - N° de référence de SEAG PW-\$\$XE-683-36698	
File No. - N° de dossier 683xe.EN902-200908	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-08-23	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ouellette, Kristen	Buyer Id - Id de l'acheteur 683xe
Telephone No. - N° de téléphone (613) 402-8745 ()	FAX No. - N° de FAX (819) 956-2675
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

Amendment 001

This Amendment serves to provide answers to questions 1 through 14, regarding the Request for Proposal (RFP) EN902-200908/A – RGPB Robotic Process Automation - Stream 1.

This Amendment modifies the Bid Closing Date to August 23, 2019.

This Amendment makes a revision to Attachment 1 at the Point-Rated Criteria, R-1.

This Amendment makes revisions to the RFP solicitation main document at Section 4.2, 4.5 and 7.31.

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**”.

TRACKING LOG OF QUESTIONS AND ANSWERS PROVIDED TO DATE

QUESTIONS AND ANSWERS	PROVIDED IN DOCUMENT
Questions and Answers 1 to 14	Amendment 001

Q#	QUESTION	RESPONSE
1	Given the current heavy summer vacation period we request that PSPC extend the closing date by 2 weeks.	We are extending the Bid Closing date from August 12 th to August 23 rd . However, no further questions will be allowed.
2	Regarding M-9 : Could the Crown provide sample MFSO packages for us to assess the process more accurately?	Sample MSFO package will be emailed directly to those firms on the Qualified Bidders List, as these are the only firms who require it.
3	Regarding M-9 : Could the Crown provide volumetric details on the various steps of the MFSO process (for example, how many transactions, files and how long the steps currently take)? This information would be beneficial in order to provide an accurate implementation plan that includes the percentage of cycle time reduction expected.	Sample MSFO package will be emailed directly to those firms on the Qualified Bidders List, as these are the only firms who require it.
4	During the RFI process the Crown confirmed that at RFP stage and in order to satisfy mandatory and rated requirements the Bidder's Experience can include project references from its parent company, affiliates and subsidiaries.	Yes, firms can use references from their parent company, affiliates or subsidiaries. R-1: The Bidder must demonstrate its experience in having successfully completed and delivered, in a Production environment, Robotic Process Automation projects related to financial reporting, reconciliation and validation, data entry and data capture

		processes similar to those identified in the Statement of Work (Appendix A to Annex A). Experience must have been acquired over the last five years. Firms can use experiences from their parent company, affiliates or subsidiaries.
5	With reference to Form 5 - Declaration Form. The RFP states that the form be completed and submitted in a sealed envelope. If bidders choose to submit their proposals electronically, will the Crown accept an electronic submission of Form 5 rather than a printed form, as has been the case with previous procurements?	Yes, with an electronically submitted Bid, Canada will accept Form 5 sent via electronic submission, similar to previous solicitations.
6	We understand that two vendors will be performing work in parallel during Phase I, which may result in the same stakeholder groups being required between vendors. Could the Crown kindly confirm that each vendor will have individual access to business SMEs as required to complete requirements, development and testing activities?	Vendors will meet with stakeholders together to assure that the same information is given to both. All responses to questions from a vendor will be sent to both vendors. As for testing activities, meetings will be scheduled with stakeholders and the project management team to ensure that any new outcome from the meeting will be relayed to the other vendor.
7	Appendix A - No 1: MSFO process: MSFO <ul style="list-style-type: none"> • Would it be possible to obtain sample period reports (extracts from CFMRS for PYPM (Previous Year Previous Month), PYCM (Previous Year Current Month), CYPM (Current Year Previous Month), CYCM (Current Year Current Month)? • Would it be possible to obtain screen shots of the CFMRS and CAIS system? PCE <ul style="list-style-type: none"> • Would it be possible to obtain PCE template? • Would it be possible to obtain samples of the information needed from the external website? 	Sample MSFO package will be emailed directly to those firms on the Qualified Bidders List, as these are the only firms who require it.
8	Please confirm the anticipated start date of Phase 1.	The estimated on-boarding is mid-September, with Phase 1 commencing the end of September / beginning of October.
9	Canada has stated their intent to award two separate contracts; one for the top ranked Bidder using Blue Prism and one for the top ranked Bidder using UiPath. In light of that,	The wording for 4.2 c) ii) & iii) shall be revised to confirm that each software proposal price bids shall be evaluated separately:

