

Parliamentary Protective Service  
Procurement Services  
155 Queen Street, #500  
Ottawa ON, K1A 0B8



PARLIAMENTARY PROTECTIVE SERVICE  
SERVICE DE PROTECTION PARLEMENTAIRE

CANADA

Service de protection parlementaire  
Services d'approvisionnement  
155, rue Queen, #500  
Ottawa ON, K1A 0B8

**QUESTIONS AND ANSWERS / QUESTIONS ET RÉPONSES**  
**SOLICITATION NUMBER / NUMERO DE SOLICITATION : PPS-RFP-2019-053**

***Closing date for questions is December 10<sup>th</sup>, 2019 prior to 12:00 pm.***  
***La date de clôture pour la période de questions est le 10 décembre, 2019 avant 12h00.***

QUESTIONS			ANSWERS / RÉPONSES	
<b>Q 1</b>	May PPS Contracting please confirm if there is a Mandatory Requirement Grid?	➔	<b>A/R 1</b>	There are no Mandatory Requirement Grid for this tender.
<b>Date</b>	December 9 <sup>th</sup> , 2019		<b>Date</b>	December 10th, 2019
<b>Q 2</b>	On the table of content, you are mentioning 2.4 Tie Score. Are we missing a section?	➔	<b>A/R 2</b>	This is an administrative error, there is no Section 2.4 Tie Score. Please disregard this.
<b>Date</b>	December 9th, 2019		<b>Date</b>	December 10th, 2019
<b>Q 3</b>	May you please confirm what forms needs to be completed for the tender?	➔	<b>A/R 3</b>	Appendix B – Proposal Submission Form; Appendix C – Pricing Structure Form; Appendix E – Evaluation Criteria and Compliance Matrix and Appendix F – Project Summary Template <b>MUST</b> be completed.



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<b>Q 4</b>	In Appendix E – Rated Criteria (Stage II) R2 states, the Bidder should provide three (3) project summaries for work that has been delivered within the last two (2) years. Is this in reference to the firm or resource provided?
<b>Date</b>	December 9th, 2019
<b>Q 5</b>	Are all the current data and information size & quantity available in the existing EDRMS and the current version of SharePoint 13 or older? Can it be beyond cost estimation of design and development provided for this solicitation?
<b>Date</b>	December 9th, 2019



<b>Date</b>	December 10th, 2019
<b>A/R 4</b>	R2 refers to SharePoint/Intranet experience of the firm. The Bidder is encouraged to provide references to demonstrate their methodology and their ability to deliver, with the proposed resources (R4).
<b>Date</b>	December 10th, 2019
<b>A/R 5</b>	The initial site will present content from the EDRMS which SharePoint 2013 is, and present content specific to the Intranet site, e.g. news, announcements. This project will not be responsible for new content in the EDRMS; however, this project must provide a mechanism for communication specialist(s) to generate content specific to the Intranet site, e.g. news, announcements, etc.
<b>Date</b>	December 10th, 2019



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<p><b>Q 6</b></p> <p>Is the service currently using SharePoint 2016 or an online Cloud Based Service are?</p> <ul style="list-style-type: none"> <li>• standalone SharePoint 16 already installed by development service providers?</li> <li>• standalone SharePoint 16, post installation support documentation available?</li> <li>• updates, upgrade, and ETL migration are in place?</li> <li>• SharePoint online Cloud is purchased MSDN license and is it already configured?</li> <li>• If applicable, support from Microsoft or vendor?</li> </ul>		<p><b>A/R 6</b></p> <p>The Service currently has a SharePoint 2013 on premise EDRMS and is planning to upgrade to SharePoint 2016 and potentially move to SharePoint Online within the next 12-18 months. Any migration/upgrade is not part of this project. The reason it is mentioned in Appendix E, Table II-T1 – is for an understanding that the solution designed and delivered by the Bidder must be technically compatible for all 3 (SharePoint 2013, 2016 and Online). The platform for this project may be SharePoint 2013 or 2016; the Infrastructure provider for the Service will provision the Intranet site in January 2020.</p>
<p><b>Date</b> December 9th, 2019</p>		<p><b>Date</b> December 10th, 2019</p>
<p><b>Q 7</b></p> <p>The requirement for resources is</p> <ul style="list-style-type: none"> <li>• What experience level for Designer? or</li> <li>• What experience level for Developer?</li> <li>• What experience level for QA Tester?</li> </ul>		<p><b>A/R 7</b></p> <p>Referring to Appendix C – Bidder may provide rates for all potential resources, e.g. intermediate, senior, etc. Referring to Appendix E/ Section 3.2 Table I-R3 – Bidder is to propose the appropriate resources to deliver the Intranet project in the specified timeframe (Appendix D, section 7).</p>

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