	<p>we recommend that Canada revise the median methodology described in Section 4.2 c) (ii) and (iii) so that the analysis is based on two separate median bid prices: one for Blue Prism, and one for UiPath. This will ensure that one platform as a whole is not inadvertently deemed “financially non-compliant” for being above or below the overall median that could have been set by the other platform.</p>	<p>4.2 c) ii) The Phase I – Proof of Concept/Prototype price bids shall be deemed financially non-compliant if they are lower or higher than 45% of the median bid price submitted by all bidders, Ui Path and Blue Prism users calculated separately, using Pricing Table 1. iii) Similarly, the Phase I – Proof of Concept/Prototype price bids shall be deemed financially non-compliant if they are higher than 45% of the median bid price submitted by all bidders, Ui Path and Blue Prism users calculated separately, using Pricing Table 1. Highest Allowable Bid Price = Median Bid Price + (Median Bid Price X 45%)</p>
10	<p>We request the Crown add the word “compliant” to ensure that you are only considering the “compliant” Proposal with the lowest cost.</p>	<p>The wording for 4.2 c) iv) shall be revised to include the word compliant: 4.2 c) iv) The compliant proposal with the lowest cost will be awarded the maximum score of 30 points.</p>
11	<p>Canada has asked for the Basis of Payment to be a Firm Lot Price. Under a Firm Lot Priced solution, the Bidder may elect to scope the work with partial resources who are not fully dedicated to the project for the duration of the engagement. As such, to enable the most efficient use of resources, can Canada please delete requirement 7.11? Failing that, can Canada please modify requirement 7.11 as follows, “For the duration of the contract, the contractor shall not assign resources to this project who are otherwise full time assigned to other projects within PWGSC.”</p>	<p>No changes to this criteria.</p>
12	<p>Could the Crown please identify a tie breaker process prior to going directly to pulling names from a hat? Typically this could be, if two bidders are tied on the overall score then Canada selects the one with the higher technical score. If the two bidders are still tied then they go to drawing names from the hat.</p>	<p>The wording at Section 4.5 c) shall be revised to include the following: 4.5 c) If more than one bidder representing each of the software solutions (Blue Prism and Ui Path) are ranked first because of identical overall bid and pricing, the bidders will be ranked according to their technical score. If more than one bidder are still tied, then their names will be drawn</p>

		from a hat to determine the higher-ranked bidder.
13	We are assuming that non classified or non-protected data is excluded from the clause at section 7.29 e). Please confirm.	Correct.
14	We assume a maximum of one week of transition time is reasonable, for the clause at section 7.31. Please confirm.	The wording at Section 7.31 shall be revised to include a maximum of one week: 7.31 The Contractor agrees that, in the period leading up to the end of the Contract Period, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier for a maximum transition time of one week . The Contractor agrees that there will be no charge for these services.

Modifications to Attachment 1 Technical Evaluation Criteria:

- A) **Insert** at the Requirements of **Point-Rated criteria R-1:**
 Firms can use experiences from their parent company, affiliates or subsidiaries.

Modifications to the RFP solicitation document:

- B) **Delete** at Section 4.2 c) Financial Evaluation Phase I:
 (ii) The Phase I – Proof of Concept/Prototype price bids shall be deemed financially non-compliant if they are lower or higher than 45% of the median bid price submitted by all bidders, using Pricing Table 1.
Insert at Section 4.2 c) Financial Evaluation Phase I:
 ii) The Phase I – Proof of Concept/Prototype price bids shall be deemed financially non-compliant if they are lower or higher than 45% of the median bid price submitted by all bidders, *Ui Path and Blue Prism users calculated separately*, using Pricing Table 1.
- C) **Delete** at Section 4.2 c) Financial Evaluation Phase I:
 (iii) Similarly, the Phase I – Proof of Concept/Prototype price bids shall be deemed financially non-compliant if they are higher than 45% of the median bid price submitted by all bidders, using Pricing Table 1.
Insert at Section 4.2 c) Financial Evaluation Phase I:
 (iii) Similarly, the Phase I – Proof of Concept/Prototype price bids shall be deemed financially non-compliant if they are higher than 45% of the median bid price submitted by all bidders, *Ui Path and Blue Prism users calculated separately*, using Pricing Table 1.
- D) **Delete** at Section 4.5 c) Basis of Selection:
 If more than one bidder representing each of the software solutions (Blue Prism and Ui Path) is ranked first because of identical overall bid and pricing, then the names of all such

ranked Bidders will be placed in a hat and the winners will be the first name representing each of the two software solutions drawn from it.

Insert at Section 4.5 c) Basis of Selection:

If more than one bidder representing each of the software solutions (Blue Prism and Ui Path) are ranked first because of identical overall bid and pricing, the bidders will be ranked according to their technical score. If more than one bidder are still tied, then their names will be drawn from a hat to determine the higher-ranked bidder.

E) **Delete** at Section 7.31 Transition Services at End of Contract Period:

The Contractor agrees that, in the period leading up to the end of the Contract Period, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier.

Insert at Section 7.31:

The Contractor agrees that, in the period leading up to the end of the Contract Period, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier, *for a maximum transition time of one week.*

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED