



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

Québec

K1A 0S5

Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Informatics Professional Services - EL Division/Services
professionnels en informatique - division EL

Terrasses de la Chaudière 4th Floor

10 Wellington Street

Gatineau

Québec

K1A 0S5

Title - Sujet SAP Technical and Functional Res.	
Solicitation No. - N° de l'invitation 24062-200609/A	Date 2020-08-27
Client Reference No. - N° de référence du client 24062-20-0609	
GETS Reference No. - N° de référence de SEAG PW-SEL-606-38419	
File No. - N° de dossier 606el.24062-200609	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-09-18	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: Mansour, Silvana	Buyer Id - Id de l'acheteur 606el
Telephone No. - N° de téléphone (613) 858-9935 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TREASURY BOARD OF CANADA, SECRETARIAT 90 Elgin Street OTTAWA Ontario K1A0R5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	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

**BID SOLICITATION
FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-
BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)
RESOURCE CATEGORIES - LEVELS 2 AND 3
FOR
TREASURY BOARD SECRETARIAT**

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List of Annexes to the Resulting Contract:

Annex A Statement of Work
Annex B Basis of Payment
Annex C Security Requirements Check List

List of Attachment to Part 3 (Bid Preparation Instructions):

-Attachment 3.1: Bid Submission Form
-Attachment 3.2: Electronic Payment Instruments

List of Attachment to Part 4 (Evaluation Procedures and Basis of Selection):

-Attachment 4.1: Mandatory Technical Criteria
-Attachment 4.2: Point-Rated Technical Criteria
-Attachment 4.3: Bidder Response Tables
-Attachment 4.4: Pricing Schedule

List of Attachment to Part 5 (Certifications):

-Attachment 5.1: Federal Contractors Program for Employment Equity – Certification

BID SOLICITATION

**FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-
BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)
RESOURCE CATEGORIES - LEVELS 2 AND 3
FOR
TREASURY BOARD SECRETARIAT**

PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to this bid solicitation. It is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the Basis of Payment, the Security requirement check list and any other annexes.

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of Treasury Board Secretariat (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of one contract for two years plus one one-year irrevocable option allowing Canada to extend the term of the contract.
- (c) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the

Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCoFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canadian Free Trade Agreement (CFTA), the Canada-Ukraine Free Trade Agreement (CUFTA) and the Canada-Korea Free Trade Agreement (CKFTA).

- (e) The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractors Program for Employment Equity – Certification."
- (f) This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will be treated as a separate procurement, outside the resulting contract.
- (g) This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled "Bidder Instructions, and Part 3 entitled "Bid Preparation Instructions", of the bid solicitation, for further information.
- (h) Only TBIPS SA Holders holding a TBIPS SA for Tier 2 at the time of bid closing, in all required resource categories in this solicitation and in the National Capital Region under the EN578-170432 series of SAs are eligible to compete. The TBIPS SA EN578-170432 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (i) The Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
A.2. ERP Functional Analyst	Levels 2 and 3	Up to 8
A.3. ERP Programmer/Analyst	Levels 2 and 3	Up to 6
A.5. ERP Technical Analyst	Levels 2 and 3	Up to 8
I.10 Technical Architect	Levels 2 and 3	Up to 2
I.6 Network Analyst	Level 3	1
P.5 Project Executive	Level 3	Up to 2
P.8 Project Leader	Level 3	Up to 4

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be provided in writing, by telephone or in person.

1.4 Conflict of Interest

- a) Bidders are advised to refer to Conflict of Interest provisions at Article 18 of SACC 2003 (2020-05-28), Standard Instructions – Goods or Services – Competitive Requirements and Conflict of Interest provisions of SACC 2020 (2018-05-28), General Condition – Higher Complexity – Services available on the Public Works and Government Services Canada (PWGSC) Website.
- b) Bidders are advised that Canada will not accept a bid from the following resources and private sector contractor as they have provided assistance and services in preparing strategies and documentation related to this solicitation. In addition, Bidders are advised that a bid will be rejected if any of the resources or private sector contractor listed below was involved in any manner in the preparation of its bid.

Resource:

John Seguin
Sharon Chamberlain

Vendors:

Lumina IT

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract(s).
- (c) The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 3.a. of Section 01, Integrity provisions - bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:
 - a. at the time of submitting an arrangement under the Request for Supply Arrangement (RFS), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (e) Subsection 4 of Section 05, Submission of bids of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days

Insert: 180 days
- (f) Subsection 1 of Section 08, Transmission by facsimile or by epost Connect of Standard Instructions 2003 incorporated by reference above, is deleted and replaced by the following:
 - 1. Facsimile

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

2.2 Submission of Bids

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and at the PWGSC address indicated on page one of the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than **seven** calendar days before the bid closing date. Enquiries received after that time may not be answered.

- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Former Public Servant

- (a) Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

(b) **Definitions**

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

(c) **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- (i) name of former public servant;
- (ii) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

(d) **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.5 Applicable Laws

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Note to Bidders: Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

2.7 Volumetric Data

The estimated number of resources required in this bid solicitation has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

2.8 Bid Challenge and Recourse Mechanisms

(a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

(b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's Buy and Sell website, under the heading "Bid Challenge and Recourse Mechanisms" contains information on potential complaint bodies such as:

- (i) Office of the Procurement Ombudsman (OPO)
- (ii) Canadian International Trade Tribunal (CITT)

(c) Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

(a) Epost Connect Bid Submission

- (i) If the Bidder chooses to submit its bid electronically, Canada requires that the Bidder submits its bid in accordance with section 08 of the 2003 Standard Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
- (ii) The bid must be gathered per section and separated as follows:
 - (A) Section I: Technical Bid
 - (B) Section II: Financial Bid
 - (C) Section III: Certifications
- (iii) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>.

(b) Soft Copy Bid Submission (USB key)

- (i) If the Bidder chooses to submit its bid in soft copy via the PWGSC Bid Receiving Unit, Canada requires that the Bidder submits its bid in separate sections as follows:
 - (A) Section I: Technical Bid – One soft copy on a USB key
 - (B) Section II: Financial Bid – One soft copy on a SEPARATE USB key
 - (C) Section III: Certifications – One soft copy on a USB key
- (c) If the Bidder is simultaneously providing an epost Connect copy and soft copy of the bid and if there is a discrepancy between the wording of the epost Connect copy and soft copy, the wording of the epost Connect copy will have priority over the wording of the soft copy.
- (d) Canada is not requesting a hard copy of the bid. However, if the Bidder submits a hard copy of its bid, and if there is a discrepancy between the wording of the soft or epost Connect copy and the hard copy, the wording of the soft or epost Connect copy will have priority over the wording of the hard copy.
- (e) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (f) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:
 - (i) use 8.5 x 11 inch (216 mm x 279 mm) page size;
 - (ii) use a numbering system that corresponds to the bid solicitation;
 - (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
 - (iv) include a table of contents.
- (g) **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

-
- (i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and
 - (ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, and using staples or clips instead of cerlox, duotangs or binders.
- (h) **Submission of Only One Bid:**
- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
 - (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:
 - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
 - (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. .
- (i) **Joint Venture Experience:**
- (i) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.
 - (ii) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- (iii) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

- (iv) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

3.2 Section I: Technical Bid

- (a) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form – Attachment “3.1” with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

SECURITY INFORMATION	
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

If the Bidder has not included the security information in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

(iii) **Substantiation of Technical Compliance:**

(A) **Mandatory Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Attachment "4.1", which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment "4.1", where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

(B) **Point-Rated Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Attachment "4.2", which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be rated accordingly. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment "4.2", where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

(iv) **Previous Similar Projects:** Where the bid must include a description of previous similar projects: (i) a project must have been completed by the Bidder itself (and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder); (ii) a project must have been completed by the bid closing date; (iii) each project description must include, at minimum, the name and either the telephone number or e-mail address of a customer reference; and (iv) if more similar projects are provided than requested, Canada will decide in its discretion which projects will be evaluated. A project will be considered "similar" to the Work to be performed under any resulting contract if the project was for the performance of work that closely matches the descriptions of the Resource Categories identified in Annex A. Work will be considered to "closely match" if the work in the provided project is described in at least 50% of the points of responsibility listed in the description of the given Resource Category.

(v) **For Proposed Resources:** The technical bid must include résumés for the resources as identified in Attachment "4.1". The same individual must not be proposed for more than one Resource Category. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

(A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).

- (B) For educational requirements for a particular degree, designation or certificate, PWGSC will only consider educational programs that were successfully completed by the resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder is requested to provide a copy of the results of the academic credential assessment and qualification recognition service issued by one of the members of the Alliance of Credential Evaluation Services of Canada (ACESC). If the Bidder has not included the copy of the results in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit it during the evaluation period. If the Bidder has not submitted the copy of the results within 2 working days of the request by the Contracting Authority, its bid will be declared non-responsive or rated accordingly. Bidders should note that in addition to providing a copy of the results of the academic credential assessment and qualification recognition service, Bidders are also required to provide a copy of the original degree, designation, certificate or any other document required as per the bid solicitation as proof of education.
- (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational institution outside of Canada, the Bidder is requested to provide a copy of the results of the academic credential assessment and qualification recognition service issued by one of the members of the Alliance of Credential Evaluation Services of Canada (ACESC). If the Bidder has not included the copy of the results in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit it during the evaluation period. If the Bidder has not submitted the copy of the results within 2 working days of the request by the Contracting Authority, its bid will be declared non-responsive or rated accordingly. Bidders should note that in addition to providing a copy of the results of the academic credential assessment and qualification recognition service, Bidders are also required to provide a copy of the original degree, designation, certificate or any other document required as per the bid solicitation as proof of education.
- (D) For work experience, PWGSC will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution.
- (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, PWGSC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
- (F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification

requirements, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

(vi) **Customer Reference Contact Information:**

- (A) In conducting its evaluation of the bids, Canada may, but will have no obligation to request that a bidder provide customer references. If Canada sends such a written request, the bidder will have 2 working days to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive. These customer references must each confirm, if requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment "4.1".

- (B) The form of question to be used to request confirmation from customer references is as follows:

Has [the Bidder] provided your organization with [description of the services and time frame within which those services have been provided]?"

☐ *Yes, the Bidder has provided my organization with the services described above.*

☐ *No, the Bidder has not provided my organization with the services described above.*

☐ *I am unwilling or unable to provide any information about the services described above.*

- (C) For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Pricing Schedule provided in Attachment "4.4". The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
- (i) the rate bid must not increase by more than 5% from one time period to the next, and
 - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **Variation in Resource Rates By Level:** Where the financial tables provided by Canada allow different firm rates to be charged for different levels of experience within the same resource category and time period, for any such resource category and time period:

- (i) the rate bid for level two must not exceed 90% of the rate bid for level three.
- (d) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (e) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

Note to Bidders: *If Canada receives 4 or fewer Bids by the bid solicitation closing date, the above sub-article entitled "Blank Prices" will not apply.*

- (f) **Electronic Payment of Invoices – Bid:** If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment "3.2" Electronic Payment Instruments, to identify which ones are accepted. If Attachment "3.2" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.4 Section III: Certifications

It is a requirement that bidders submit the certifications and additional information identified under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of Canada and Lumina IT (John Seguin and Sharon Chamberlain) will evaluate the bids.
- (c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - (A) verify any or all information provided by the Bidder in its bid; or
 - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,the Bidder must provide the information requested by Canada within 2 working days of a request by the Contracting Authority.
 - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- (a) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for this requirement ONLY if Canada receives four or fewer bids in response to the requirement by the bid solicitation closing date.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.

- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.2 Technical Evaluation

(a) Mandatory Technical Criteria:

- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- (ii) The mandatory technical criteria are described in Attachment "4.1".

- (iii) If the Phased Bid Compliance Process applies, it will apply only to mandatory technical criteria identified by the superscript ^(PB). Mandatory technical criteria not identified by the superscript ^(PB) will not be subject to the Phased Bid Compliance Process.
- (b) **Point-Rated Technical Criteria:**
 - (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
 - (ii) The rated requirements are described in Attachment "4.2".
- (c) **Number of Resources Evaluated:**

Only a certain number of resources per Resource Category will be evaluated as part of this bid solicitation as identified in Attachments "4.1" and "4.2". Additional Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled "Task Authorization". When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form's Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract's Statement of Work in accordance with Appendix C of Annex A.
- (d) **Reference Checks:**
 - (i) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.
 - (ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders within a 48-hour period using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
 - (iii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The Bidder will have 1 working day to submit the name of a new contact. That contact will again be given 5 working days to respond once Canada sends its reference check request.
 - (iv) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
 - (v) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be

allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

4.3 Financial Evaluation

- (a) The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s) for **level 3 only** of each resource category.
- (b) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (c) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (d) Financial Evaluation - Method B below).
- (c) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:

- (i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY:** The Contracting Authority will establish, for each period and each Resource Category, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each such Resource Category the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 10% of the median, and an upper median rate to a value of plus (+) 30% of the median. When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.

- (ii) **STEP 2 - POINTS ALLOCATION:** For each period and each Resource Category points will be allocated as follows:

- (A) A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.
- (B) A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate within the median band limits}} \times \text{Maximum Points Assigned at Table 1 below}$$

- (C) A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 below.

RESOURCE CATEGORIES	INITIAL (2 YEARS) CONTRACT PERIOD	OPTION PERIOD 1	TOTAL POINTS
A.2. ERP Functional Analyst – Level 3	200	100	300
A.3. ERP Programmer/Analyst – Level 3	200	100	300
A.5. ERP Technical Analyst – Level 3	200	100	300
I.10 Technical Architect – Level 3	200	100	300
I.6 Network Analyst – Level 3	200	100	300
P.5 Project Executive – Level 3	200	100	300
P.8 Project Leader – Level 3	200	100	300
TOTAL	1400	700	2100

- (iii) **STEP 3 - FINANCIAL SCORE:** Points allocated under STEP 2 for each period and Resource Category will be added together and rounded to two decimal places to produce the Financial Score. Bidders will find below an example of a financial evaluation using Method A.

(iv) **EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A**

TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A:							
Resource Category	Max. Points	Bidder 1		Bidder 2		Bidder 3	
		Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Programmer	150 (75 pts. per year)	\$400.00	\$400.00	\$420.00	\$450.00	\$450.00	\$450.00
Business Analyst	100 (50 pts. per year)	\$600.00	\$600.00	\$600.00	\$620.00	\$650.00	\$820.00
Project Manager	50 (25 pts. per year)	\$555.00	\$900.00	\$750.00	\$800.00	\$700.00	\$800.00
TOTAL	300						
STEP 1 - Establishing the lower and upper median band limits for each year and each resource category							
(Median 1)	For the Programmer Resource Category, the year 1 median would be \$420.00. The lower median band limit would be \$336.00 and higher median band limit would be \$546.00.						
(Median 2)	For the Programmer Resource Category, the year 2 median would be \$450.00. The lower median band limit would be \$360.00 and higher median band limit would be \$585.00.						
(Median 3)	For the Business Analyst Resource Category, the year 1 median would be \$600.00. The lower median band limit would be \$480.00 and higher median band limit would be \$780.00.						
(Median 4)	For the Business Analyst Resource Category, the year 2 median would be \$620.00. The lower median band limit would be \$496.00 and higher median band limit would be \$806.00.						
(Median 5)	For the Project Manager Resource Category, the year 1 median would be \$700.00. The lower median band limit would be \$560.00 and higher median band limit would be \$910.00.						
(Median 6)	For the Project Manager Resource Category, the year 2 median would be \$800.00. The lower median band limit would be \$640.00 and higher median band limit would be \$1,040.00.						
STEP 2 - Points Allocation:							
Bidder 1:							
Programmer Year 1 = 75 points (lowest rate within the lower and upper median band limits)							
Programmer Year 2 = 75 points (lowest rate within the lower and upper median band limits)							
Business Analyst Year 1 = 50 points (lowest rate within the lower and upper median band limits)							
Business Analyst Year 2 = 50 points (lowest rate within the lower and upper median band limits)							
Project Manager Year 1 = 0 points (outside the lower and higher median band limits)							
Project Manager Year 2 = 22.22 points (based on the following calculation = (Lowest rate of \$800.00 / Bidder's proposed rate of \$900.00) Multiplied by 25 pts)							
Bidder 2:							
Programmer Year 1 = 71.43 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$420.00) Multiplied by 75 pts)							
Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)							
Business Analyst Year 1 = 50 points (lowest price within the lower and upper median band limits)							
Business Analyst Year 2 = 48.39 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$620.00) Multiplied by 50 pts)							

Project Manager Year 1 = 23.33 points (based on the following calculation = (Lowest rate of \$700.00 / Bidder's proposed rate of \$750.00) Multiplied by 25 pts)
Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

Bidder 3:

Programmer Year 1 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)

Business Analyst Year 1 = 46.15 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$650.00) Multiplied by 75 pts)
Business Analyst Year 2 = 0 points (outside the lower and higher median band limits)

Project Manager Year 1 = 25 points (lowest price within the lower and upper median band limits)
Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

STEP 3 - Financial Score:

Bidder 1: 75 + 75 + 50 + 50 + 0 + 22.22 = Total Financial Score of 272.22 points out of a possible 300 points
Bidder 2: 71.43 + 67.67 + 50 + 48.39 + 23.33 + 25 = Total Financial Score of 284.82 points out of a possible 300 points
Bidder 3: 66.67 + 66.67 + 46.15 + 0 + 25 + 25 = Total Financial Score of 229.49 points out of a possible 300 points

(d) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:

(i) **STEP 1 - POINTS ALLOCATION:** For each period and each Resource Category points will be allocated as follows:

(A) Points will be established based on the following calculation, with points rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate}}{\text{Bidder's proposed firm per diem rate}} \times \text{Maximum Points Assigned at Table 3 below}$$

The Bidder with the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 3 below.

RESOURCE CATEGORIES	INITIAL (2 YEARS) CONTRACT PERIOD	OPTION PERIOD 1	TOTAL POINTS
A.2. ERP Functional Analyst – Level 3	200	100	300
A.3. ERP Programmer/Analyst – Level 3	200	100	300
A.5. ERP Technical Analyst – Level 3	200	100	300
I.10 Technical Architect – Level 3	200	100	300
I.6 Network Analyst – Level 3	200	100	300
P.5 Project Executive – Level 3	200	100	300
P.8 Project Leader – Level 3	200	100	300
TOTAL	1400	700	2100

(ii) **STEP 2 - FINANCIAL SCORE:** Points allocated under STEP 1, for each period and each Resource Category, will be added together and rounded to two decimal places to produce the Financial Score.

(e) **Substantiation of Professional Services Rates**

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 10% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the National Capital Region in the relevant resource category, where those services were provided for at least three months within the eighteen months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation; and
- (iii) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

(f) **Formulae in Pricing Tables**

If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

4.4 Basis of Selection

(a) **Evaluation of Bid – Selection Process:**

The following selection process will be conducted:

- (i) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (ii) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 70 while the greatest possible Total Financial Score is 30.

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- (A) Calculation of Total Technical Score: the Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:
- $$\frac{\text{Technical Score}}{\text{Maximum Technical Points (Bidders, please refer to the maximum technical points assigned)}} \times 70 = \text{Total Technical Score}$$
- (B) Calculation of Total Financial Score: the Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:
- $$\frac{\text{Financial Score}}{\text{Total Maximum Points Assigned (Bidders, please refer to the total maximum points assigned)}} \times 30 = \text{Total Financial Score}$$
- (C) Calculation of the Total Bidder Score: the Total Bidder Score will be computed for each responsive bid in accordance with the following formula:
- $$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$
- (iii) In the event of identical Total Bidder Scores, then the bid with the highest Total Technical Score will become the top-ranked bidder.
- (b) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

(a) Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website. (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Attachment "5.1", Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment "5.1" Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

(b) Professional Services Resources

- (i) By submitting a bid, the Bidder certifies that, if it is awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.
- (ii) By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by

the Bidder for the requirement is capable of performing the Work described in the resulting contract.

- (iii) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

(c) Certification of Language - English Essential

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

(d) Submission of Only One Bid

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement Mandatory at Contract Award

- (a) Before award of a contract, the following conditions must be met:
 - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

- (a) SACC Manual clause A9033T (2012-07-16) Financial Capability applies, except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses apply to and form part of any contract resulting from the bid solicitation.

7.1 Requirement

- (a) _____ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is Treasury Board Secretariat.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.
- (c) **Form and Content of draft Task Authorization:**
 - (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B to Annex A.
 - (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
 - (A) the contract number;
 - (B) the task number;
 - (C) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - (D) the categories of resources and the number required;
 - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

-
- (F) the start and completion dates;
 - (G) any option(s) to extend initial end date (if applicable);
 - (H) milestone dates for deliverables and payments (if applicable);
 - (I) the number of person-days of effort required;
 - (J) whether the work requires on-site activities and the location;
 - (K) the language profile of the resources required;
 - (L) the level of security clearance required of resources;
 - (M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - (N) any other constraints that might affect the completion of the task.
- (d) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within two working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- (i) To be validly issued, a TA must include the following signatures:
 - (A) for any TA, inclusive of revisions, with a value less than or equal to \$300,000.00 (excluding Applicable Taxes), the TA must be signed by:
 - (1) the Technical Authority; and
 - (2) a representative from Treasury Board Secretariat; and
 - (3) the Contractor.
 - (B) for any TA, inclusive of revisions, with a value greater than this amount, a TA must include the following signatures:
 - (1) the Technical Authority; and
 - (2) a representative from Treasury Board Secretariat;
 - (3) the Contractor; and
 - (4) the Contracting Authority.
- Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.

(f) **Periodic Usage Reports:**

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

- (A) 1st quarter: April 1 to June 30;
- (B) 2nd quarter: July 1 to September 30;
- (C) 3rd quarter: October 1 to December 31; and
- (D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of each authorized task;
- (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
- (D) the total estimated cost specified in the validly issued TA of each task, including Applicable Taxes;
- (E) the total amount, including Applicable Taxes, expended to date against each authorized task;
- (F) the start and completion date for each authorized task; and
- (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

- (A) the amount, including Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
- (B) the total amount, including Applicable Taxes, expended to date against all validly issued TA's.

(g) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

7.3 Minimum Work Guarantee

(a) In this clause,

- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract; and

- (ii) **"Minimum Contract Value"** means \$20,000.00 (excluding Applicable Taxes).
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
 - (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within ten business days of Contract award.

7.4 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

(a) **General Conditions:**

- (i) 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

- (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
apply to and form part of the Contract.

7.5 Security Requirement

The following security requirements (SRCL Common #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

Security requirement for Canadian supplier: Public Service and Procurement Canada file #common-professional services security requirement check list #19

1. The contractor must, at all times during the performance of the contract, hold a valid Facility Security Clearance at the level of **secret**, issued by the CSP of the ISS, PSPC
2. The contractor personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **reliability status or secret** as required, granted or approved by the CSP/ISS/PSPC
3. The contractor **must not** remove any **protected/classified** information from the identified work site(s), and the contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP/ISS/PSPC
5. The contractor must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex C; and
 2. Industrial Security Manual (Latest Edition)

7.6 Use of individual protective equipment and Occupational Health and Safety (OHS) guideline(s)

- (a) The Contractor must comply with Government of Canada onsite requirements in respect of individual Protective Pieces of Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.
- (b) The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.
- (c) The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

7.7 Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two years later; and

- (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
 - (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one additional one-year period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
 - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.8 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Silvana Mansour
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington St., Gatineau, Québec
Telephone: (613) 858-9935
E-mail address: Silvana.b.mansour@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) Contractor's Representative

TBD

7.9 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.10 Payment

(a) Basis of Payment

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Professional Services provided under a Task Authorization with a Firm Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.
- (iii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iv) **Contractor's Firm Per Diem Rates:** The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.
- (v) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) Limitation of Expenditure – Cumulative Total of all Task Authorizations

- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, including Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (A) when it is 75 percent committed, or
 - (B) 4 months before the contract expiry date, or
 - (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- (c) **Method of Payment - Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

 - (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all such documents have been verified by Canada; and
 - (iii) the Work performed has been accepted by Canada.
- (d) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:
 - (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
 - (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.
- (e) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion:** Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:
 - (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all such documents have been verified by Canada; and
 - (iii) the Work delivered has been accepted by Canada.
- (f) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

 - (i) Visa Acquisition Card;
 - (ii) MasterCard Acquisition Card;
 - (iii) Direct Deposit (Domestic and International);
 - (iv) Electronic Data Interchange (EDI);
 - (v) Wire Transfer (International Only);

- (vi) Large Value Transfer System (LVTS) (Over \$25M)

Note to Bidders: *If applicable, the Electronic Payment Instrument(s) indicated by the Bidder in Attachment "3.2" will be included in any resulting contract.*

(g) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(h) **Payment Credits**

(i) **Failure to Provide Resource:**

- (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
- (B) **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- (C) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:
- (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
 - (2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

- (ii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
- (iii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- (iv) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- (v) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- (vi) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada

during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

- (i) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**
- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure or there are enhanced measures to restrict access to government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or restricted access.
- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

7.11 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

7.12 Certifications and Additional Information

- (a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

7.13 Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.14 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

7.15 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
 - (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
 - (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2020-05-28), Higher Complexity - Services;
- (d) Annex A, Statement of Work, including its Appendices as follows:
 - (i) Appendix A to Annex A - Tasking Assessment Procedure;
 - (ii) Appendix B to Annex B - Task Authorization (TA) Form;
 - (iii) Appendix C to Annex C - Resource Assessment Criteria and Response Table;
 - (iv) Appendix D to Annex D - Certifications at the TA stage;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the validly issued Task Authorizations and any required certifications; and
- (h) the Contractor's bid dated _____, as clarified on _____ "or" as amended _____.

7.16 Foreign Nationals (Canadian Contractor)

- (a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

***Note to Bidders:** Either this clause or the one that follows, whichever applies (based on whether the successful Bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

7.17 Foreign Nationals (Foreign Contractor)

- (a) SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.18 Insurance Requirements

(a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable

law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
 - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

- (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (iii) The following endorsement must be included:
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.19 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
 - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
 - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
 - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
 - (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.
- (c) **Third Party Claims:**
- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
 - (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
 - (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

7.20 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: *[list of the joint venture members named in the Contractor's original bid]*.
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
 - (i) _____ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
 - (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
 - (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: *This Article will be deleted if the Bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

7.21 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

- (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
- (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

- (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or
- (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.22 Safeguarding Electronic Media

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.23 Reporting Requirements

The Contractor must provide the following reports to the Contracting Authority at the following times:

- The Quarterly Report on Task Authorizations Usage

7.24 Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TAs. The Contractor represents

and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TAs. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.25 Implementation

- (a) **Implementation of Professional Services:** If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority, that it is ready and able to carry out the Work. The transition must be complete by no later than 10 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

7.26 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

7.27 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective

measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A

STATEMENT OF WORK

1.0 TITLE

Informatics Professional Services for Treasury Board of Canada Secretariat – SAP Professional Services – National Capital Region (NCR)

2.0 OBJECTIVE

Treasury Board of Canada Secretariat (TBS), Financial Management Transformation (FMT) program requires the services of a range of SAP Resources in the following categories, on an “as and when requested” basis, to support TBS SAP’s next-generation S4/HANA enterprise resource planning (ERP) platform:

SAP Business Planning and Consolidation and Functional Support – Levels 2 and 3

- A.2 ERP Functional Analyst (SAP Functional Analyst)
- A.3 ERP Programmer Analyst (ABAP programmer)
- A.3 ERP Programmer Analyst (Fiori programmer)
- A.5 ERP Technical Analysts – (SAP Process Orchestration (PO) Integration (PI) Specialist)
- A.5 ERP Technical Analysts – (SAP Portal Expert)
- A.5 ERP Technical Analysts – (SAP BCP Technical Analyst)

SAP Basis and Security Support - Levels 2 and 3

- A.5 ERP Technical Analysts – (SAP Basis Analyst)
- I.10 Technical Architect (SAP Security Specialist)
- I.10 Technical Architect (SAP Security Specialist - governance, risk and compliance (GRC))
- I.10 Technical Architect (SAP Solution Architect)
- I.10 Technical Architect (SAP Technical Architect)

Project Support – Level 3

- I.6 Network Analyst – (SAP Infrastructure Specialist)
- P.5 Project Executive – (Senior ERP Project Lead)
- P.8 Project leader – (Release Management and Project Lead)

3.0 BACKGROUND

Treasury Board of Canada Secretariat

The Treasury Board of Canada Secretariat provides advice and makes recommendations to the Treasury Board committee of ministers on how the government spends money on programs and services, how it regulates and how it is managed. The Secretariat helps ensure tax dollars are spent wisely and effectively for Canadians.

Financial Management Transformation Program

The Financial Management Transformation (FMT) Program advances the mandate of the Treasury Board of Canada Secretariat's (TBS') Comptroller General by modernizing the financial and materiel management (FM) business model across the Government of Canada (GC). As part of this mandate, FMT also supports a priority of the Comptroller General with “the continued advancement of the SAP

digital core configuration of the Government of Canada Financial and Materiel Management (GCfm) solution".¹

The GCfm Solution² (the Project) is a financial management system built on SAP's next-generation S4/HANA enterprise resource planning (ERP) platform. The design of the solution has the potential and scalability to allow the Government of Canada to use standard, best practice business processes, supported by SAP's off-the-shelf software capabilities to streamline routine processes.

More particularly, the Project as a core configuration intends to deliver these improvements to the current Government of Canada financial management landscape:

Reinforcing a streamlined, standardized government-wide approach to financial management through:

- Common financial management business processes based on proven best practices; and
- Common data providing more complete, consistent and timely information for enterprise management and decision-making enabling one version of the truth, across government and the entire business cycle.

Implementing a common financial management system across government by:

- Moving from a number of different systems to a common platform; and
- Exploiting existing capability of systems to automate routine, low-value tasks, and better enable department operations.

Transitioning to more efficient service delivery strategies by:

- Consolidating delivery of some financial management services to achieve economies of scale and facilitate standardization; and
- More responsive services enabling rather than hindering the work of programs, while still supporting accountability.

4.0 SCOPE OF WORK AND TASKS

The Contractor will provide Informatics Professional Services in support of current and future TBS projects related to SAP S4/Hana platform, on an "as and when requested" basis in the National Capital Region (NRC) through the issuance of Task Authorizations (TA).

It is anticipated that other government departments and agencies may require the Contractor's services to implement the common financial management system. Those services will be in line with the tasks and deliverables of this contract. TBS may, at its discretion, leverage resources from this contract to support and assist them with the delivery of those services.

The following resource categories will be responsible for, but not be limited to, the following tasks:

¹ OCG Key Initiatives <https://www.canada.ca/en/treasury-board-secretariat/corporate/organization/ocg-key-initiatives.html>

² The GCfm Solution is defined as the combination of business processes, procedures, controls, data, and software applications that enable the set of business functions or business needs and that are the deliverables and objects, respectively, of the Financial Management Transformation Program.

5.0 SAP Business Planning and Consolidation, and Functional Support

5.1 ERP Functional Analyst – Levels 2 and 3

- Develop and document ERP functional, business, and/or system requirements specifications;
- Develop and document screen, report and interface requirements;
- Develop functional, business, and/or system interface or capability interaction;
- Gather and analyze information to establish the functional needs of a system or project;
- Design methods and procedures for computer systems, and sub-systems of larger systems;
- Develop, test and implement small computer systems, and sub-systems of larger systems; and
- Document forms, manuals, programs, data files, and procedures.

5.1.1 ERP Functional Analyst (SAP Functional Analyst) – Levels 2 and 3

- Provide functional analysis, configuration, testing and go-live fixes for new and changes to existing SAP ECC related to modules such as Funds Management (FM), Financial Accounting (FI), Controlling (CO), Material Management (MM), Special Purpose Ledger (SPL), Salary Forecasting Tool (SFT), Business Planning and Consolidation (BPC) and others;
- Write or review technical specifications for ABAP programs and/or functional modules extracting, loading or transforming data originating from or destined to SAP ECC;
- Write technical specifications for reports and/or dashboards developed in Crystal Reports, Webl, or other supported toolsets that report on data originating from SAP ECC;
- Work in conjunction with SAP Basis, SAP Security and other technical resources to define and document IT enabled solutions using SAP ECC to satisfy business requirements;
- Provide support and guidance on SAP ECC modules best suited to satisfy business requirements;
- Provide functional support and guidance to ABAP, Fiori, Crystal Reports or other programmers developing solutions that extract, load, transform or report on data originating or destined to SAP ECC;
- Provide operational support for the deployment of changes to production during Go-Live or for maintenance releases;
- Write, review or contribute to business requirements documents for business processes supported in SAP ECC;
- Provide functional analysis and support to Quality Assurance (QA) and/or User Acceptance Testing (UAT) testers during functional, integration and/or acceptance testing;
- Conduct knowledge transfer sessions with TBS internal staff;
- Update technical documents with approved configuration changes or recommendations;
- Adhere to IMTD Change and Release Management processes; and
- Submit progress or status reports using existing templates and / or MS Project Server.

5.2 ERP Programmer Analyst – Levels 2 and 3

- Develop low-level detailed requirements, programming, and systems development of ERP Systems; and
- Undertake system testing and implementation.

5.2.1 ERP Programmer Analyst (ABAP Programmer) – Levels 2 and 3

- Develop low-level detailed requirements, programming, and systems development of ERP Systems;
- Perform system testing and implementation;
- Develop and document SAP functional, business, and/or system requirements specifications;
- Develop and document screen, report and interface requirements;
- Develop functional, business, and/or system interface or capability interaction;
- Gather and analyze information to establish the functional needs of a system or project;

- Design methods, programs, routines, extracts, functional modules and procedures for computer systems, and sub-systems of larger systems;
- Develop, test and implement small computer systems, and sub-systems of larger systems;
- Plan and develop inbound/outbound SAP interfaces;
- Document forms, manuals, programs, data files, and procedures;
- Assist with regular maintenance and upgrades of existing SAP Business Warehouse environments and in implementation of new BW environments;
- Assist with regular maintenance and upgrades of existing programs, functions and ABAP code;
- Assist with cleanup of development environments;
- Perform or assist with fixes for ongoing issues;
- Perform or assist with bug fixes and improvements to ABAP expert routines and custom ABAP programs;
- Provide advice, analysis, configuration, problem resolution, and unit testing in regards to programs, functions, modules, expert routines and custom programs;
- Perform integration between SAP and other architectures; and
- Submit progress or status reports using existing templates or MS Project Server.

5.2.2 ERP Programmer Analyst (Fiori Programmer) – Levels 2 and 3

- Develop low-level detailed requirements, programming, and systems development of ERP Systems;
- Perform system testing and implementation;
- Develop and document SAP functional, business, and/or system requirements specifications;
- Develop and document screen, report and interface requirements;
- Develop functional, business, and/or system interface or capability interaction;
- Gather and analyze information to establish the functional needs of a system or project;
- Design methods, programs, routines, extracts, functional modules and procedures for computer systems, and sub-systems of larger systems;
- Develop, test and implement small computer systems, and sub-systems of larger systems;
- Document forms, manuals, programs, data files, and procedures;
- Develop front-end components for business applications by leveraging the latest SAP Fiori and SAP Gateway technologies;
- Assist with regular maintenance and upgrades of existing programs, functions and code;
- Assist with cleanup of development environments;
- Perform or assist with fixes to ongoing issues;
- Perform or assist with bug fixes and improvements to the SAP system and infrastructure
- Provide advice, analysis, configuration, problem resolution, and unit testing in regards to programs, functions, modules, expert routines and custom programs;
- Develop applications;
- Perform Integration between SAP and other architectures; and
- Submit progress or status reports using existing templates or MS Project Server.

5.3 A.5. ERP Technical Analyst – Levels 2 and 3

- Maintain and apply comprehensive understanding of the range of technical capabilities offered by ERP functionality;
- Develop or assist with business and functional requirements, project scope, estimates of effort and duration;
- Translate functional and business requirements into technical requirements;
- Develop and/or manage technical aspects of application software, user interfaces, and third-party components;
- Conduct, assist with, an/or manage unit and system tests; and
- Establish technical standards for the technical framework.

5.3.1 ERP Technical Analyst (SAP Process Orchestration (PO) Integration (PI) Specialist) - Levels 2 and 3

- Assist development teams from project initiation through to production implementation in a consultative role, representing both PO and PI;
- Assist application support teams to monitor PI environment availability and identify potential issues to prevent unplanned outages;
- Assess and resolve SAP PI application failures;
- Analyze dumps, traces, and logs in order to determine root cause of specific problems;
- Identify and prioritize enhancements to existing SAP PI interfaces and execute per plan;
- Assist Enterprise Application Integration (EAI) team members to identify and determine best value service improvement opportunities;
- Define, document, implement and operate repeatable processes;
- Gather requirements on SAP PI and plan/design based on common requirements for IS groups;
- Implement SAP full cycle from blue printing to realization and go-live;
- Identify assumptions, constraints and risks;
- Provide risk mitigation recommendations;
- Implement proactive monitoring and prevention to avoid unplanned outages;
- Liaise with architecture team to ensure PI functional and non-functional requirements are considered (i.e. security, compatibility and maintainability);
- Develop, design, maintain and support SAP PO/PI;
- Design and implement configurations using SAP PO/PI;
- Apply SAP configuration in full implementation cycle from blue printing to realization and go-live, in addition to configuration for maintenance and operations;
- Develop and document SAP functional, business, capability interaction, and/or system requirements specifications;
- Develop and document screen, report and interface requirements;
- Document forms, manuals, programs, data files, and procedures;
- Provide support on daily operational tasks, analysis, diagnosis, recommendation, configuring, and implementation to changes, bugs and emergency fixes; and
- Submit progress or status reports using existing templates or MS Project Server.

5.3.2 ERP Technical Analyst (SAP Portal Expert) – Levels 2 and 3

- Assist in the analysis and design, maintenance and development of the various technical components of the SAP based solutions;
- Identify and recommend integration of components with applications;
- Assist in the identification and planning of activities;
- Identify, monitor and help to resolve issues related to SAP Portal functionality;
- Provide advice and guidance on related training and documentation activities;
- Evaluate solutions or proposed solutions;
- Review current specifications and provide input;
- Prepare portal fit/gap documents;
- Prepare solution design documents;
- Provide recommendations with respect to business architecture;
- Provide demos of the solution to clients on the new project;
- Configure the solution in the Portal and ERP Central Component (ECC) 6.0;
- Prepare test plans and test scenarios;
- Conduct unit and integration testing of the portal functionality;
- Investigate and resolve issues reported during the User Acceptance Testing;
- Configure Homepage Framework;
- Create I views, Pages and Worksets;

- Configure, create and integrate workflow functionality to help resolve issues related to portal development;
- Issue resolution related to SAP Portal functionality;
- Transfer technical knowledge to the project team through individual and group training and demonstrations, written instructions and documents;
- Plan and design integration of various applications and their function calls to conform with SAP Portal;
- Assist with problem solving from an ABAP and Web Dynpro perspective;
- Analyze and make recommendations on issues related to SAP portal Accessibility;
- Investigate alternative way of accomplishing the end result;
- Assist development teams from project initiation through to production implementation in a consultative role, representing both PO and PI; and
- Submit progress or status reports using existing templates and / or MS Project Server.

5.3.3 ERP Technical Analyst (SAP BPC Technical Analyst) – Levels 2 and 3

- Review Business Planning and Consolidation (BPC) features, such as Business Process Flows (BPF), work status and data auditing to ensure features are available;
- Configure Business Warehouse and BPC;
- Monitor and manage EPM / BPC add-ins;
- Review relevant background documents including existing business processes and end-user and policy requirements to ensure alignment between technical and functional outcomes;
- Conduct workshops and prepare the related Blueprint documents relevant to the implementation of new configuration;
- Develop the data governance strategy that includes data steward, data administration and security;
- Map reporting requirements to data available from System landscape (i.e. SAP ECC6, SAP-BW and other sources leveraged by SAP-BPC);
- Design mock-up analysis and visualizations of reports and/or dashboards using real or fictitious data;
- Design BPC activities and its respective financial documentations artefacts;
- Validate desired analytics capabilities and outputs with stakeholders;
- In conjunction with ERP, BW, BPC developers and financial subject matter experts implement analytics solutions using BPC and act as a liaison between the technical team and the business stakeholders;
- Develop processes, roles and responsibilities around ongoing analytics functions
- Conduct training and transfer knowledge ("train the trainer" approach) to stakeholders;
- Assist in the analysis, documentation and cutover of the conversion elements pertaining to the new implementation;
- Facilitate unit and integration testing related to the project to be implemented in the BPC module;
- Analyze business requirements in order to map business processes or requirements to functional specifications;
- Analyze conceptual data models in support of departmental or organizational transformation initiatives (i.e. Integrated Operational Planning);
- Gather and analyze detailed user requirements for the development of new reports;
- Create and update documentation related to system configuration and business processes;
- Review training material; and
- Submit progress or status reports using existing templates and / or MS Project Server.

SAP Basis and Security Support

5.4 A.5. ERP Technical Analyst – Levels 2 and 3

- Provide a comprehensive understanding of the technical capabilities offered by ERP functionality;
- Develop or assist with business and functional requirements, project scope, estimates of effort and duration;
- Translate functional and business requirements into technical requirements;
- Develop and/or manage technical aspects of application software, user interfaces, and third-party components;
- Conduct, assist with, and/or manage unit and system tests; and
- Establish technical standards for the technical framework.

5.4.1 ERP Technical Analyst (SAP Basis Analyst) - Levels 2 and 3

- Assess the technical capabilities offered by SAP facilities;
- Develop or assist with business and functional requirements, project scope, estimates of effort and duration;
- Translate functional and business requirements into technical requirements;
- Perform installation, configuration, administration, upgrades for BOBJ, NetWeaver Portal, BPC, BW, HANA, PO and Solution Manager;
- Configure clustering systems within SAP landscape;
- Provide technical security advice;
- Develop and/or manage technical aspects of application software, user interfaces, and third-party components;
- Conduct, assist with, and/or manage unit and system tests;
- Establish technical standards for the technical framework;
- Administer the SAP data and code bases;
- Perform SAP BASIS design, SAP solutions to achieve defined business goals;
- Maintain SAP applications process design and configuration;
- Perform SAP application design, development, integration, testing and deployment;
- Develop SAP technical architecture; and
- Submit progress or status reports using existing templates or MS Project Server.

5.5 I.10 Technical Architect – Levels 2 and 3

- Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
- Identify policies and requirements that drive out a particular solution;
- Analyze and evaluate alternative technology solutions to meet business problems;
- Ensure the integration of all aspects of technology solutions;
- Evaluate hardware and software relative to their ability to support specified requirements and, by determining potential and actual bottlenecks, and improve system performance through recommended hardware changes; and
- Review computer software systems and data requirements as well as communication and response to needs and determine operating systems and languages needed to support them.

5.5.1 I.10 Technical Architect (SAP Security Specialist) - Levels 2 and 3

- Manage security for the SAP projects and operations;
- Review SAP business processes in an effort to understand the business process and compliance controls (both manual and system controls);
- Provide support in defining security role requirements for the SAP project(s);
- Maintain complete security roles, setup, and security mappings in the SAP systems;

- Maintain complete business roles setup and security mappings in SAP Identity Management system;
- Maintain and upgrade governance, risk and compliance, and identity management systems;
- Assist with SAP implementation projects;
- Advise on SAP compliant identity management security; maintain and expand knowledge base in SAP identity management and governance, risk and compliance;
- Assess general IT control issues such as disaster recovery and change management as they relate to the SAP installations;
- Assess system controls related to financial audits and internal audit reviews;
- Advise on trends and issues in the enterprise compliant, identity management security industry, including current and emerging technologies;
- Advise on implementing process improvement solutions that strengthen accountability and promote effective risk management;
- Participate in SAP implementation projects. This includes identifying and designing effective controls related to information technology operations, business processes, security, and data integrity for the SAP applications enterprise-wide; and
- Submit progress or status reports using existing templates or MS Project Server.

5.5.2 I.10 Technical Architect (SAP Security Specialist - governance, risk and compliance (GRC)) – Levels 2 and 3

- Assess the technical capabilities offered by SAP facilities;
- Develop or assist with business and functional requirements, project scope, estimates of effort and duration;
- Translate functional and business requirements into technical requirements;
- Develop and/or manage technical aspects of application software, user interfaces, and third-party components;
- Conduct, assist with, and/or manage unit and system tests;
- Establish technical standards for the technical framework.
- Provide advice, analysis, configuration, implementation, problem resolution, and unit testing in regards to SAP Security and Authorizations including Portal Content roles, BI and SAP Business Objects access levels and analysis authorizations, and standard SAP ECC 6.0 (or greater) security functions;
- Plan, design, configure, and implement security strategy;
- Gather requirements, plan, design, configure and implement security roles and authorizations;
- Evaluate SAP security approach and apply established technical/security standards to define GRC strategy;
- Gather business requirements, conduct fit/gap analysis, define security blueprint and develop functional specifications for GRC tool implementation;
- Implement Governance Risk and Compliance tool including designing and/or coordinating the design (generate the requirements) of effective and efficient mitigating controls for GRC to address conflicts and risks;
- Remediate Segregation of Duties (SoD) conflicts using GRC tools including:
 - a. Defining control objectives;
 - b. Identifying and assessing risk;
 - c. Implementing mitigating controls; and
 - d. Reducing and/or eliminating SoD conflicts.
- Configure/use SAP standard auditing and tracing tools along with the implemented GRC solutions;
- Develop annual audit plans based on risk assessment encompassing the entire internal and external business environment;
- Support and/or co-ordinate internal/external audit activities;
- Prepare blueprint and conduct impact assessment for Security & Authorizations (SA) related changes;

- Review adequacy of custom designed controls and associated SAP configuration;
- Prepare reports and documentation to identify key strengths, control gaps, inherent risks and provide recommendations to address identified risks and control weakness; and
- Submit progress or status reports using existing templates or MS Project Server.

5.5.3 I.10 Technical Architect (SAP Solution Architect) – Levels 2 and 3

- Conduct architecture reviews and provide technical leadership to drive the business and IT value;
- Assist and support senior management on business side to create a road map for SAP implementation of new components and for improving existing components;
- Provide guidance on the consolidation of applications into an SAP platform;
- Provide guidance on the implementation of Solution Manager;
- Provide guidance on managing upgrades, support/enhancement packs to the SAP application, implementation and roll-out activities;
- Provide advice on how to increase the overall throughput by optimizing priorities and resource loading to enable the delivery of multiple projects and at the same time increasing the ability to respond quickly to ever changing business priorities fueled by the business growth;
- Execute software builds and code releases, in support of the software development lifecycle;
- Carry-out assessments and analysis of current state based on industry standards;
- Document best practices (for example: version control, unit testing);
- Document implemented features and other technical information (e.g. design, changes concerning the software, tests);
- Undertake architecture reviews to drive the business and IT value;
- Develop road map for the consolidation of applications into an SAP platform;
- Develop risk mitigation measures for programs within the SAP landscape;
- Manage or execute specific project deliverables and scopes to ensure project schedules & timelines are respected;
- Articulate proposed solutions in technology terms and demonstrate solution effectiveness in meeting technology needs;
- Provide for and ensure systems integration across suite of core application platforms;
- Plan, manage and develop detailed analysis and design of IT solutions;
- Identify and implement continuous improvement opportunities that are enabled by SAP functionality and related bolt-on applications; and
- Have an understanding of the functionality of other SAP modules and their integration points with SAP.

5.5.4 I.10 Technical Architect (SAP Technical Architect) – Levels 2 and 3

- Develop, maintain and update documentation of technical requirements, specifications and design documents;
- Perform requirements gathering;
- Develop, maintain and update business and functional requirements;
- Provide input to project scope, estimates of effort and duration;
- Translate functional and business requirements into technical requirements;
- Develop technical standards for the technical framework;
- Maintain and support SAP data and code bases;
- Design and implement SAP Solutions from within Solution Manager;
- Integrate and test SAP Solution Manager solutions;
- Develop SAP technical architecture;
- Manage or execute specific project deliverable and scope to ensure project schedules & timelines are respected;
- Articulate proposed solutions in technology terms and demonstrate solution effectiveness in meeting technology needs;
- Provide for and ensure systems integration across suite of core application platforms;

- Plan, manage and perform the activities related to detailed analysis and design of IT solutions;
- Identify and implement continuous improvement opportunities that are enabled by SAP functionality and related bolt-on applications;
- Align and provide for the functionality of other SAP modules and their integration points with SAP; and
- Develop activity profiles and scripts, standard operating procedures and related documentation.

Project Support

5.6 I.6 Network Analyst – Level 3

- Prepare implementation plans for particular technologies;
- Install and monitor particular facets of technology;
- Configure and optimize technical installations;
- Troubleshoot, and respond to user problems; and
- Maintain up to date knowledge of particular technologies and products supporting that technology and apprise TBS of developments relevant to their tasking.

5.6.1 I.6 Network Analyst (SAP Infrastructure Specialist) – Level 3

- Implement SAP server infrastructure and environment hardware/software OS/VM releases, OS/VM upgrades & OS/VM patches;
- Assist in defining requirements for the implementation including server infrastructure and hardware/software platform along with the environments;
- Provide expert advice related to the internal workings of systems' infrastructure and environment;
- Configure, monitor, tune, and troubleshoot the SAP server infrastructure environment;
- Install, upgrade, and maintain SAP server OS/VM infrastructure;
- Document and update the existing SAP server OS/VM and networking environments;
- Introduce technical changes or configuration into the environment to maintain reliability, availability and performance of the SAP OS/VM infrastructure landscape;
- Administer the SAP infrastructure including:
 - Plan and perform server OS/VM patch upgrades,
 - Apply server OS/VM and firewall maintenance,
 - Assist in the Design and maintain physical network layout,
 - Design and implement backup and restore strategy,
 - Maintain network and firewall security,
 - Administer network performance,
 - Manage server storage,
 - Undertake server, firewall and network problem determination and resolution
- Plan and Implement SAP server OS/VM upgrades;
- Develop and maintain system documentation for all SAP OS/VM/ Backup environments;
- Develop and maintain zoning architecture;
- Document firewall flows for all SAP environments; and
- Maintain all VPN appliance connections.

5.7 Project Executive (Senior Project Lead) - Level 3

- Provide project management, governance and oversight for large, complex IM/IT projects;
- Prepare project status reports and briefing material for senior management;
- Prepare Project Charter, Project Management Plan and Project Schedule;
- Manage project activities and resources in Microsoft Project Server and/or SAP Solution Manager;
- Develop Certification and Accreditation Plan;
- Identify project risks and the corresponding impacts and triggers;
- Prepare risk mitigation strategies and action plans;

- Ensure document controls are in place for all project artifacts;
- Lead regular project meetings with IMTD technical resources to plan work activities and ensure work remains within scope and on schedule;
- Chair or facilitate meetings with project sponsors and stakeholders;
- Ensure all project activities follow the Information Management and Technology Directorate (IMTD) Gating Model;
- Receive, assess and track all change requests submitted;
- Analyze and review business requirement documents and/or functional requirements for accuracy and completeness;
- Maintain change requests (CRs) backlog in the IMTD issue tracking system and ensure CRs are closed following deployment to production;
- Plan and coordinate requirements gathering, technical analysis, solution development, testing and deployment activities for the following components:
 - SAP BW;
 - SAP ECC;
 - Data services; and
 - Business Objects (BOBJ).
- Plan release content and schedules in consultation with business client and IMTD resources;
- Ensure project activities adhere to IMTD Change Management (CM) and Release Management (RM) processes;
- Ensure application changes are documented including design tasks, server configuration changes, and reports creation;
- Lead regular meetings with project team and stakeholders to plan work activities and ensure work remains within scope and on schedule;
- Liaise with Quality Assurance (QA) and business resources to ensure adequate test coverage;
- Liaise with Functional Managers to ensure resources with necessary skill sets are available;
- Identify tasks, activities and deliverables and resource capacity needed to meet project objectives and timelines;
- Provide updated documents, templates, tools and processes related to new releases of the applications;
- Prepare and submit weekly Project Status reports; and
- Provide operational support for the deployment of changes to Production during Go-Live or for maintenance releases.

5.8 Project Leader (Release Management and Project Lead) – Level 3

- Receive, assess and track all change requests submitted;
- Analyze and review business requirement documents and/or functional requirements for accuracy and completeness;
- Maintain change requests (CRs) backlog in the IMTD issue tracking system and ensure CRs are closed following deployment to production;
- Plan and coordinate requirements gathering, technical analysis, solution development, testing and deployment activities for the following components:
 - SAP ERP Central Component (ECC);
 - SAP Business Intelligence (BI);
 - SAP Business Objects (BOBJ);
 - .NET applications;
 - SQL scripts;
 - SAP HANA; and
 - S/4 HANA.
- Plan release content and schedules in consultation with business client and IMTD resources;
- Ensure project activities adhere to IMTD Change Management (CM) and Release Management (RM) processes;
- Ensure application changes are documented including design tasks, server configuration changes, and reports creation;

- Lead regular meetings with project team and stakeholders to plan work activities and ensure work remains within scope and on schedule;
- Liaise with QA and business resources to ensure adequate test coverage;
- Liaise with Functional Managers to ensure resources with necessary skill sets are available;
- Identify tasks, activities and deliverables and resource capacity needed to meet project objectives and timelines;
- Provide updated documents, templates, tools and processes related to new releases of the applications;
- Prepare and submit weekly Project Status reports; and
- Provide operational support for the deployment of changes to Production during Go-Live or for maintenance releases.

6.0 DELIVERABLES

The Contractor must provide the following deliverables as specified in the Task Authorization, which include, but are not limited to:

Deliverables - SAP Business Planning and Consolidation and Functional Support

6.1 A.2 ERP Functional Analyst – Levels 2 and 3

6.1.1 ERP Functional Analyst (SAP Functional Analyst) – Levels 2 and 3

- Technical specifications for ABAP programs, functional modules, reports, and dashboards;
- Functional configuration that meets client requirements and passes QA functional, regression and user acceptance testing;
- Functional Requirements or Technical Specifications for all assigned change requests;
- Business requirements documents and solutions;
- Defect reports or proposed change requests outlining required changes resulting from analysis activities;
- Updated technical documents;
- Reports on methods and procedures; and
- Progress or status reports.

6.2 A.3. ERP Programmer Analyst – Levels 2 and 3

6.2.1 ERP Programmer Analyst (ABAP Programmer) – Levels 2 and 3

- Functional, business, and system interface, or capability interaction;
- Screen, report and interface;
- Bug resolutions;
- Methods, extracts, configuration, universes, info cubes and procedures design and code for computer systems, and sub-systems of larger systems;
- Documentation of
 - Functional, business, technical requirements, specifications and design documents;
 - Forms, manuals, programs, data files, and procedures;
 - Configuration, problem resolution, and unit testing of programs, functions, modules, expert routines and custom programs SAP integration architecture; and
- Progress or status reports.

6.2.2 ERP Programmer Analyst (Fiori Programmer) – Levels 2 and 3

- Documentation of bug resolutions, functional, business, technical requirements, specifications and design documents;
- Screens, reports and interfaces;
- Front-end components;
- Functional, business, and system interface or capability interaction;

- Forms, manuals, programs, data files, and procedures;
- Advice, analysis, configuration, problem resolution, and unit testing in regards to programs, functions, modules, expert routines and custom programs SAP integration architecture; and
- Progress or status reports.

6.3 A.5. ERP Technical Analyst – Levels 2 and 3

6.3.1 ERP Technical Analyst (SAP Process Orchestration (PO) Integration (PI) Specialist) - Levels 2 and 3

- List of processes or actions to be taken based on traces, and logs from error reports;
- Recommendations for improvement opportunities following established service development best practices;
- SAP PO/PI design
- Functional, business and system requirements specifications;
- Report and interface requirements;
- Functional, business, and system interface or capability interaction;
- Forms, manuals, programs, data files, and procedures;
- Analysis, diagnosis, recommendation, configuration, and implementation to changes, bugs and emergency fixes;
- Requirements definition and design documents; and.
- Progress or status reports.

6.3.2 ERP Technical Analyst (SAP Portal Expert) – Levels 2 and 3

- Completed Change Requests (including associated documentation such as specifications and correspondence on production issues as per tasks listed above);
- Portal fit/gap documents;
- Solution design documents;
- Recommendations with respect to business architecture;
- Demos of the solution to clients on the new project;
- Configuration of solutions in the Portal and ECC 6.0 (or greater);
- Test plans and test scenarios;
- Testing of the portal functionality;
- Configuration of Homepage Framework;
- I views, Pages and Worksets;
- Configuration and integration of workflow functionality and to help resolve issues related to portal development;
- Knowledge transfer through individual and group training and demonstrations, written instructions and documents;
- Integration plans and designs for various applications and their function calls to conform with SAP Portal; and
- Submit progress or status reports using existing templates or MS Project Server.

6.3.3 ERP Technical Analyst (SAP BPC Technical Analyst) – Levels 2 and 3

- Implement SAP cubes as requested;
- Implement unified planning model;
- Recommendations for BPC features as it pertains to the environment;
- Configuration of Business Warehouse and BPC;
- Workshops and related Blueprint documents relevant to the implementation of new configuration;
- Data governance strategy that includes data steward, data administration and security;

- Maps of reporting requirements to data available from System landscape (i.e. SAP ECC6, SAP-BW and other sources leveraged by SAP-BPC);
- Mock-up analysis and visualizations of reports and/or dashboards using real or fictitious data;
- BPC Business Process Flows (BPF), activities and its respective financial documentations artefacts;
- Validation of desired analytics capabilities and outputs with stakeholders;
- Implementation of analytics solutions using BPC;
- Processes, roles and responsibilities around ongoing analytics functions
- Analysis, documentation and cutover of the conversion elements pertaining to the new implementation;
- Map of business processes or requirements to functional specifications;
- Conceptual data models in support of departmental or organizational transformation initiatives
- Reports;
- Documents or updates to documents related to system configuration and business processes; and
- Progress or status reports.

Deliverables – SAP Basis and Security Support

6.4 A.5. ERP Technical Analyst – Levels 2 and 3

6.4.1 ERP Technical Analyst (SAP Basis Analyst) - Levels 2 and 3

- Documentation of bug resolutions, functional, business, technical requirements, specifications and design documents;
- Business and functional requirements, project scope, estimates of effort and duration;
- Translated functional and business requirements into technical requirements;
- Technical standards for the technical framework;
- SAP data and code bases;
- Implemented and deployed SAP Solutions from within Solution Manager;
- Integrated and tested solution within SAP Solution Manager;
- SAP technical architecture;
- Assessment of the technical capabilities offered by SAP facilities;
- Advice on technical security;
- Reports on technical aspects of application software, user interfaces, and third-party components;
- Unit and system tests;
- SAP BASIS design, SAP solutions to achieve defined business goals;
- SAP applications process design and configuration;
- SAP application design, development, integration, testing, bug resolution and deployment; and
- Progress or status reports using existing templates or MS Project Server.

6.5 I.10 Technical Architect – Levels 2 and 3

6.5.1 Technical Architect (SAP Security Specialist) – Levels 2 and 3

- Security strategy;
- Security roles and authorizations;
- Reports on SAP Security Controls;
- Identification of SAP environment Security breaches;
- Audits of SAP Security;
- Documentation of technical requirements, specifications and design documents;

- Business and functional requirements, project scope, estimates of effort and duration;
- Translated functional and business requirements into technical requirements;
- Technical standards for the technical framework;
- SAP data and code bases;
- Design documents for SAP Solutions from within Solution Manager;
- Integrated and tested SAP Solution Manager solutions;
- SAP technical architecture designs; and
- Progress or status reports using existing templates or MS Project Server.

6.5.2 Technical Architect (SAP Security Specialist – governance, risk and compliance (GCR)) – Levels 2 and 3.

- Assessment and analysis of current state based on industry standards;
- Control objectives that fit to client requirements yet still adhere to government standards (business and functional requirements, project scope, estimates of effort and duration);
- GRC Suite based on government requirements today with considerations for tomorrow;
- Sessions and workshops to promote the understanding of Governance, Risk and Compliance;
- Procedures to remain compliant and eliminate current and future SoD issues;
- Risk identification and mitigation through monitoring and peer review;
- Annual review of GRC controls plan;
- Deliver all GRC associated documentation with regards to GRC Configuration, Mitigating controls as well as Ruleset versioning; and
- Translated technical requirements from functional and business requirements.

6.5.3 Technical Architect (SAP Solution Architect) Levels 2 and 3

- Executed software builds and code releases in support of the software development lifecycle;
- Assessment and analysis of current state based on industry standards;
- Documented best practices (for example: version control, unit testing);
- Documented implemented features and other technical information (e.g., design, changes concerning the software, tests);
- Architecture review to drive the business and IT value;
- Road map for the consolidation of applications into an SAP platform;
- Risk mitigation measures for programs within the SAP landscape;
- Documented proposed solutions to ensure systems integration across suite of core application platforms;
- Detailed analysis and design of IT solutions; and
- Identification and implementation of improvement opportunities that are enabled by SAP functionality and related bolt-on applications.

6.5.4 Technical Architect (SAP Technical Architect) Levels 2 and 3

- Documentation of technical requirements, specifications and design documents;
- Business and functional requirements, project scope, estimates of effort and duration;
- Translated functional and business requirements into technical requirements;
- Technical standards for the technical framework;
- SAP data and code bases;
- Design documents for SAP Solutions from within Solution Manager;
- Integrated and tested SAP Solution Manager solutions; and
- SAP technical architecture designs.

Deliverables – Project Support

6.6 I.6 Network Analyst – Level 3

6.6.1 I.6 Network Analyst (SAP Infrastructure Specialist) – Level 3

- SAP server infrastructure and environment hardware/software releases, upgrades & patches;
- Server infrastructure and environment hardware/software requirements;
- Systems infrastructure and environment documentation;
- Configuration, monitoring, tuning, and troubleshooting documentation of the SAP server infrastructure environment;
- Documentation of installation, upgrade, and maintenance of SAP server infrastructure;
- Design documentation of networking interfaces and firewalls between SAP and external systems;
- SAP server and networking environment documents;
- SAP infrastructure landscape reliability, availability and performance reports;
- SAP database server and application server monitoring reports;
- Server patch upgrades;
- Server and firewall maintenance reports;
- Physical network design document;
- Backup and restore strategy document;
- Network and firewall security report;
- Network performance report;
- Server storage report;
- Server, firewall and network problem determination and resolution reports;
- SAP server upgrade plans;
- SAP system documentation;
- Zoning architecture design document;
- Documented firewall flows for all SAP environments;
- VPN appliance connections; and
- Progress or status reports.

6.7 P.5 Project Executive - Level 3

6.7.1 Senior Project Leader – Level 3

- Project Charter;
- Project Management Plan;
- Project Schedule (in MS Project Server and/or Solution Manager);
- Documented tasks, activities and deliverables and resource capacity needed to meet project objectives and timelines;
- Project Status (In MS Project Server and/or Solution Manager);
- Risk assessments, mitigation strategy and action plans;
- Detailed cost estimates;
- Project Change requests;
- Application Releases deployed to QA, UAT & Production environments – as scheduled through the RM process;
- Updates and clarifications to existing documentation and guidance to the applications teams as scheduled through the RM process;
- Documented changes to the TBS environments including all activities such as design tasks, configuration changes, and creating reports – as scheduled through the RM process;
- High level estimates of the level of effort to further changes and enhancements within 5 business days of request;
- Updated documents, templates, tools and processes for each new releases are complete

- Project Status reports – weekly;
- Release Plans, release schedules, release content list and documented client sign-off for all release deployments; and
- Up to date backlog list of change requests maintained in the IMTD issue tracking system.

6.8 P.8 Project Leader – Level 3

6.8.1 Project Leader (Release Management and Project Lead) – Level 3

- Application Releases deployed to QA, UAT & Production environments Updates and clarifications to existing documentation and guidance to the applications teams;
- Documented changes to the TBS environments including all activities such as design tasks, configuration changes, and creating reports –High level estimates of the level of effort to further changes and enhancements Updated documents, templates, tools and processes for each new release are complete;
- Documented tasks, activities and deliverables and resource capacity needed to meet project objectives and timelines;
- Project Status reports;
- Release Plans, release schedules, release content list and documented client sign-off for all release deployments; and
- Up to date backlog list of change requests maintained in the IMTD issue tracking system.

7.0 LOCATION OF WORK

During the Covid-19 pandemic period off site work and hours of work will be subject to departmental and government wide direction. The intent is for the majority of the work to be performed on site at TBS offices located in the National Capital Region while remote access may be permitted or required at the manager's discretion. Each Task Authorization will identify the work location(s). In the cases where the work is performed remotely, the resource(s) must be available for teleconference.

8.0 CONSTRAINTS

On-site work should be carried out at TBS's facilities in Ottawa Ontario, and should be carried out during normal business hours from Monday to Friday, between the hours of 7:00am and 17:30pm

On occasion, the resources might be required to work outside the regular business hours. Work outside the regular business hours must be authorized and approved by the Technical Authority.

Contractor personnel must provide electronically prepared materials to TBS using the following software applications, compatible with versions used by TBS:

- MS-Office
- MS-Project
- Visio

TBS will provide feedback on draft provided after receipt.

9.0 TBS SUPPORT

As required to perform the contract work, TBS will endeavour to provide Contractor personnel with:

- i. Access to the client work premises during core office hours;
- ii. Relevant internal documentation;
- iii. Office space and computer;
- iv. MyKey for application access and remote access via a TBS issued laptop and all required project documentation;
- v. Public Service knowledge base including access to various tools required; and
- vi. Software and licenses required to access the departmental IT systems necessary to perform the work will be provided by the Government of Canada.

10.0 TRAVEL REQUIREMENTS

There are no anticipated travel requirements expected in the conduct of the work.

11.0 LANGUAGE

The language profile of the required resources expected in the conduct of the work will vary from fluently bilingual or unilingual English or French. Each TA will specify the language requirements.

12.0 ACCESSIBILITY

TBS's on-site work location offers barrier-free access to, and use of, its facilities, including building entrances, elevators, washrooms, and signage.

TBS's standards for internal and external facing applications maintain adherence to WCGAC Standards [i.e. Web Content Accessibility Guidelines developed by the World Wide Web Consortium (W3C)]

13.0 DEFINITIONS

A Full Life Cycle refers to the entire process of planning, creating, testing and deploying of a software application solution.

A reporting solution allows users to analyze data from single or multiple data sources and make informed business decisions and provides the ability to plan for implementation including sizing, scoping, high availability and disaster recovery strategy Data Management

Accessibility is defined as removing any barriers for people with disabilities to be able to view/consume the contents of the page

Administering is defined as performing the upkeep, maintenance and configuration of a system to ensure its reliable operation.

Analysis is defined as a detailed examination of the elements or structure of something.

An IT-enabled project is a project that has an Information Technology component which is critical to achieving the intended business outcomes.

Basis is the install, configuration and daily operations of the administration of the SAP systems.

BOBJ – Business Object

BW – Business Warehouse

Complex (data) is defined as environments where more than three (3) unique data sets exist and a multi sourced universe was used to combine these data sets.

Complex Project is defined as a master project comprised of sub projects with the following classification or characteristics:

Classification of IM/IT Projects - *Basis for Classification*

The complexity of IM/IT Procurement Projects³ relates to the overall level of risk. Risk areas include:

- Risks related to the nature of the project characteristics;
- Strategic Management risks – degree of alignment to an organization's investment plan;
- Procurement risks;
- HR risks;
- Business risks;
- Project Management Integration Risks; &
- Project requirements risks.

Project Characteristics

Evolutionary

- Introduce change, new capabilities & usually have extensive scope
- Scope spans programs and/or agencies
- IM/IT represents significant component of work
- Substantial change to business process, staff, clients & IT
- Disciplined skills required

Transformational

- Horizontal (multi-departmental, multi-agency, multi-jurisdictions)
- Extensive capability required
- Dramatic impact on the organization(s)
- Serious consequences of risks

Configuration is defined as an arrangement of parts or elements in a particular form, figure, or combination as they relate to the arrangement or set-up of the hardware and software that enable the system/application to perform for its intended use based on given requirements.

Design/Designing is defined as developing and configuring the structural design of shared information environments.

Development/Developing is defined as the process to analyze, design, code, test, and release elements whose purpose is to ensure that a conformant system satisfies a specified set of requirements.

Full SAP implementation is defined as installing software properly in its environment, including configuration, running, testing and documentation of all components required.

Implemented is defined as installing Business Planning and Consolidation (BPC) properly in its environment, including configuration, running, testing and documentation of all components required.

Implementing is defined as installing software properly in its environment, including configuration, running, testing and documentation of all components required.

Inbound/Outbound means inputting to or pulling out from SAP to another system.

Integration aspects are defined as configuring the systems to work within a portal.

³ Source Treasury Board Secretariat (TBS) Project Complexity and Risk Assessment Tool

Monitoring is defined as ensuring application security compliance.

Multi-stakeholder environment is defined as a group(s) that has an investment, share, or interest in the project or business.

Planning is defined as the process of identifying the goals or objectives and formulating the strategies to achieve them.

Post go-live fixes includes trouble-shooting, diagnosis and problem resolution.

Problem resolution is defined as systematic search for the source of a problem so that it can be solved.

Strategic projects are a systematic process of envisioning a desired future, and translating long term goals into broadly defined goals or objectives and a sequence of steps to achieve them.

Testing is defined as postproduction of the application functions as per established requirements.

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 2 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.
2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
 - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
 - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
 - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
 - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which

activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

Solicitation Number:
24062-200609/A

Amendment Number:

Buyer ID:
606EL

**APPENDIX B TO ANNEX A
TASK AUTHORIZATION FORM**

(See attached)

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

For the purposes of the technical evaluation, “combined experience” is defined as all the listed activities within the criterion are demonstrated during the specified timeframe for the total minimum duration requirement, but not necessarily all the activities have the same number of months in duration.

Definitions: The Contractor will find a series of definitions that apply to the entirety of the requirement in Annex A, Statement of Work, Section 13. Please refer to the definitions in that section for words shown in bold and italic in this Appendix.

1.0 Mandatory Resource Assessment Criteria:

SAP Business Planning and Consolidation and Functional Support

1. A.2 ERP Functional Analyst - SAP Functional Analyst – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience as an SAP Functional Analyst performing at least three (3) of the following four (4) tasks): <ul style="list-style-type: none">• Develop and document functional, business, and/or system requirements specifications• Develop and document screen, report and interface requirements• Develop functional, business, or system interface or capability interaction• Gather and analyze information to establish the functional needs of an SAP system or project	
M2	The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of combined experience* in providing support including analysis, configuration, problem resolution, testing and post go-live fixes in at least two (2) of the following modules: <ul style="list-style-type: none">• Funds Management (FM)	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> • Financial Accounting (FI) • Controlling (CO) • Material Management (MM) • Special Purpose Ledger (SPL) • Salary Forecasting Tool (SFT) • Business Planning and Consolidation (BPC) <p>For the experience to qualify, the Contractor must demonstrate that the proposed resource has performed all four (4) support activities: (analysis, configuration, problem resolution and testing) in the same module.</p> <p>*Overlapping projects will be accepted provided each project meets the criterion.</p>	
M3	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of two (2) projects* where the proposed resource provided SAP Business Planning and Consolidation (BPC) functional support including all of the following areas:</p> <ul style="list-style-type: none"> i. analysis, ii. configuration, iii. testing iv. post go-live fixes. <p>* To qualify, the resource must have worked on the referenced projects for a minimum of four (4) consecutive months.</p>	

1a. A.2 ERP Functional Analyst - SAP Functional Analyst – Level 2

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of experiences as an SAP Functional Analyst performing at least three (3) out of the following 4 tasks:</p> <ul style="list-style-type: none"> 1) Develop and document functional, business, and/or system requirements specifications 2) Develop and document screen, report and interface requirements 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	3) Develop functional, business, or system interface or capability interaction 4) Gather and analyze information to establish the functional needs of an SAP system or project	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of combined experience in providing functional support including all of the following areas:</p> <ul style="list-style-type: none"> i. analysis for SAP ECC ii. configuration for A SAP ECC iii. testing for SAP ECC and iv. post go-live fixes for SAP ECC <p>In any one of the following modules:</p> <ul style="list-style-type: none"> • Funds Management (FM) • Financial Accounting (FI) • Controlling (CO) 	
M3	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of two (2) projects* where the proposed resource provided SAP Business Planning and Consolidation (BPC) functional support including all of the following areas:</p> <ul style="list-style-type: none"> i. analysis, ii. configuration, iii. testing iv. post go-live fixes. <p>* To qualify, the resource must have worked on the referenced projects for a minimum of four (4) consecutive months.</p>	

2. A.3 ERP Programmer Analyst - ABAP Programmer – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience* as an SAP ABAP developer performing the following tasks:</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> Develop low-level detailed requirements, ABAP programming, and systems development of SAP Systems SAP System testing and implementation 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of combined experience* developing SAP systems using both of the following:</p> <ul style="list-style-type: none"> i. ABAP objects programming techniques ii. Object oriented programming techniques 	
M3	<p>The Contractor must demonstrate that the proposed resource has a minimum of eighty-four (84) months of experience developing SAP systems in SAP version ECC 6.0 or higher.</p>	
M4	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of combined experience as an ABAP developer performing both of the following:</p> <ul style="list-style-type: none"> i. Planning inbound/outbound SAP interfaces. ii. Developing inbound/outbound SAP interfaces. 	

2a. ERP Programmer Analyst - ABAP Programmer – Level 2

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of experience as an SAP ABAP developer performing the following tasks:</p> <ul style="list-style-type: none"> Develop low-level detailed requirements, ABAP programming, and systems development of SAP Systems SAP System testing and implementation 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of thirty-six (36) months of</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	combined experience* developing SAP systems using both of the following: <ul style="list-style-type: none"> i. ABAP objects programming techniques ii. Object oriented programming techniques 	
M3	The Contractor must demonstrate that the proposed resource has a minimum of thirty-six (36) months experience* developing SAP systems in SAP version ECC 6.0 or higher.	

3. ERP Programmer Analyst - Fiori Programmer – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of combined experience as an ERP Programmer Analyst performing the following tasks: <ul style="list-style-type: none"> • Developing low-level detailed requirements, programming, and systems development of SAP ERP Systems; and • Performing SAP System testing and implementation 	
M2	The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of combined experience* developing SAP systems using one or both of the following: <ul style="list-style-type: none"> i. SAP Application Development technologies ii. Object oriented programming techniques 	
M3	The Contractor must demonstrate that the proposed resource has worked on a minimum of two (2) projects* where the proposed resource was conducting SAP Fiori / SAP UI5 Application development for external-facing applications/interfaces. <p>* For the purpose of this criterion, a project is defined as an initiative/tile that was implemented from start to finish.</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M4	<p>The Contractor must demonstrate that the proposed resource has worked on at least one (1) project* where the proposed resource was conducting SAP Fiori / SAP UI5 Application development for a mobile service (i.e. Blackberry, etc.) Fiori application.</p> <p>* For the purpose of this criterion, a project is defined as an initiative/tile that was implemented from start to finish.</p>	

3a. A.3 ERP Programmer Analyst - Fiori Programmer – Level 2

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of combined experience as an ERP Programmer Analyst performing the following tasks:</p> <ul style="list-style-type: none"> Developing low-level detailed requirements, programming, and systems development of SAP ERP Systems; and Performing SAP System testing and implementation 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty months (60) months of combined experience* developing SAP systems using one or both of the following:</p> <ul style="list-style-type: none"> i. SAP Application Development technologies ii. Object oriented programming techniques 	
M3	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of two (2) projects* where the proposed resource was conducting SAP Fiori / SAP UI5 Application development for external-facing applications/interfaces.</p> <p>* For the purpose of this criterion, a project is defined as an initiative/tile that was implemented from start to finish.</p>	

4. **A.5. ERP Technical Analyst – SAP Process Orchestration (PO) / Process Integration (PI)
Specialist Level 3**

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience as an ERP Technical Analyst performing at least 4 out of the following 5 tasks:</p> <ol style="list-style-type: none"> 1. Develop or assist with business and functional SAP requirements, project scope, estimates of effort and duration 2. Translate SAP functional and business requirements into technical requirements 3. Develop and manage SAP technical aspects of application software, user interfaces, and third-party components 4. Conduct, assist with, and manage unit and system tests 5. Establish technical standards for the technical framework 	
M2	<p>The Contractor must demonstrate that the proposed resource has twelve (12) months of combined experience working with SAP Process Orchestration performing all of the following tasks:</p> <ol style="list-style-type: none"> i. Identifying requirements ii. Gathering requirements iii. Defining requirements iv. Implementing requirements 	
M3	<p>The Contractor must demonstrate that the proposed resource has a minimum of eighteen (18) months of combined experience providing support in SAP Process Orchestration (PO) where the resource performed all of the following tasks:</p> <ol style="list-style-type: none"> i. Analysis ii. Configuration iii. Problem resolution iv. Testing 	
M4	<p>The Contractor must demonstrate that the proposed resource has a minimum of eighteen (18) months of combined experience providing support in SAP Process</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<p>Integration (PI) where the resource performed all of the following tasks:</p> <ul style="list-style-type: none"> i. Analysis ii. Configuration iii. Problem resolution iv. Testing 	

4a. A.5. ERP Technical Analyst – SAP Process Orchestration (PO) / Process Integration (PI) Specialist Level 2

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty months (60) months of experience as an ERP Technical Analyst performing at least four (4) out of the following 5 tasks:</p> <ul style="list-style-type: none"> 1. Develop or assist with business and functional SAP requirements, project scope, estimates of effort and duration 2. Translate SAP functional and business requirements into technical requirements 3. Develop and manage SAP technical aspects of application software, user interfaces, and third-party components 4. Conduct, assist with, and manage unit and system tests 5. Establish technical standards for the technical framework 	
M2	<p>The Contractor must demonstrate that the proposed resource has twelve (12) months of combined experience working with SAP Process Orchestration performing all of the following:</p> <ul style="list-style-type: none"> i. Identifying requirements ii. Gathering requirements iii. Defining requirements iv. Implementing requirements 	
M3	<p>The Contractor must demonstrate that the proposed resource has a minimum of six (6) months of combined</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<p>experience* providing support in SAP Process Orchestration (PO) where the resource performed all of the following:</p> <ul style="list-style-type: none"> i. Analysis ii. Configuration iii. Problem resolution iv. Testing 	
M4	<p>The Contractor must demonstrate that the proposed resource has a minimum of six (6) months of combined experience providing support in SAP Process Integration (PI) where the resource performed all of the following:</p> <ul style="list-style-type: none"> i. Analysis ii. Configuration iii. Problem resolution iv. Testing 	

5. **A.5. ERP Technical Analyst – SAP Portal Expert Level 3**

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience as an SAP Technical Analyst performing the following tasks:</p> <ul style="list-style-type: none"> • Develop or assist with business and functional SAP requirements, project scope, estimates of effort and duration • Translate SAP functional and business requirements into technical requirements • Develop and manage SAP technical aspects of application software, user interfaces, and third-party components 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of combined experience in one or both of the following:</p> <ul style="list-style-type: none"> i. the implementation of the SAP enterprise portal. ii. the upgrade of the SAP enterprise portal. 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	*Overlapping projects will be accepted provided each project meets the criterion.	
M3	The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of combined experience in the integration of the Portal SAP Business packages within the SAP/ERP such as FI, FM, MM, HR, Invoicing, SAP BI.	
M4	The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of experience in the technical system configuration (tools, methods, preconfigured contents, etc.) of the SAP NetWeaver Portal.	
M5	The Contractor must demonstrate that the proposed resource has a minimum of twelve (12) months of experience in SAP Accessibility Improvements to the look and feel of the SAP NetWeaver portal.	

5a. A.5. ERP Technical Analyst – SAP Portal Expert Level 2

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of experience as an SAP Technical Analyst performing all of the following tasks:</p> <ul style="list-style-type: none"> • Develop or assist with business and functional SAP requirements, project scope, estimates of effort and duration • Translate SAP functional and business requirements into technical requirements • Develop and manage SAP technical aspects of application software, user interfaces, and third-party components 	
M2	The Contractor must demonstrate that the proposed resource has a minimum of thirty-sixty (36) months of combined experience* in one or both of the following:	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	i. the implementation of the SAP enterprise portal. ii. the upgrade of the SAP enterprise portal. *Overlapping projects will be accepted provided each project meets the criterion.	
M3	The Contractor must demonstrate that the proposed resource has a minimum of thirty-sixty (36) months of experience in the integration of the Portal SAP Business packages within the SAP/ERP such as FI, FM, MM, HR, Invoicing, SAP BI.	
M4	The Contractor must demonstrate that the proposed resource has a minimum of thirty-six (36) months of experience in the technical system configuration (tools, methods and preconfigured contents) of the SAP NetWeaver Portal.	
M5	The Contractor must demonstrate that the proposed resource has a minimum of six (6) months of experience in SAP Accessibility Improvements to the look and feel of the SAP NetWeaver portal.	

6. A.5. ERP Technical Analyst – SAP BPC Technical Analyst Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months experience as an SAP Technical Analyst performing at least 4 out of the following 5 tasks: <ol style="list-style-type: none"> 1. Develop or assist with business and functional requirements, project scope, estimates of effort and duration 2. Translate functional and business requirements into technical requirements 3. Develop or manage technical aspects of application software, user interfaces, and third-party components 4. Conduct, assist with, and manage unit and system tests 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	5. Establish technical standards for the technical framework	
M2	<p>The Contractor must demonstrate that the proposed resource has implemented Business Planning and Consolidation (BPC) on at least two (2) projects*.</p> <p>*For the purpose of this criterion, a project is defined as having a minimum duration of four (4) months.</p>	
M3	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of two (2) projects* where the resource performed all of the following on each project:</p> <ul style="list-style-type: none"> i. analyzed business requirements in order to map business processes or requirements to functional specifications; and ii. analyzed conceptual data models in support of departmental or organizational transformation initiatives (i.e. Integrated Operational Planning). <p>* For the purpose of this criterion, a project is defined as having a minimum duration of four (4) months.</p>	
M4	<p>The Contractor must demonstrate that the proposed resource has a minimum of twenty-four (24) months of combined experience* as a functional or technical analyst working on at least two (2) of the following:</p> <ul style="list-style-type: none"> i. SAP ECC ii. SAP BW iii. SAP BPC- NetWeaver iv. SAP BPC- HANA <p>*Overlapping projects will be accepted providing each project meets the criterion.</p>	

6a. A.5. ERP Technical Analyst – SAP BPC Technical Analyst Level 2

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months combined	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<p>experience as an SAP Technical Analyst, performing at least 3 out of the following 5 tasks:</p> <ol style="list-style-type: none"> 1. Develop or assist with business and functional requirements, project scope, estimates of effort and duration 2. Translate functional and business requirements into technical requirements 3. Develop or manage technical aspects of application software, user interfaces, and third-party components 4. Conduct, assist with, and manage unit and system tests 5. Establish technical standards for the technical framework 	
M2	<p>The Contractor must demonstrate that the proposed resource has implemented Business Planning and Consolidation (BPC) on at least two (2) projects*.</p> <p>*For the purpose of this criterion, a project is defined as having a minimum duration of four (4) months.</p>	
M3	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of two (2) projects* where the resource performed all of the following on each project:</p> <ol style="list-style-type: none"> i. analyzed business requirements in order to map business processes or requirements to functional specifications; and ii. analyzed conceptual data models in support of departmental or organizational transformation initiatives (i.e. Integrated Operational Planning). <p>* For the purpose of this criterion, a project is defined as having a minimum duration of four (4) months.</p>	
M4	<p>The Contractor must demonstrate that the proposed resource has a minimum of twelve (12) months of combined experience* as a functional or technical analyst working on at least two (2) of the following:</p> <ol style="list-style-type: none"> i. SAP ECC ii. SAP BW iii. SAP BPC- NetWeaver iv. SAP BPC- HANA <p>*Overlapping projects will be accepted providing each project meets the criterion.</p>	

SAP Basis and Security Support

7. A.5 ERP Technical Analysts – SAP Basis Analyst – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months experience as an SAP Basis Technical Analyst installing, configuring and conducting daily operations for the administration of the SAP systems including performing all of the following tasks:</p> <ul style="list-style-type: none"> • Administer the SAP data and code bases • Perform SAP BASIS design, SAP solutions to achieve defined business goals • Maintain SAP applications process design and configuration • Perform SAP application design, development, integration, testing and deployment 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of twelve (12) months of experience with Business Objects (BOBJ) version 4.0 or higher performing all of the following tasks:</p> <ol style="list-style-type: none"> i. Installation ii. Configuration iii. Upgrades iv. Clustering v. System Administration of operations vi. Technical security advice vii. SAP BW connecting with Tomcat deployment 	
M3	<p>The Contractor must demonstrate that the proposed resource has a minimum of twelve (12) months of experience architecting security authentication modeled with Single Sign-On for SAP NetWeaver Portal with SAP BOBJ systems.</p>	
M4	<p>The Contractor must demonstrate that the proposed resource has a minimum of twelve (12) months of experience with SAP architectural designs.</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<p>Experience must include installation and configuration of servers and client tools incorporating all of the following SAP system types:</p> <ul style="list-style-type: none"> i. BOBJ (Business Objects Intelligence Platform version 4.0 or higher) ii. SAP Business Planning and Consolidation (BPC) iii. NetWeaver with SAP Business Warehouse iv. SAP NetWeaver Portal 	
M5	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of experience, in the last seven (7) years prior to TA issuance date, as an SAP BASIS administrator with SAP NetWeaver performing all of the following tasks:</p> <ul style="list-style-type: none"> i. Installation ii. Configuration iii. Support 	

7a. A.5 ERP Technical Analysts - SAP Basis Analyst – Level 2

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months experience as an SAP Basis Technical Analyst installing, configuring and conducting daily operations for the administration of the SAP systems including performing all of the following tasks:</p> <ul style="list-style-type: none"> • Administer the SAP data and code bases • Perform SAP BASIS design, SAP solutions to achieve defined business goals • Maintain SAP applications process design and configuration • Perform SAP application design, development, integration, testing and deployment 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of six (6) months of experience architecting security authentication modeled with Single</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	Sign-On for SAP NetWeaver Portal with SAP BOBJ systems.	
M3	<p>The Contractor must demonstrate that the proposed resource has a minimum of six (6) months of experience with SAP architectural designs.</p> <p>Experience must include installation and configuration of servers and client tools incorporating all of the following SAP system types:</p> <ul style="list-style-type: none"> i. BOBJ (Business Objects Intelligence Platform version 4.0 or higher) ii. SAP Business Planning and Consolidation (BPC) iii. NetWeaver with SAP Business Warehouse iv. SAP NetWeaver Portal 	
M4	<p>The Contractor must demonstrate that the proposed resource has a minimum of thirty-six (36) months of experience, in the last seven (7) years prior to TA issuance date, as an SAP BASIS administrator with SAP NetWeaver performing all of the following tasks:</p> <ul style="list-style-type: none"> i. Installation ii. Configuration iii. Support 	

8. I.10 Technical Architect - SAP Security Specialist – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience as an SAP Security Specialist performing at least three (3) of the following four (4) tasks:</p> <ul style="list-style-type: none"> • Manage security for the SAP projects and operations • Provide support in defining security role requirements for the SAP project(s) • Maintain complete security roles, setup, and security mappings in the SAP systems 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> Maintain complete business roles setup and security mappings in SAP Identity Management system and governance, risk and compliance 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of experience performing all of the following tasks:</p> <ul style="list-style-type: none"> i. Gathering SAP security requirements ii. Planning SAP security roles and responsibilities iii. Designing SAP security roles and responsibilities iv. Implementing SAP security roles and responsibilities 	
M3	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of three (3) projects* in the last sixty (60) months where the proposed resource implemented security authorizations and roles using SAP ECC 6 which included all of the following:</p> <ul style="list-style-type: none"> i. Analysis ii. Planning iii. Configuration iv. Development v. Testing vi. Monitoring <p>*For the purpose of this criterion, a project is defined as having a minimum duration of 4 months.</p>	

8a. I.10 Technical Architect - SAP Security Specialist – Level 2

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months experience as an SAP Security Specialist performing at least three (3) of the following four (4) tasks:</p> <ul style="list-style-type: none"> Manage security for the SAP projects and operations Provide support in defining security role requirements for the SAP project(s) 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> Maintain complete security roles, setup, and security mappings in the SAP systems Maintain complete business roles setup and security mappings in SAP Identity Management system and governance, risk and compliance. 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of thirty-six (36) months of experience performing all of the following:</p> <ul style="list-style-type: none"> i. Gathering SAP security requirements ii. Planning SAP security roles and responsibilities iii. Designing SAP security roles and responsibilities iv. Implementing SAP security roles and responsibilities 	

9. I.10 Technical Architect - SAP Security Specialists – governance, risk and compliance (GRC) – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience performing all of the following tasks as part of a GRC implementation:</p> <ul style="list-style-type: none"> i. Gathering SAP security requirements ii. Planning SAP security roles and responsibilities iii. Designing SAP security roles and responsibilities iv. Implementing SAP security roles and responsibilities 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum sixty (60) months of experience in remediating Segregation of Duties (SoD) conflicts using GRC tools in SAP environments which included all of the following:</p> <ul style="list-style-type: none"> i. Defining control objectives ii. Identifying risks iii. Assessing risks iv. Implementing mitigating controls v. Reducing or eliminating SoD conflicts 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M3	<p>The Contractor must demonstrate that the proposed resource holds a current and valid* SAP Certification in either one of the following:</p> <ul style="list-style-type: none"> i. SAP Security ii. SAP Access Control <p>A copy of the certification must be submitted with the TA.</p> <p>*Current and valid certification issued by SAP as indicated by the SAP training site: https://training.sap.com/ca/en/ .</p>	

9a. I.10 Technical Architect - SAP Security Specialists – governance, risk and compliance (GRC) – Level 2

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of experience in performing all of the following tasks as part of a GRC implementation:</p> <ul style="list-style-type: none"> i. Gathering SAP security requirements ii. Planning SAP security roles and responsibilities iii. Designing SAP security roles and responsibilities iv. Implementing SAP security roles and responsibilities 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum thirty-sixty (36) months of experience in remediating Segregation of Duties (SoD) conflicts using GRC tools in SAP environments which included all of the following tasks:</p> <ul style="list-style-type: none"> i. Defining control objectives ii. Identifying risks iii. Assessing risks iv. Implementing mitigating controls v. Reducing and/or eliminating SoD conflicts 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M3	<p>The Contractor must demonstrate that the proposed resource holds a current and valid* SAP Certification in either one of the following:</p> <ul style="list-style-type: none"> i. SAP Security ii. SAP Access Control <p>*Current and valid certification issued by SAP as indicated by the SAP training site: https://training.sap.com/ca/en/ .</p>	

10. I.10 Technical Architect - SAP Solution Architect – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience performing all of the following technical architecting tasks for systems running SAP software:</p> <ul style="list-style-type: none"> • Elaborating and documenting technical requirements, specifications and design documents • Developing business and functional requirements, project scope, estimates of effort and duration; • Translating functional and business requirements into technical requirements • Developing design documents for SAP Solutions from within Solution Manager • Integrating and testing SAP Solution Manager solutions • Developing SAP technical architecture designs 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of thirty-six (36) months of experience within the last five (5) years conducting architecture reviews of SAP technology for strategic projects*.</p> <p>* Strategic projects are defined as a systematic process of envisioning a desired future, and translating long term</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	goals into broadly defined goals or objectives and a sequence of steps to achieve them.	
M3	The Contractor must demonstrate that the proposed resource has worked on a minimum of three (3) full SAP implementation projects where the combined experience of the three projects involved all of the following: <ul style="list-style-type: none"> i. SAP ERP ii. SAP BW iii. SAP Portals iv. SAP Business Objects 	
M4	The Contractor must demonstrate that the proposed resource holds a University degree or College diploma in IM/IT, Project Management, Business, Public administration, E-commerce or Applied Science. A copy of the degree or diploma must be submitted with the TA.	

10a. I.10 Technical Architect - SAP Solution Architect – Level 2

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of experience* in the last ten (10) years, prior to TA issuance date, performing all of the following technical architecting tasks for systems running SAP software: <ul style="list-style-type: none"> • Elaborating and documenting technical requirements, specifications and design documents • Developing business and functional requirements, project scope, estimates of effort and duration; • Translating functional and business requirements into technical requirements • Developing design documents for SAP Solutions from within Solution Manager • Integrating and testing SAP Solution Manager solutions • Developing SAP technical architecture designs 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M2	The Contractor must demonstrate that the proposed resource has a minimum of twelve (12) months of experience within the last five (5) years, prior to TA issuance date, conducting architecture reviews of SAP technology for strategic projects .	
M3	The Contractor must demonstrate that the proposed resource has worked on a minimum of three (3) full SAP implementation projects where the combined experience of the three projects involved all of the following: <ul style="list-style-type: none"> i. SAP ERP ii. SAP BW iii. SAP Portals iv. SAP Business Objects 	
M4	The Contractor must demonstrate that the proposed resource holds a University degree or College diploma in IM/IT, Project Management, Business, Public administration, E-commerce or Applied Science. A copy of the degree or diploma must be submitted with the TA.	

11. I.10 Technical Architect - SAP Technical Architect - Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience* in the last fifteen (15) years, prior to TA issuance date, performing all of the following technical architecting tasks for systems running SAP software: <ul style="list-style-type: none"> • Elaborating and documenting technical requirements, specifications and design documents • Defining technical standards for the technical framework including SAP data and code bases; • Developing design documents for SAP Solutions from within Solution Manager 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> Integrating and testing SAP Solution Manager solutions Developing SAP technical architecture designs 	
M2	The Contractor must demonstrate that the proposed resource has a minimum of thirty-six (36) months of experience in the last ten (10) years, prior to TA issuance date, conducting architecture reviews of SAP technology for strategic projects .	
M3	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of three (3) complete SAP implementation projects where the combined experience of the three projects involved all of the following:</p> <ul style="list-style-type: none"> i. SAP ERP ii. SAP BW iii. SAP Portals iv. SAP Business Objects 	
M4	<p>The Contractor must demonstrate that the proposed resource holds a University degree or College diploma in IM/IT, Project Management, Business, Public administration, E-commerce or Applied Science.</p> <p>A copy of the degree or diploma must be submitted with the TA.</p>	

11a. I.10 Technical Architect - SAP Technical Architect - Level 2

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of experience in the last ten (10) years, prior to TA issuance date, performing all of the following technical architecting tasks for systems running SAP software:	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> Elaborating and documenting technical requirements, specifications and design documents Defining technical standards for the technical framework including SAP data and code bases; Developing design documents for SAP Solutions from within Solution Manager Integrating and testing SAP Solution Manager solutions Developing SAP technical architecture designs 	
M2	The Contractor must demonstrate that the proposed resource has a minimum of twelve (12) months of experience in the last ten (10) years, prior to TA issuance date, conducting architecture reviews of SAP technology for <i>strategic projects</i> .	
M3	<p>The Contractor must demonstrate that the proposed resource holds a University degree or College diploma in IM/IT, Project Management, Business, Public administration, E-commerce or Applied Science.</p> <p>A copy of the degree or diploma must be submitted with the TA.</p>	

Project Support

12. I.6 Network Analyst - SAP Infrastructure Specialist – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of technical Infrastructure networking or server experience as an SAP Infrastructure Specialist performing at least seven (7) of the following eight (8) tasks:</p> <ul style="list-style-type: none"> Implement SAP server infrastructure and environment hardware/software OS/VM releases, OS/VM upgrades & OS/VM patches 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> Assist in defining requirements for the implementation including server infrastructure and hardware/software platform along with the environments Provide expert advice related to the internal workings of systems' infrastructure and environment Configure, monitor, tune, and troubleshoot the SAP server infrastructure environment Install, upgrade, and maintain SAP server OS/VM infrastructure Document and update the existing SAP server OS/VM and networking environments Introduce technical changes or configuration into the environment to maintain reliability, availability and performance of the SAP OS/VM infrastructure landscape Administer the SAP infrastructure 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of server experience performing all of the following tasks in an SAP environment in a combination of supporting a Microsoft OS platform and a Linux platform:</p> <ul style="list-style-type: none"> i. Installation ii. Configuration iii. Upgrades iv. Clustering v. System Administration of operations 	
M3	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of technical Infrastructure networking or server experience performing both of the following tasks:</p> <ul style="list-style-type: none"> Installing and configuring firewalls Networking/routing configuration and intrusion detection/prevention 	
M4	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of technical Infrastructure networking or server experience in the installation and maintenance of servers including all of the following:</p> <ul style="list-style-type: none"> Domain Name System (DNS) Active Directory Simple Mail Transfer Protocol (SMTP) 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> Internet Information Services (IIS) 	

13. P.5 Project Executive - Senior Project Leader– Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of combined experience* as a:</p> <ul style="list-style-type: none"> Product Release Manager; or Project Lead; or Project Manager. <p>performing all of the following tasks:</p> <ul style="list-style-type: none"> Provide project management, governance and oversight for complex projects; Prepare Project Charter, Project Management Plan and Project Schedule; Manage project activities and resources in Microsoft Project Server and/or SAP Solution Manager; Prepare risk mitigation strategies and action plans; Lead regular project meetings with technical resources to plan work activities and ensure work remains within scope and on schedule; Provide operational support for the deployment of changes to Production during Go-Live or for maintenance releases. 	
M2	<p>The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of combined experience* planning and coordinating requirements gathering, technical analysis, solution development, testing and deployment activities for the following components:</p> <ul style="list-style-type: none"> SAP BW; SAP ECC; Data services; and Business Objects (BOBJ). 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M3	<p>The Contractor must demonstrate that the proposed resource has a minimum of sixty (60) months of experience managing IT-enabled projects* where SAP BI or SAP ECC accounted for a minimum of 50% of the solution.</p> <p>An IT-enabled project is a project that has an Information Technology component which is critical to achieving the intended business outcomes.</p>	
M4	<p>The Contractor must demonstrate that the proposed resource has managed a minimum of four (4) complex projects with a team size of at least 10 people and a budget of at least \$1M Canadian.</p> <p>For the purpose of this criterion, a project duration is defined as having a minimum of 6 months.</p>	
M5	<p>The Contractor must demonstrate that the proposed resource holds a valid Project Management Professional (PMP) Certification or Prince2 or another Project Management degree or certification.</p> <p>A copy of the certification must be submitted with the proposal.</p>	
M6	<p>The Contractor must demonstrate that the proposed resource has a minimum of twelve (12) months of experience working with Solution Manager.</p>	

14. P.8 Project leader - Release Management and Project Lead – level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of combined experience, as a:</p> <ul style="list-style-type: none"> • Product Release Manager; or • Project Lead; or • Project Manager. <p>performing all of the following tasks:</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> Receive, assess and track all change requests submitted; Analyze and review business requirement documents or functional requirements for accuracy and completeness; Maintain change requests (CRs) backlog in the issue tracking system and ensure CRs are closed following deployment to production; Ensure application changes are documented including design tasks, server configuration changes, and reports creation; Liaise with QA and business resources to ensure adequate test coverage; Liaise with Functional Managers to ensure resources with necessary skill sets are available; Provide operational support for the deployment of changes to Production during Go-Live or for maintenance releases. 	
M2	<p>The Contractor must demonstrate that the proposed resource has a one hundred and twenty (120) months of combined experience* planning and coordinating requirements gathering, technical analysis, solution development, testing and deployment activities for the following components:</p> <ul style="list-style-type: none"> ○ SAP ERP Central Component (ECC); ○ SAP Business Intelligence (BI); ○ SAP Business Objects (BOBJ); ○ .NET applications; ○ SQL scripts; ○ SAP HANA ○ SAP S/4 HANA 	
M3	<p>The Contractor must demonstrate that the proposed resource has a minimum of thirty-six (36) months of experience leading development or configuration activities for an SAP S/4 HANA solution.</p>	
M4	<p>The Contractor must demonstrate that the proposed resource has a minimum of twenty-four (24) months of experience gathering business requirements for changes to SAP applications.</p>	
M5	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of two (2) SAP complex projects* with a team size of at least 10 people and a budget of at least \$1M Canadian.</p>	

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Amendment Number:

Buyer ID:
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Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	*For the purpose of this criterion, a project duration is defined as having a minimum of 6 months.	

2.0 Point Rated Resource Assessment Criteria:

SAP Business Planning and Consolidation and Functional Support

1. A.2 ERP Functional Analyst - SAP Functional Analyst – Level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	<p>The Contractor should demonstrate that the proposed resource has experience, above the minimum requested under M2, providing support including analysis, configuration, problem resolution and testing in at least two (2) of the following modules:</p> <ul style="list-style-type: none"> • Funds Management (FM) • Financial Accounting (FI) • Controlling (CO) • Material Management (MM) • Special Purpose Ledger (SPL) • Salary Forecasting Tool (SFT) • Business Planning and Consolidation (BPC) <p>For the experience to qualify, the Contractor should demonstrate that the proposed resource has experience performing all four (4) support activities (analysis, configuration, problem resolution and testing) in the same module during the specified timeframe.</p>	<p>61 to 69 months = 3 points</p> <p>70 to 74 months = 6 points</p> <p>75 to 79 months = 9 points</p> <p>80+ months = 12 points</p>	12	
R2	<p>The Contractor should demonstrate that the proposed resource holds current and valid* SAP R/3 or ERP Certifications.</p> <p>A copy of the certification(s) is required with the TA for points to be allocated.</p> <p>*Current and valid certifications issued by SAP as indicated by the SAP training site.</p> <p>https://training.sap.com/ca/en/</p>	<p>Certification in 1 module = 1 point</p> <p>Certification in 2 modules = 2 points</p> <p>Certification in 3 modules = 3 points</p>	3	
R3	<p>The Contractor should demonstrate that the proposed resource has experience working on projects* that used the International Financial</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p>	3	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
	Reporting Standards (IFRS) as their accounting standards. *For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.	3+ projects = 3 points		
R4	The Contractor should demonstrate that the proposed resource has worked on SAP development, implementation or upgrade projects* for a Federal Government department or agency. *For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.	1 project = 1 point 2 projects = 2 points 3+ projects = 3 points	3	
Maximum Points			21	
Minimum Required Points			15	
Total Points Received				

2. **A.3 ERP Programmer Analyst - ABAP Programmer – Level 3**

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	The Contractor should demonstrate that the proposed resource holds a current and valid* ABAP Certification. A copy of the certification is required with the TA for points to be allocated. *Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/	No Certification = 0 points ABAP Certification = 2 points ABAP for HANA = 2 points	4	
R2	The Contractor should demonstrate that the proposed resource has experience as an SAP ABAP Developer building and maintaining reports sourcing information from SAP ECC 6.0.	Less than 12 months = 1 point 12 months = 4 points	8	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
		13+ months = 8 points		
R3	The Contractor should demonstrate that the proposed resource has experience as an SAP ABAP Developer in the following areas: i. Building Enhancements ii. Building Interfaces iii. Building Forms	1 area = 2 points 2 areas = 4 points 3 areas = 6 points	6	
R4	The Contractor should demonstrate that the proposed resource has experience as an SAP ABAP Developer using SAP ECC 6.0 or higher in the following modules: i. Funds Management (FM) ii. Finance (FI) iii. Controlling (CO) iv. Business Planning and Consolidation (BPC)	1 module = 2 points 2 modules = 4 points 3 modules = 6 points 4 modules = 8 points	8	
R5	The Contractor should demonstrate that the proposed resource has worked on SAP development, implementation or upgrade projects* for a Federal Government department or agency. *For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.	1 project = 1 point 2 projects = 2 points 3+ projects = 3 points	3	
Maximum Points			29	
Minimum Required Points			20	
Total Points Received				

3. **A.3 ERP Programmer Analyst - Fiori Programmer – Level 3**

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	The Contractor should demonstrate that the proposed resource holds a current and valid* Fiori Certification.	No Certification = 0 points Fiori Certification = 5 points	5	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
	<p>A copy of the certification is required with the TA for points to be allocated.</p> <p>*Current and valid certification issued by SAP as indicated by the SAP training site.</p> <p>https://training.sap.com/ca/en/</p>			
R2	<p>The Contractor should demonstrate that the proposed resource has experience as a developer using any of the following Government of Canada web standards:</p> <ul style="list-style-type: none"> i. Web Experience Toolkit (WET) ii. Common Look and Feel (CLF) 	<p>WET or CLF = 5 points</p> <p>WET and CLF = 10 points</p>	10	
R3	<p>The Contractor should demonstrate that the proposed resource has experience* as a developer in any of the following elements:</p> <ul style="list-style-type: none"> • Javascript • HTML5 • RESTful web services • BOBJ API <p>*Overlapping experience will be accepted provided the criterion is demonstrated.</p> <p>*To qualify the resource must have a minimum of twelve (12) months experience developing in the same program.</p>	<p>1 element = 5 points</p> <p>2 elements = 10 points</p> <p>3 elements = 15 points</p> <p>4 elements = 20 points</p>	20	
R4	<p>The Contractor should demonstrate that the proposed resource has additional experience above the minimum requirement of one (1) project in M4 where the proposed resource was conducting SAP Fiori / SAP UI5 Application development for a mobile service (i.e. Blackberry, etc.).</p> <p>*For the purpose of this criterion, a project is defined as an initiative/tile that was implemented from start to finish.</p>	<p>1 project above the minimum requirement = 3 points</p> <p>2 projects above the minimum requirement = 7 points</p> <p>3+ projects above the minimum requirement = 10 points</p>	10	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
Maximum Points			45	
Minimum Required Points			30	
Total Points Received				

4. A.5. ERP Technical Analyst – SAP Process Orchestration (PO)/Process Integration (PI) Specialist Level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	<p>The Contractor should demonstrate that the proposed resource has experience in the life cycle of projects where the resource performed all of the following in both PO and PI:</p> <ul style="list-style-type: none"> i. Analysis ii. Recommendations iii. Design and development (configuration) iv. Implementation v. Conversion vi. Documentation 	<p>1 point per demonstrated component up to a maximum of 6 points.</p> <p>Additional points will be allocated as follows:</p> <p>Less than 12 months experience = 0 points</p> <p>12 to 24 months = 3 points</p> <p>25+ months = 4 points</p> <p>Up to a maximum of 10 points</p>	10	
R2	<p>The Contractor should demonstrate that the proposed resource has experience performing all of the following in SAP Workflow:</p> <ul style="list-style-type: none"> i. Designing ii. Developing iii. Configuring iv. Implementing v. Testing 	<p>1 point per demonstrated component up to a maximum of 5 points.</p> <p>Additional points will be allocated as follows:</p> <p>Less than 12 months experience = 0 points</p> <p>12 to 24 months = 3 points</p>	10	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
		25+ months = 5 points Up to a maximum of 10 points		
R3	<p>The Contractor should demonstrate that the proposed resource has experience performing all of the following in SAP PI Business Process Management (BPM) Workflow engine and modelling:</p> <ul style="list-style-type: none"> i. Designing ii. Developing iii. Configuring iv. Implementing v. Testing 	<p>1 point per demonstrated component up to a maximum of 5 points.</p> <p>Additional points will be allocated as follows:</p> <p>Less than 12 months experience = 0 points</p> <p>12 to 24 months = 3 points</p> <p>25+ months = 5 points</p> <p>Up to a maximum of 10 points</p>	10	
R4	<p>The Contractor should demonstrate that the proposed resource has experience performing all of the following for the security controls involved to secure an SAP NetWeaver PO or PI application.</p> <ul style="list-style-type: none"> i. Designing ii. Developing iii. Configuring iv. Implementing v. Testing 	<p>1 point per demonstrated component up to a maximum of 5 points.</p> <p>Additional points will be allocated as follows:</p> <p>Less than 12 months experience = 0 points</p> <p>12 to 24 months = 3 points</p> <p>25+ months = 5 points</p> <p>Up to a maximum of 10 points</p>	10	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R5	<p>The Contractor should demonstrate that the proposed resource holds current and valid* SAP Certification(s).</p> <p>A copy of the certification(s) is required with the TA for points to be allocated.</p> <p>*Current and valid certification(s) issued by SAP as indicated by the SAP training site.</p> <p>https://training.sap.com/ca/en/</p>	<p>No certification = 0 points</p> <p>Other SAP certification = 2 points</p> <p>PI certification = 5 points</p>	5	
Maximum Points			45	
Minimum Required Points			30	
Total Points Received				

5. A.5. ERP Technical Analyst – SAP Portal Expert Level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	<p>The Contractor should demonstrate that the proposed resource has experience administering SAP NetWeaver.</p> <p>To be considered, the resource must have worked on the project for a minimum duration of six (6) months.</p>	<p>1 project = 5 points</p> <p>2 projects = 7 points</p> <p>3+ projects = 10 points</p>	10	
R2	<p>The Contractor should demonstrate that the proposed resource has experience implementing or configuring SAP NetWeaver.</p> <p>To be considered, the resource must have worked on the project for a minimum duration of six (6) months.</p>	<p>1 project = 5 points</p> <p>2 projects = 7 points</p> <p>3+ projects = 10 points</p>	10	
R3	<p>The Contractor should demonstrate that the proposed resource holds a current and valid* Certification in NetWeaver 04 or higher.</p> <p>A copy of the certification is required with the TA for points to be allocated.</p>	<p>No certification = 0 points</p> <p>Certification = 2 points</p>	2	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
	*Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/			
Maximum Points			22	
Minimum Required Points			15	
Total Points Received				

6. A.5. ERP Technical Analyst – SAP BPC Technical Analyst Level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	The Contractor should demonstrate that the proposed resource has experience providing functional specifications regarding all of the following on each project: i. operational planning ii. financial systems iii. reporting solutions *For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.	1 project = 10 points 2 projects = 15 points 3 projects = 20 points 4+ projects = 25 points	25	
R2	The Contractor should demonstrate that the proposed resource holds a current and valid* SAP Business Planning and Consolidation (BPC) NetWeaver or SAP Business Planning and Consolidation (BPC) HANA or SAP BW certification. A copy of the certification(s) is required with the TA for points to be allocated. *Current and valid certification(s) issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/	No certification = 0 points SAP Business Planning and Consolidation (BPC) NetWeaver = 5 points Or SAP Business Planning and Consolidation (BPC) HANA = 5 points Or	5	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
		SAP BW Certification = 5 points		
R3	<p>The Contractor should demonstrate that the proposed resource has experience performing all of the following on each project:</p> <ul style="list-style-type: none"> i. SAP-BPC planning ii. Enterprise Performance Management (EPM) reporting iii. Integrating multiple BPC models and iv. BPC-MDX (Multidimensional Expressions) scripting <p>*For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.</p>	<p>1 project = 10 points</p> <p>2+ projects = 20 points</p>	20	
R4	<p>The Contractor should demonstrate that the proposed resource has experience working with operational planners and financial analysts and, IT and integrated planning resources to implement an integrated planning solution.</p> <p>*For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.</p>	<p>1 project = 5 points</p> <p>2 projects = 10 points</p> <p>3+ projects = 15 points</p>	15	
Maximum Points			65	
Minimum Required Points			45	
Total Points Received				

SAP Basis and Security Support

7. A.5 ERP Technical Analysts - SAP Basis Analyst – Level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	<p>The Contractor should demonstrate that the proposed resource has combined experience, above the minimum requested in M2, with Business Objects (BOBJ)</p>	<p>13 to 24 months = 8 points</p> <p>25 to 36 months = 14 points</p>	20	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
	<p>version 4.0 or higher performing all of the following tasks:</p> <ul style="list-style-type: none"> i. Installation ii. Configuration iii. Upgrades iv. Clustering v. System Administration of operations vi. Technical security advice vii. SAP BW connecting with Tomcat deployment 	37+ months = 20 points		
R2	<p>The Contractor should demonstrate that the proposed resource has worked on the installation and configuration of the following SAP Client Tools:</p> <ul style="list-style-type: none"> I. Design Studio II. Universal Design Tool (UDT) III. Info design tool (IDT) IV. NetWeaver Developer Studio V. Lumira client VI. BEx Designer VII. Crystal Reports Enterprise VIII. Crystal Reports 2000 or higher <p>*For the purpose of this criterion, a project is defined as having a minimum duration of 12 months.</p>	<p>Less than 4 SAP client tools = 0 points</p> <p>4 SAP client tools = 4 points</p> <p>5 SAP client tools = 8 points</p> <p>6 SAP client tools = 12 points</p> <p>7 SAP client tools = 16 points</p> <p>8 SAP client tools = 20 points</p>	20	
R3	<p>The Contractor should demonstrate that the proposed resource has experience with SAP Process Orchestration in a Federal Government Department or Agency performing all the following tasks:</p> <ul style="list-style-type: none"> i. Installation ii. Configuration 	<p>Less than 12 months = 0 points</p> <p>12 to 24 months = 5 points</p> <p>25 to 36 months = 10 points</p>	10	
R4	<p>The Contractor should demonstrate that the proposed resource has experience, above the minimum requested in M6 as an SAP BASIS administrator with SAP NetWeaver performing all of the following tasks:</p> <ul style="list-style-type: none"> i. Installation ii. Configuration 	<p>61 to 72 months = 10 points</p> <p>73 to 84 months = 15 points</p> <p>84+ months = 20 points</p>	20	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
	iii. Support			
R5	<p>The Contractor should demonstrate that the proposed resource has experience in the last seven (7) years, prior to TA issuance date, with Business Warehouse where the resource performed all of the following;</p> <ul style="list-style-type: none"> i. Installation ii. Configuration iii. Support 	<p>Less than 12 months = 0 points</p> <p>12 to 24 months = 10 points</p> <p>25 to 36 months = 15 points</p> <p>37+ months = 20 points</p>	20	
R6	<p>The Contractor should demonstrate that the proposed resource holds current and valid* SAP HANA technical Certification(s).</p> <ul style="list-style-type: none"> i. HANA Administration ii. NetWeaver Certification iii. Other SAP certification <p>A copy of the certification should be submitted with the TA for points to be allocated.</p> <p>*Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/ .</p>	<p>A maximum of 10 points is available.</p> <p>No Certifications = 0 points</p> <p>NetWeaver certification - 4 points</p> <p>SAP HANA Administration Certification = 6 points</p> <p>Other SAP certification = 1 point</p> <p>SAP HANA Administration and NetWeaver = 10</p>	10	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

8. I.10 Technical Architect - SAP Security Specialist – Level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	The Contractor should demonstrate that the proposed resource has experience configuring security authorizations in the following modules: i. Financial Accounting (FI) ii. Funds Management (FM) iii. Controlling (CO) iv. Asset Accounting (AA) v. Material Management (MM) vi. Project System (PS)	2 modules = 2 points 3 modules = 4 points 4 modules = 6 points 5 modules = 8 points 6 modules = 10 points	10	
R2	The Contractor should demonstrate that the proposed resource has experience configuring security authorizations in the following modules: i. Business Partner ii. Basis Components iii. Business Objects (BOBJ) iv. Business Planning and Consolidation (BPC)	2 modules = 5 points 3 modules = 7 points 4 modules = 10 points	10	
R3	The Contractor should demonstrate that the proposed resource has experience configuring security authorizations in the following modules: i. Process Orchestration (PO) ii. Process Integration (PI)	1 module = 10 points 2 modules = 20 points	20	
R4	The Contractor should demonstrate that the proposed resource has experience in the last three (3) years, prior to TA issuance date, in a Federal Government Department or Agency, configuring Derived Roles in a Multi-Company (minimum 2) Code Environment.	1 to 11 months = 5 point 12 to 24 months = 7 points 25+ months = 10 points	10	
R5	The Contractor should demonstrate that the proposed resource has experience with Central User Administration where the resource performed all of the following on each project:	1 project = 10 point 2 projects = 15 points	20	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
	i. Configuration ii. Implementation iii. Administration *For the purpose of this criterion, a project is defined as having a minimum duration of 6 months.	3+ projects = 20 points		
R6	The Contractor should demonstrate that the proposed resource has experience* with SAP Identity Management (SAP idM) where the resource performed all of the following on each project: i. Configuration ii. Implementation iii. Administration *For the experience to be considered, the resource must have worked a minimum of 8 months on the project and must have performed all three activities (configuration, implementation and administration) during that period.	1 project = 10 point 2 projects = 15 points 3+ projects = 20 points	20	
R7	The Contractor should demonstrate that the proposed resource has completed SAP-certified training in SAP Security: Authorizations or GRC. A copy of the certificate(s) must be submitted with the TA for points to be allocated. Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/ .	No certification = 0 points 1 SAP Security: Authorizations or GRC certification = 4 points SAP Security: Authorizations and GRC certification = 10 points	10	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

9. I.10 Technical Architect - SAP Security Specialists – governance, risk and compliance (GRC) – Level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	<p>The Contractor should demonstrate that the proposed resource has experience configuring security authorizations in the following SAP modules:</p> <ul style="list-style-type: none"> i. Financial Accounting (FI) ii. Funds Management (FM) iii. Controlling (CO) iv. Asset Accounting (AA) v. Materials Management (MM) vi. Project System (PS) vii. Plant Maintenance (PM) viii. Flexible Real Estate Management (RE-FX) 	<p>2 modules = 5 points 3 modules = 7 points 4 to 5 modules = 9 points 6 to 7 modules = 12 points 8 modules = 15 points</p>	15	
R2	<p>The Contractor should demonstrate that the proposed resource has experience configuring security authorizations roles for system and end-users, as well as roles mapping for the following SAP Solution Manager scenarios:</p> <ul style="list-style-type: none"> i. Incident Management (ITSM) ii. Change Management (ChaRM) iii. Root Cause Analysis (RCA) iv. Custom Development Management Cockpit (CDMC) v. System Recommendation (SR) 	<p>2 scenarios = 5 points 3 scenarios = 10 points 4+ scenarios = 15 points</p>	15	
R3	<p>The Contractor should demonstrate that the proposed resource has experience in the last thirty-six (36) months, prior to TA issuance date, configuring and maintaining Derived Roles in a Multi-Company (minimum of 2) Code SAP Environment within a Federal Government Department or Agency.</p>	<p>1 to 8 months = 4 points 9 to 18 months = 6 points 19 to 27 months = 8 points 28+ months = 10 points</p>	10	
R4	<p>The Contractor should demonstrate that the proposed resource has experience in designing mitigation controls to address Segregation of Duties (SoD) conflicts and critical risks in SAP environments.</p>	<p>1 project = 5 points 2 projects = 10 points 3 projects = 15 points</p>	20	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
	*For the purpose of this criterion, a project is defined as having a minimum duration of 6 months.	4+ projects = 20 points		
R5	<p>The Contractor should demonstrate that the proposed resource has worked on projects translating business requirements into technical requirements to facilitate implementation of GRC tools in an SAP environment.</p> <p>In order to qualify the experience must include all of the following tasks:</p> <ul style="list-style-type: none"> i. Gather business requirements ii. Fit/gap analysis iii. Preparation or revision of security blueprint iv. Develop functional specifications and related audit/review plans <p>*For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.</p>	<p>1 project = 4 points 2 projects = 6 points 3 projects = 8 points 4 + projects = 10 points</p>	10	
R6	<p>The Contractor should demonstrate that the proposed resource holds a current and valid* SAP Security or Audit/Risk Management Certification(s).</p> <p>Acceptable Risk Management and Audit certifications include:</p> <ul style="list-style-type: none"> a. Certifications issued by The Institute of Internal Auditors (IIA): b. Certification in Risk Management Assurance (CRMA) c. Certification in Control Self-Assessment (CCSA) d. Certified Internal Auditor (CIA) e. Certification issued by the Information Systems and Control Association (ISACA): f. Certified Information Systems Auditor (CISA) 	<p>SAP GRC certification = 10 points</p> <p>SAP Security certification= 5 points</p> <p>Audit/Risk Management certification = 3 points</p>	10	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
	<p>g. Certifications issued by the Chartered Professional Accountants (CPA) and former Certified Management Accounts (CMA) organizations:</p> <p>h. Certified Management Accountant (CMA)</p> <p>i. Chartered Professional Accountant (CPA)</p> <p>j. SAP Security GRC*</p> <p>k. SAP Security*</p> <p>A copy of the certification must be submitted with the proposal for points to be allocated.</p> <p>*Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/ .</p>			
R7	<p>The Contractor should demonstrate that the proposed resource has experience with SAP Central User Administration (CUA) where the resource performed all of the following tasks:</p> <p>i. Configuration</p> <p>ii. Implementation</p> <p>iii. Administration</p>	<p>Less than 9 months = 0 points</p> <p>9 to 12 months = 5 points</p> <p>13 to 23 months = 7 points</p> <p>24+ months = 10 points</p>	10	
R8	<p>The Contractor should demonstrate that the proposed resource has worked as an SAP Security and Authorization specialist where the resource completed the security portion of an SAP ECC6 upgrade to EHP6 or higher for a Federal Government Department or Agency, and where the resource performed all of the following tasks:</p> <p>i. Analysis</p> <p>ii. Applying OSS Notes</p> <p>iii. Configuration</p> <p>iv. Problem resolution Unit & Integration Testing</p> <p>v. Documentation including related guides</p>	<p>No experience = 0 points</p> <p>Demonstrated experience = 10 points</p>	10	
Maximum Points			100	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
Minimum Required Points			70	
Total Points Received				

10. I.10 Technical Architect - SAP Solution Architect – Level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	The Contractor should demonstrate that the proposed resource has experience implementing an SAP ECC landscape Solution.	Less than 12 months = 0 points 12 to 24 months = 10 points 25 to 36 months = 20 points 37+ months = 30 points	30	
R2	The Contractor should demonstrate that the proposed resource has experience above the minimum requirement in M2, conducting architecture reviews of SAP technology for strategic projects .	37 to 48 months = 10 points 49 to 60 months = 15 points 61+ months = 20 points	20	
R3	The Contractor should demonstrate that the proposed resource holds Current and valid* SAP Technical certification(s) A copy of the certification must be submitted with the TA for points to be allocated. *Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/ .	1 SAP technical certification = 5 points 2+ SAP technical certifications = 10 points	10	
Maximum Points			60	
Minimum Required Points			42	
Total Points Received				

11. I.10 Technical Architect - SAP Technical Architect - Level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	The Contractor should demonstrate that the proposed resource has experience implementing SAP Solution Manager.	12 to 23 months = 5 points 24 to 36 months = 10 points 37 to 60 months = 15 points 61+ months = 20 points	20	
R2	The Contractor should demonstrate that the proposed resource has experience in designing and implementing secure SAP single sign-on (SSO) authentication frameworks.	Less than 12 months = 0 points 12 to 23 months = 10 points 24 to 36 months = 15 points 37+ months = 20 points	20	
R3	The Contractor should demonstrate that the proposed resource holds Current and valid* SAP Technical certification(s) *Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/	1 SAP technical certification = 5 points 2+ SAP technical certifications = 10 points	10	
R4	The Contractor should demonstrate that the proposed resource has combined experience planning for all of the following tasks: i. technical upgrades ii. support/enhancement packs to various SAP applications iii. implementation and iv. roll-out activities	Less than 12 months = 0 points 12 to 36 months = 10 points 37 to 60 months = 15 points 61+ months = 20 points	20	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R5	The Contractor should demonstrate that the proposed resource has experience in designing and implementing SAP client tools in shared server environments, such as virtual desktop infrastructures (VDI).	12 to 24 months = 10 points 25 to 36 months = 15 points 37+ months = 20 points	20	
R6	The Contractor should demonstrate that the proposed resource has experience as an SAP Basis administrator in production systems.	Less than 12 months = 0 points 12 to 24 months = 2 points 25 to 48 months = 4 points 49 to 72 months = 6 points 73 to 96 months = 8 points 97 to 120 months = 10 points	10	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

Project Support

12. I.6 Network Analyst - SAP Infrastructure Specialist – Level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	The Contractor should demonstrate that the proposed resource holds a current and valid* Cisco Certification. A copy of the certification must be submitted with the TA for points to be allocated.	No certification = 0 points Copy of Certification = 5 points	5	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
	*Current and valid certification issued by Cisco as indicated by the Cisco certification site: http://www.cisco.com/c/en/us/training-events/training-certifications/certifications.html			
R2	The Contractor should demonstrate that the proposed resource holds at a minimum a two (2) year diploma in IT networking. A copy of the diploma must be submitted with the TA for points to be allocated.	No diploma = 0 points Copy of Diploma = 5 points	5	
R3	The Contractor should demonstrate that the proposed resource has combined experience in vSphere, or vCentre or vmWare self-provisioning software performing all of the following: i. Installation ii. Configuration iii. Upgrades iv. Clustering v. System Administration of operations	Up to 12 months = 20 points 13 to 24 months = 30 points 25+ months = 40 points	40	
R4	The Contractor should demonstrate that the proposed resource has experience working in an enterprise networking infrastructure performing IP networking in any of the following: <ul style="list-style-type: none"> IPv4 & 6 Virtual LANs (VLANs) Multiprotocol Label Switching (MPLS) Dynamic Host Configuration Protocol (DHCP) Virtual Private Network (VPN) technologies, Routing 	Less than 6 months = 0 points 6 to 12 months = 10 points 13 to 20 months = 20 points 21 to 28 months = 30 points 29 to 36 months = 40 points 37+ months = 50 points	50	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

13. P.5 Project Executive - Senior Project Leader– Level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	The Contractor should demonstrate that the proposed resource has experience working with Microsoft Project Server.	Up to 5 months = 20 points 6 to 11 months = 25 points 12+ months = 30 points	30	
R2	The Contractor should demonstrate that the proposed resource has experience managing project activities or resources in SAP Solution Manager.	Up to 5 months = 10 points 6 to 11 months = 15 points 12+ months = 20 points	20	
R3	The Contractor should demonstrate that the proposed resource holds current and valid* SAP Certification(s). A copy of the certification must be submitted with the TA for points to be allocated. *Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/ .	No certification = 0 points SAP Solution Manager Certification = 4 points SAP Project Management Certification = 6 points Up to a maximum of 10 points are available	10	
R4	The Contractor should demonstrate that the proposed resource has worked on SAP projects* for a Federal Government department or agency.	1 project = 5 point 2 projects = 7 points 3+ projects = 10 points	10	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
	* For the purpose of this criterion, a project is defined as having a minimum duration of four (4) months.			
R5	<p>The Contractor should demonstrate that the proposed resource has experience working on complex projects with at least 2 stakeholders and a budget of at least \$10M Canadian.</p> <p>*For the purpose of this criterion, a project duration is a minimum of 6 months.</p>	<p>Project budget of less than \$10M = 0 points</p> <p>Project budget of over \$10M but less than \$20M = 15 points</p> <p>Project budget greater than or equal to \$20M = 30 points</p>	30	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

14. P.8 Project leader - Release Management and Project Lead – level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	<p>The Contractor should demonstrate that the proposed resource has experience leading IT-enabled projects* where SAP accounted for a minimum of 50% of the solution.</p> <p>*For the purpose of this criterion, a project is defined as having a minimum duration of 6 months.</p>	<p>Less than 6 months = 0 points</p> <p>6 to 18 months = 5 point</p> <p>19 to 32 months = 10 points</p> <p>33 to 46 months = 15 points</p> <p>47 to 60 months = 20 points</p> <p>61+ = 25 points</p>	25	
R2	The Contractor should demonstrate that the proposed resource has experience managing concurrent development for two or	2 concurrent releases = 15 points	25	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
	more SAP releases where the development efforts are a minimum of 21 days for each release.	3+ concurrent releases = 25 points		
R3	<p>The Contractor should demonstrate that the proposed resource has experience leading IT-enabled projects* with one or more of the following components:</p> <ul style="list-style-type: none"> i. SAP ERP Central Component (ECC) ii. SAP Business Intelligence (BI) iii. SAP Business Objects (BOBJ) iv. .NET applications or SQL scripts v. SAP HANA vi. S/4 HANA <p>*For the purpose of this criterion, a project is defined as having a minimum duration of 6 months.</p>	<p>3 points for each of the first five (5) components up to a maximum of 15 points.</p> <p>Plus:</p> <p>15 points for the S/4 Hana component.</p>	30	
R4	<p>The Contractor should demonstrate that the proposed resource has experience, above the minimum requirement in M5, working on complex SAP projects* for a Federal Government department or agency with multi-stakeholder (minimum of 2) a team size of at least 10 people and a budget of at least \$1M Canadian.</p> <p>*For the purpose of this criterion, a project duration is defined as having a minimum of 6 months.</p>	<p>1 project above minimum in M5 = 5 point</p> <p>2 projects above minimum in M5 = 7 points</p> <p>3+ projects above minimum in M5 = 10 points</p>	10	
R5	<p>The Contractor should demonstrate that the proposed resource holds a current and valid* Certification in Project Management.</p> <p>A copy of the certification must be submitted with the TA for points to be allocated.</p> <p>*Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/ .</p>	<p>No certification = 0 points</p> <p>SAP Project Management Certification = 5 points</p>	5	

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Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R6	The Contractor should demonstrate that the proposed resource holds a valid Project Management Professional (PMP) Certification or Prince2 or another Project Management degree or certification. A copy of the certification must be submitted with the TA for points to be awarded.	No certification = 0 points PMP, Prince2 or other Project Management degree or certification = 5 points	5	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

APPENDIX D TO ANNEX A CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above

Date

4. CERTIFICATION OF LANGUAGE - [\[English or Bilingual or French\]](#)

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are [\[Option 1 - Unilingual English\]](#) fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

[\[Option 2 - Bilingual\]](#) fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

[\[Option 3 - Unilingual French\]](#) fluent in French. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

Print name of authorized individual & sign above

Date

ANNEX B BASIS OF PAYMENT

1. Professional Services

In accordance with the provisions of the contract, the contractor will be paid the firm all-inclusive per diem rates for work performed under this contract (applicable taxes extra).

INITIAL CONTRACT PERIOD:

Initial Contract Period (Date of Contract award to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
A.2 ERP Functional Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
A.3 ERP Programmer Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
A.5 ERP Technical Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
I.10 Technical Architect	Level 3	\$ TBD
	Level 2	90% of Level 3
I.6 Network Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
P.5 Project Executive (Senior ERP Project Lead)	Level 3	\$ TBD
	Level 2	90% of Level 3
P.8 Project Leader (Release Management and Project Lead)	Level 3	\$ TBD
	Level 2	90% of Level 3

OPTION PERIOD:

Option Period 1 (_____ to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
A.2 ERP Functional Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
A.3 ERP Programmer Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3

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A.5 ERP Technical Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
I.10 Technical Architect	Level 3	\$ TBD
	Level 2	90% of Level 3
I.6 Network Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
P.5 Project Executive (Senior ERP Project Lead)	Level 3	\$ TBD
	Level 2	90% of Level 3
P.8 Project Leader (Release Management and Project Lead)	Level 3	\$ TBD
	Level 2	90% of Level 3

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ANNEX C
SECURITY REQUIREMENTS CHECK LIST

(See attached)

ATTACHMENT 3.1 BID SUBMISSION FORM

BID SUBMISSION FORM		
Bidder's full legal name		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Company Security Officer (CSO) contact information:	Name:	
	Title:	
	Address:	
	Telephone #:	
	Fax #:	
	Email:	
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] [Note to Bidders: <i>Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</i>		
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	

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	<p>Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?</p> <p>Yes _____ No _____</p> <p>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>
<p>Security Clearance Level of Bidder</p> <p>[include both the level and the date it was granted]</p> <p>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</p>	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none">1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;2. This bid is valid for the period requested in the bid solicitation;3. All the information provided in the bid is complete, true and accurate; and4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.	
Signature of Authorized Representative of Bidder	

ATTACHMENT 3.2
ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

ATTACHMENT 4.1

MANDATORY TECHNICAL CRITERIA

For the purposes of the technical evaluation, "combined experience" is defined as all the listed activities within the criterion are demonstrated during the specified timeframe for the total minimum duration requirement, but not necessarily all the activities have the same number of months in duration.

Definitions: The Bidder will find a series of definitions that apply to the entirety of the requirement in Annex A, Statement of Work, Section 13. Please refer to the definitions in that section for words shown in bold and italic in this Attachment or any other applicable definitions.

CORPORATE MANDATORY REQUIREMENT

Fields of Activity

- SAP Business Planning and Consolidation and Functional Support
- SAP Basis and Security Support
- Project Support

	Mandatory Corporate Requirement	Bidder's Response	
		Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
CM.1^(PB)	<p>The Bidder must demonstrate that it has been awarded two (2) contracts for each field of activity where the bidder provided SAP S4 HANA Enterprise Resource Planning Professional Services. At least one (1) contract must be for a large Government (Federal, Provincial, Territorial, Municipal, or Crown Corporation) client or a large commercial client.</p> <p>Large is defined as an organization with 1,000 employees or more.</p> <p>The aggregate value of the compliant contracts must be at least \$1M.</p> <p>Each reference contract must be related to the delivery of SAP S4/HANA Enterprise Resource Planning Professional Services in at least one (1) from each of the following areas:</p> <p>SAP Business Planning and Consolidation and Functional Support</p> <p>Area A</p> <p>a) SAP Functional Analysis</p>	<p>The Bidder's substantiation of technical compliance with Criteria M.1 must be demonstrated by completing the Bidder Response Template in Attachment 4.3.</p>	

	<div>b) SAP Technical Configuration</div> <div>c) SAP Software Development</div> <div>Area B</div> <div><div>a) Involving multi stakeholders with a common SAP configuration</div><div>b) Engaging with software vendor for application support</div></div> <div>For each referenced contract, the Bidder must demonstrate the following:</div> <div><div>1. The contract must have been with a single client.</div><div>2. Referenced contracts must be a minimum of six (6) months in duration.</div><div>3. The services provided under the contract must have been performed within the five (5) years prior to the solicitation publication date.</div><div>4. The contract must have included the provision of resources in at least three (3) out of the following six (6) Resource Categories:</div></div> <table><tr><th>RESOURCE CATEGORY</th></tr><tr><td>ERP Functional Analyst (SAP Functional Analyst)</td></tr><tr><td>ERP Programmer Analyst (ABAP programmer)</td></tr><tr><td>ERP Programmer Analyst (Fiori programmer)</td></tr><tr><td>ERP Technical Analysts – (SAP Process Orchestration (PO) Integration (PI) Specialist)</td></tr><tr><td>ERP Technical Analysts – (SAP Portal Expert)</td></tr><tr><td>ERP Technical Analysts – (SAP BCP Technical Analyst)</td></tr></table> <div><div>SAP Basis and Security Support</div><div>Each reference contract must be related to the delivery of SAP S4/HANA Enterprise Resource Planning Professional Services in at least one (1) from each of the following areas:</div><div>Area A</div><div><div>a) SAP Security</div><div>b) SAP Identity Management</div><div>c) SAP Solution Architecture</div><div>d) SAP Infrastructure Architecture</div><div>e) SAP Governance, risk and compliance</div></div><div>Area B</div><div><div>a) Involving multi stakeholders with a common SAP configuration</div></div></div>	RESOURCE CATEGORY	ERP Functional Analyst (SAP Functional Analyst)	ERP Programmer Analyst (ABAP programmer)	ERP Programmer Analyst (Fiori programmer)	ERP Technical Analysts – (SAP Process Orchestration (PO) Integration (PI) Specialist)	ERP Technical Analysts – (SAP Portal Expert)	ERP Technical Analysts – (SAP BCP Technical Analyst)		
RESOURCE CATEGORY										
ERP Functional Analyst (SAP Functional Analyst)										
ERP Programmer Analyst (ABAP programmer)										
ERP Programmer Analyst (Fiori programmer)										
ERP Technical Analysts – (SAP Process Orchestration (PO) Integration (PI) Specialist)										
ERP Technical Analysts – (SAP Portal Expert)										
ERP Technical Analysts – (SAP BCP Technical Analyst)										

	<p>b) Engaging with SAP software vendor for application support</p> <p>For each referenced contract, the Bidder must demonstrate the following:</p> <ol style="list-style-type: none">1. The contract must have been with a single client.2. Referenced contracts must be a minimum of six (6) months in duration.3. The services provided under the contract must have been performed within the five (5) years prior to the solicitation publication date.4. The contract must have included the provision of resources in at least three (3) out of the following five (5) Resource Categories:								
	<table><tr><th>RESOURCE CATEGORY</th></tr><tr><td>ERP Technical Analysts – (SAP Basis Analyst)</td></tr><tr><td>Technical Architect (SAP Security Specialist)</td></tr><tr><td>SAP Security Specialist- – governance, risk and compliance (GRC)</td></tr><tr><td>Technical Architect (SAP Solution Architect)</td></tr><tr><td>Technical Architect (SAP Technical Architect)</td></tr></table>	RESOURCE CATEGORY	ERP Technical Analysts – (SAP Basis Analyst)	Technical Architect (SAP Security Specialist)	SAP Security Specialist- – governance, risk and compliance (GRC)	Technical Architect (SAP Solution Architect)	Technical Architect (SAP Technical Architect)		
RESOURCE CATEGORY									
ERP Technical Analysts – (SAP Basis Analyst)									
Technical Architect (SAP Security Specialist)									
SAP Security Specialist- – governance, risk and compliance (GRC)									
Technical Architect (SAP Solution Architect)									
Technical Architect (SAP Technical Architect)									
	<p>Project Support</p> <p>Each reference contract must be related to the delivery of SAP S4/HANA Enterprise Resource Planning Professional Services in at least one (1) from each of the following areas:</p> <p>Area A</p> <ol style="list-style-type: none">a) SAP Infrastructure Architectureb) SAP Project Governancec) SAP Release Management <p>Area B</p> <ol style="list-style-type: none">a) Involving multi stakeholders with a common SAP configurationb) Engaging with SAP software vendor for application support <p>For each referenced contract, the Bidder must demonstrate the following:</p> <ol style="list-style-type: none">1. The contract must have been with a single client.2. Referenced contracts must be a minimum of six (6) months in duration.								

	<p>3. The services provided under the contract must have been performed within the five (5) years prior to the solicitation publication date.</p> <p>4. The contract must have included the provision of resources in at least two (2) out of the following three (3) Resource Categories:</p>		
	RESOURCE CATEGORY		
	Network Analyst – (SAP Infrastructure Specialist)		
	Project Executive – (Project Executive)		
	Project leader – (Release Management and Project Lead)		
	<p>To be considered, the Bidder must provide the following information for each contract:</p> <ul style="list-style-type: none">• Contract Start and Completion dates• Client organization name• Address• Reference Contact Name and Title• Contact telephone number or email address• Project Title <p>Note: The same reference project can be used for more than one (1) field of activity.</p>		

RESOURCE MANDATORY REQUIREMENT

SAP Business Planning and Consolidation and Functional Support

1. A.2 ERP Functional Analyst - SAP Functional Analyst – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience, prior to solicitation issuance date, as an SAP Functional Analyst performing at least three (3) of the following four (4) tasks:</p> <ul style="list-style-type: none"> • Develop and document functional, business, and/or system requirements specifications • Develop and document screen, report and interface requirements • Develop functional, business, or system interface or capability interaction • Gather and analyze information to establish the functional needs of an SAP system or project 	
M2^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of combined experience*, prior to solicitation issuance date, in providing support including analysis, configuration, problem resolution, testing and post go-live fixes in at least two (2) of the following modules:</p> <ul style="list-style-type: none"> • Funds Management (FM) • Financial Accounting (FI) • Controlling (CO) • Material Management (MM) • Special Purpose Ledger (SPL) • Salary Forecasting Tool (SFT) • Business Planning and Consolidation (BPC) <p>For the experience to qualify, the Bidder must demonstrate that the proposed resource has performed all four (4) support activities: (analysis, configuration, problem resolution and testing) in the same module.</p> <p>*Overlapping projects will be accepted provided each project meets the criterion.</p>	
M3	<p>The Contractor must demonstrate that the proposed resource has worked on a minimum of two (2) projects* prior to solicitation issuance date, where the proposed</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<p>resource provided SAP Business Planning and Consolidation (BPC) functional support including all of the following areas:</p> <ul style="list-style-type: none"> i. analysis, ii. configuration, iii. testing, iv. post go-live fixes. <p>* To qualify, the resource must have worked on the referenced projects for a minimum of four (4) consecutive months.</p>	

2. A.3 ERP Programmer Analyst - ABAP Programmer – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience*, prior to solicitation issuance date, as an SAP ABAP developer performing the following tasks:</p> <ul style="list-style-type: none"> • Develop low-level detailed requirements, ABAP programming, and systems development of SAP Systems • SAP System testing and implementation 	
M2^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of combined experience*, prior to solicitation issuance date, developing SAP systems using both of the following:</p> <ul style="list-style-type: none"> i. ABAP objects programming techniques ii. Object oriented programming techniques 	
M3	<p>The Bidder must demonstrate that the proposed resource has a minimum of eighty-four (84) months of experience, prior to solicitation issuance date, developing SAP systems in SAP version ECC 6.0 or higher.</p>	
M4	<p>The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of combined</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<p>experience, prior to solicitation issuance date, as an ABAP developer performing both of the following:</p> <ul style="list-style-type: none"> i. Planning inbound/outbound SAP interfaces. ii. Developing inbound/outbound SAP interfaces. 	

3. A.3 ERP Programmer Analyst - Fiori Programmer – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of combined experience, prior to solicitation issuance date, as an ERP Programmer Analyst performing the following tasks:</p> <ul style="list-style-type: none"> • Developing low-level detailed requirements, programming, and systems development of SAP ERP Systems; and • Performing SAP System testing and implementation 	
M2^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of combined experience*, prior to solicitation issuance date, developing SAP systems using one or both of the following:</p> <ul style="list-style-type: none"> i. SAP Application Development technologies ii. Object oriented programming techniques 	
M3	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of two (2) projects*, prior to solicitation issuance date, where the proposed resource was conducting SAP Fiori / SAP UI5 Application development for external-facing applications/interfaces.</p> <p>* For the purpose of this criterion, a project is defined as an initiative/tile that was implemented from start to finish.</p>	
M4	<p>The Bidder must demonstrate that the proposed resource has worked on at least one (1) project*, prior to solicitation issuance date, where the proposed resource was</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<p>conducting SAP Fiori / SAP UI5 Application development for a mobile service (i.e. Blackberry, etc.) Fiori application.</p> <p>* For the purpose of this criterion, a project is defined as an initiative/tile that was implemented from start to finish.</p>	

4. **A.5. ERP Technical Analyst – SAP Process Orchestration (PO) / Process Integration (PI) Specialist Level 3**

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience, prior to solicitation issuance date, as an ERP Technical Analyst performing at least 4 out of the following 5 tasks:</p> <ol style="list-style-type: none"> 1. Develop or assist with business and functional SAP requirements, project scope, estimates of effort and duration 2. Translate SAP functional and business requirements into technical requirements 3. Develop and manage SAP technical aspects of application software, user interfaces, and third-party components 4. Conduct, assist with, and manage unit and system tests 5. Establish technical standards for the technical framework 	
M2^(PB)	<p>The Bidder must demonstrate that the proposed resource has twelve (12) months of combined experience, prior to solicitation issuance date, working with SAP Process Orchestration performing all of the following tasks:</p> <ol style="list-style-type: none"> i. Identifying requirements ii. Gathering requirements iii. Defining requirements iv. Implementing requirements 	
M3	<p>The Bidder must demonstrate that the proposed resource has a minimum of eighteen (18) months of combined experience, prior to solicitation issuance date, providing</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<p>support in SAP Process Orchestration (PO) where the resource performed all of the following tasks:</p> <ul style="list-style-type: none"> i. Analysis ii. Configuration iii. Problem resolution iv. Testing 	
M4	<p>The Bidder must demonstrate that the proposed resource has a minimum of eighteen (18) months of combined experience, prior to solicitation issuance date, providing support in SAP Process Integration (PI) where the resource performed all of the following tasks:</p> <ul style="list-style-type: none"> i. Analysis ii. Configuration iii. Problem resolution iv. Testing 	

5. A.5. ERP Technical Analyst – SAP Portal Expert Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience, prior to solicitation issuance date, as an SAP Technical Analyst performing the following tasks:</p> <ul style="list-style-type: none"> • Develop or assist with business and functional SAP requirements, project scope, estimates of effort and duration • Translate SAP functional and business requirements into technical requirements • Develop and manage SAP technical aspects of application software, user interfaces, and third-party components 	
M2^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of combined experience, prior to solicitation issuance date, in one or both of the following:</p> <ul style="list-style-type: none"> i. the implementation of the SAP enterprise portal. 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	ii. the upgrade of the SAP enterprise portal. *Overlapping projects will be accepted provided each project meets the criterion.	
M3	The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of combined experience, prior to solicitation issuance date, in the integration of the Portal SAP Business packages within the SAP/ERP such as FI, FM, MM, HR, Invoicing, SAP BI.	
M4	The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of experience, prior to solicitation issuance date, in the technical system configuration (tools, methods, preconfigured contents, etc.) of the SAP NetWeaver Portal.	
M5	The Bidder must demonstrate that the proposed resource has a minimum of twelve (12) months of experience, prior to solicitation issuance date, in SAP Accessibility Improvements to the look and feel of the SAP NetWeaver portal.	

6. A.5. ERP Technical Analyst – SAP BPC Technical Analyst Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1(PB)	The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months experience, prior to solicitation issuance date, as an SAP Technical Analyst performing at least 4 out of the following 5 tasks: <ol style="list-style-type: none"> 1. Develop or assist with business and functional requirements, project scope, estimates of effort and duration 2. Translate functional and business requirements into technical requirements 3. Develop or manage technical aspects of application software, user interfaces, and third-party components 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	4. Conduct, assist with, and manage unit and system tests 5. Establish technical standards for the technical framework	
M2^(PB)	<p>The Bidder must demonstrate that the proposed resource has implemented Business Planning and Consolidation (BPC) on at least two (2) projects*.</p> <p>*For the purpose of this criterion, a project is defined as having a minimum duration of four (4) months.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of two (2) projects* prior to solicitation issuance date, where the resource performed all of the following on each project:</p> <ul style="list-style-type: none"> i. analyzed business requirements in order to map business processes or requirements to functional specifications; and ii. analyzed conceptual data models in support of departmental or organizational transformation initiatives (i.e. Integrated Operational Planning). <p>* For the purpose of this criterion, a project is defined as having a minimum duration of four (4) months.</p>	
M4	<p>The Bidder must demonstrate that the proposed resource has a minimum of twenty-four (24) months of combined experience*, prior to solicitation issuance date, as a functional or technical analyst working on at least two (2) of the following:</p> <ul style="list-style-type: none"> i. SAP ECC ii. SAP BW iii. SAP BPC- NetWeaver iv. SAP BPC- HANA <p>*Overlapping projects will be accepted providing each project meets the criterion.</p>	

SAP Basis and Security Support

7. A.5 ERP Technical Analysts – SAP Basis Analyst – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months experience, prior to solicitation issuance date, as an SAP Basis Technical Analyst installing, configuring and conducting daily operations for the administration of the SAP systems including performing all of the following tasks:</p> <ul style="list-style-type: none"> • Administer the SAP data and code bases • Perform SAP BASIS design, SAP solutions to achieve defined business goals • Maintain SAP applications process design and configuration • Perform SAP application design, development, integration, testing and deployment 	
M2^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of twelve (12) months of experience, prior to solicitation issuance date, with Business Objects (BOBJ) version 4.0 or higher performing all of the following tasks:</p> <ol style="list-style-type: none"> i. Installation ii. Configuration iii. Upgrades iv. Clustering v. System Administration of operations vi. Technical security advice vii. SAP BW connecting with Tomcat deployment 	
M3	<p>The Bidder must demonstrate that the proposed resource has a minimum of twelve (12) months of experience, prior to solicitation issuance date, architecting security authentication modeled with Single Sign-On for SAP NetWeaver Portal with SAP BOBJ systems.</p>	
M4	<p>The Bidder must demonstrate that the proposed resource has a minimum of twelve (12) months of experience, prior to solicitation issuance date, with SAP architectural designs.</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<p>Experience must include installation and configuration of servers and client tools incorporating all of the following SAP system types:</p> <ul style="list-style-type: none"> i. BOBJ (Business Objects Intelligence Platform version 4.0 or higher) ii. SAP Business Planning and Consolidation (BPC) iii. NetWeaver with SAP Business Warehouse iv. SAP NetWeaver Portal 	
M5	<p>The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of experience, in the last seven (7) years prior to solicitation issuance date, as an SAP BASIS administrator with SAP NetWeaver performing all of the following tasks:</p> <ul style="list-style-type: none"> i. Installation ii. Configuration iii. Support 	

8. I.10 Technical Architect - SAP Security Specialist – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience, prior to solicitation issuance date, as an SAP Security Specialist performing at least three (3) of the following four (4) tasks:</p> <ul style="list-style-type: none"> • Manage security for the SAP projects and operations • Provide support in defining security role requirements for the SAP project(s) • Maintain complete security roles, setup, and security mappings in the SAP systems • Maintain complete business roles setup and security mappings in SAP Identity Management system and governance, risk and compliance 	
M2^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of experience, prior to solicitation issuance date, performing all of the following tasks:</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> i. Gathering SAP security requirements ii. Planning SAP security roles and responsibilities iii. Designing SAP security roles and responsibilities iv. Implementing SAP security roles and responsibilities 	
M3	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of three (3) projects* in the last sixty (60) months, prior to solicitation issuance date, where the proposed resource implemented security authorizations and roles using SAP ECC 6 which included all of the following:</p> <ul style="list-style-type: none"> i. Analysis ii. Planning iii. Configuration iv. Development v. Testing vi. Monitoring <p>*For the purpose of this criterion, a project is defined as having a minimum duration of 4 months.</p>	

9. I.10 Technical Architect - SAP Security Specialists – governance, risk and compliance (GRC) – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience, prior to solicitation issuance date, performing all of the following tasks as part of a GRC implementation:</p> <ul style="list-style-type: none"> i. Gathering SAP security requirements ii. Planning SAP security roles and responsibilities iii. Designing SAP security roles and responsibilities iv. Implementing SAP security roles and responsibilities 	
M2^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum sixty (60) months of experience, prior to solicitation issuance date, in remediating Segregation of</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<p>Duties (SoD) conflicts using GRC tools in SAP environments which included all of the following:</p> <ul style="list-style-type: none"> i. Defining control objectives ii. Identifying risks iii. Assessing risks iv. Implementing mitigating controls v. Reducing or eliminating SoD conflicts 	
M3	<p>The Bidder must demonstrate that the proposed resource holds a current and valid* SAP Certification, prior to solicitation issuance date, in either one of the following:</p> <ul style="list-style-type: none"> i. SAP Security ii. SAP Access Control <p>A copy of the certification must be submitted with the proposal.</p> <p>*Current and valid certification issued by SAP as indicated by the SAP training site: https://training.sap.com/ca/en/ .</p>	

10. I.10 Technical Architect - SAP Solution Architect – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience prior to solicitation issuance date, performing all of the following technical architecting tasks for systems running SAP software:</p> <ul style="list-style-type: none"> • Elaborating and documenting technical requirements, specifications and design documents • Developing business and functional requirements, project scope, estimates of effort and duration; • Translating functional and business requirements into technical requirements • Developing design documents for SAP Solutions from within Solution Manager • Integrating and testing SAP Solution Manager solutions 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> Developing SAP technical architecture designs 	
M2^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of thirty-six (36) months of experience within the last five (5) years, prior to solicitation issuance date, conducting architecture reviews of SAP technology for strategic projects*.</p> <p>* Strategic projects are defined as a systematic process of envisioning a desired future, and translating long term goals into broadly defined goals or objectives and a sequence of steps to achieve them.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of three (3) full SAP implementation projects where the combined experience of the three projects involved all of the following:</p> <ul style="list-style-type: none"> i. SAP ERP ii. SAP BW iii. SAP Portals iv. SAP Business Objects 	
M4	<p>The Bidder must demonstrate that the proposed resource holds a University degree or College diploma in IM/IT, Project Management, Business, Public administration, E-commerce or Applied Science.</p> <p>A copy of the degree or diploma must be submitted with the proposal.</p>	

11. I.10 Technical Architect - SAP Technical Architect - Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of experience* in the last fifteen (15) years, prior to solicitation issuance date, performing all of the following technical architecting tasks for systems running SAP software:</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> Elaborating and documenting technical requirements, specifications and design documents Defining technical standards for the technical framework including SAP data and code bases; Developing design documents for SAP Solutions from within Solution Manager Integrating and testing SAP Solution Manager solutions Developing SAP technical architecture designs 	
M2(PB)	The Bidder must demonstrate that the proposed resource has a minimum of thirty-six (36) months of experience in the last ten (10) years, prior to solicitation issuance date, conducting architecture reviews of SAP technology for <i>strategic projects</i> .	
M3	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of three (3) complete SAP implementation projects where the combined experience of the three projects involved all of the following:</p> <ul style="list-style-type: none"> i. SAP ERP ii. SAP BW iii. SAP Portals iv. SAP Business Objects 	
M4	<p>The Bidder must demonstrate that the proposed resource holds a University degree or College diploma in IM/IT, Project Management, Business, Public administration, E-commerce or Applied Science.</p> <p>A copy of the degree or diploma must be submitted with the proposal.</p>	

Project Support

12. I.6 Network Analyst - SAP Infrastructure Specialist – Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of technical Infrastructure networking or server experience, prior to solicitation issuance date, as an SAP Infrastructure Specialist performing at least seven (7) of the following eight (8) tasks):</p> <ul style="list-style-type: none"> • Implement SAP server infrastructure and environment hardware/software OS/VM releases, OS/VM upgrades & OS/VM patches • Assist in defining requirements for the implementation including server infrastructure and hardware/software platform along with the environments • Provide expert advice related to the internal workings of systems' infrastructure and environment • Configure, monitor, tune, and troubleshoot the SAP server infrastructure environment • Install, upgrade, and maintain SAP server OS/VM infrastructure • Document and update the existing SAP server OS/VM and networking environments • Introduce technical changes or configuration into the environment to maintain reliability, availability and performance of the SAP OS/VM infrastructure landscape • Administer the SAP infrastructure 	
M2^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of server experience, prior to solicitation issuance date, performing all of the following tasks in an SAP environment in a combination of supporting a Microsoft OS platform and a Linux platform:</p> <ol style="list-style-type: none"> i. Installation ii. Configuration iii. Upgrades iv. Clustering v. System Administration of operations 	
M3	<p>The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of technical Infrastructure networking or server experience, prior to</p>	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<p>solicitation issuance date, performing both of the following tasks:</p> <ul style="list-style-type: none"> Installing and configuring firewalls Networking/routing configuration and intrusion detection/prevention 	
M4	<p>The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of technical Infrastructure networking or server experience, prior to solicitation issuance date, in the installation and maintenance of servers including all of the following:</p> <ul style="list-style-type: none"> Domain Name System (DNS) Active Directory Simple Mail Transfer Protocol (SMTP) Internet Information Services (IIS) 	

13. P.5 Project Executive - Senior Project Leader– Level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of combined experience*, prior to solicitation issuance date, as a:</p> <ul style="list-style-type: none"> Product Release Manager; or Project Lead; or Project Manager. <p>performing all of the following tasks:</p> <ul style="list-style-type: none"> Provide project management, governance and oversight for complex projects; Prepare Project Charter, Project Management Plan and Project Schedule; Manage project activities and resources in Microsoft Project Server and/or SAP Solution Manager; Prepare risk mitigation strategies and action plans; Lead regular project meetings with technical resources to plan work activities and ensure work remains within scope and on schedule; 	

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
	<ul style="list-style-type: none"> Provide operational support for the deployment of changes to Production during Go-Live or for maintenance releases. 	
M2(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of combined experience*, prior to solicitation issuance date, planning and coordinating requirements gathering, technical analysis, solution development, testing and deployment activities for the following components:</p> <ul style="list-style-type: none"> SAP BW; SAP ECC; Data services; and Business Objects (BOBJ). 	
M3	<p>The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of experience, prior to solicitation issuance date, managing IT-enabled projects* where SAP BI or SAP ECC accounted for a minimum of 50% of the solution.</p> <p>An IT-enabled project is a project that has an Information Technology component which is critical to achieving the intended business outcomes.</p>	
M4	<p>The Bidder must demonstrate that the proposed resource has, prior to solicitation issuance date, managed a minimum of four (4) complex projects with a team size of at least 10 people and a budget of at least \$1M Canadian.</p> <p>For the purpose of this criterion, a project duration is defined as having a minimum of 6 months.</p>	
M5	<p>The Bidder must demonstrate that the proposed resource holds a valid Project Management Professional (PMP) Certification or Prince2 or another Project Management degree or certification.</p> <p>A copy of the certification must be submitted with the proposal.</p>	
M6	<p>The Bidder must demonstrate that the proposed resource has a minimum of twelve (12) months of experience, prior to solicitation issuance date, working with Solution Manager.</p>	

14. P.8 Project leader - Release Management and Project Lead – level 3

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M1^(PB)	<p>The Bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of combined experience, as a:</p> <ul style="list-style-type: none"> • Product Release Manager; or • Project Lead; or • Project Manager. <p>performing all of the following tasks:</p> <ul style="list-style-type: none"> • Receive, assess and track all change requests submitted; • Analyze and review business requirement documents or functional requirements for accuracy and completeness; • Maintain change requests (CRs) backlog in the issue tracking system and ensure CRs are closed following deployment to production; • Ensure application changes are documented including design tasks, server configuration changes, and reports creation; • Liaise with QA and business resources to ensure adequate test coverage; • Liaise with Functional Managers to ensure resources with necessary skill sets are available; • Provide operational support for the deployment of changes to Production during Go-Live or for maintenance releases. 	
M2^(PB)	<p>The Contractor must demonstrate that the proposed resource has a one hundred and twenty (120) months of combined experience*, prior to solicitation issuance date, planning and coordinating requirements gathering, technical analysis, solution development, testing and deployment activities for the following components:</p> <ul style="list-style-type: none"> ○ SAP ERP Central Component (ECC); ○ SAP Business Intelligence (BI); ○ SAP Business Objects (BOBJ); ○ .NET applications; ○ SQL scripts; ○ SAP Hana ○ SAP S/4 Hana 	

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Amendment Number:

Buyer ID:
606EL

Resource Name:		
Criteria	Mandatory Requirement	Demonstrated Experience (Contractor to insert response)
M3	The Bidder must demonstrate that the proposed resource has a minimum of thirty-six (36) months of experience, prior to solicitation issuance date, leading development or configuration activities for an SAP S/4 Hana solution.	
M4	The Bidder must demonstrate that the proposed resource has a minimum of twenty-four (24) months of experience, prior to solicitation issuance date, gathering business requirements for changes to SAP applications.	
M5	<p>The Bidder must demonstrate that the proposed resource has worked on a minimum of two (2) SAP complex projects*, prior to solicitation issuance date with a team size of at least 10 people and a budget of at least \$1M Canadian.</p> <p>*For the purpose of this criterion, a project duration is defined as having a minimum of 6 months.</p>	

ATTACHMENT 4.2

POINT-RATED TECHNICAL CRITERIA

For the purposes of the technical evaluation, “combined experience” is defined as all the listed activities within the criterion are demonstrated during the specified timeframe for the total minimum duration requirement, but not necessarily all the activities have the same number of months in duration.

Definitions: The Contractor will find a series of definitions that apply to the entirety of the requirement in Annex A, Statement of Work, Section 13. Please refer to the definitions in that section for words shown in bold and italic in this Appendix.

CORPORATE POINT RATED REQUIREMENTS

Corporate Rated Criteria	Maximum Points	Bidder's Score
R1	60	
R2	30	
R3	30	
R4	30	
Total Maximum Points	150	
Minimum Pass Mark (70%)	105	

	Rated Requirement	Point Allocation	Max Available Points	Bidder's Response	
				Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
CR.1	<p>The Bidder should demonstrate, in addition to the minimum of two (2) contracts demonstrated for each of the three fields of activity in CM1, that it has been awarded contracts where the bidder provided SAP S4/HANA Enterprise Resource Planning Professional Services to a large Government (Federal, Provincial, Territorial, Municipal, or Crown Corporation) client or a large commercial client.</p> <p>Large is defined as an organization with 1,000 employees or more.</p> <p>SAP Business Planning and Consolidation and Functional Support</p> <p>Each reference contract is related to the delivery of SAP S4/HANA Enterprise Resource Planning Professional Services in at least one (1) from each of the following areas:</p> <p>Area A</p> <ul style="list-style-type: none"> a) SAP Functional Analysis b) SAP Technical Configuration c) SAP Software Development <p>Area B</p> <ul style="list-style-type: none"> a) Involving multi stakeholders with a common SAP configuration 	10 points per additional contract for a maximum of 20 points per field of activity	60	The Bidder's substantiation of technical compliance with Criteria R.1 should be demonstrated using the same response templates in Attachment 4.3, used for compliance with Criteria CM.1.	

	Rated Requirement	Point Allocation	Max Available Points	Bidder's Response	
				Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
	<p>b) Engaging with software vendor for application support</p> <p>For each referenced contract, the Bidder will demonstrate the following:</p> <ol style="list-style-type: none"> 1. The contract is with a single client. 2. Referenced contracts have a minimum duration of six (6) months. 3. The services provided under the contract have been performed within the five (5) years prior to the solicitation publication date. 4. The contract included the provision of resources in at least three (3) out of the following six Resource Categories. 				
	RESOURCE CATEGORY				
	ERP Functional Analyst (SAP Functional Analyst)				
	ERP Programmer Analyst (ABAP programmer)				
	ERP Programmer Analyst (Fiori programmer)				
	ERP Technical Analysts – (SAP Process Orchestration (PO) Integration (PI) Specialist)				
	ERP Technical Analysts – (SAP Portal Expert)				
	ERP Technical Analysts – (SAP BCP Technical Analyst)				
	<p>SAP Basis and Security Support</p> <p>Each reference contract is related to the delivery of SAP S4/HANA Enterprise Resource Planning Professional Services in at least one (1) from each of the following areas:</p> <p>Area A</p> <ol style="list-style-type: none"> a) SAP Security b) SAP Identity Management c) SAP Solution Architecture d) SAP Infrastructure Architecture e) SAP Governance, risk and compliance <p>Area B</p> <ol style="list-style-type: none"> a) Involving multi stakeholders with a common SAP configuration b) Engaging with SAP software vendor for application support <p>For each referenced contract, the Bidder will demonstrate the following:</p> <ol style="list-style-type: none"> 1. The contract is with a single client. 				

	Rated Requirement	Point Allocation	Max Available Points	Bidder's Response	
				Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
	<p>2. Referenced contracts have a minimum duration of six (6) months.</p> <p>3. The services provided under the contract have been performed within the five (5) years prior to the solicitation publication date.</p> <p>4. The contract included the provision of resources in at least three (3) out of the following five (5) Resource Categories:</p> <p>RESOURCE CATEGORY</p> <p>ERP Technical Analysts – (SAP Basis Analyst)</p> <p>Technical Architect (SAP Security Specialist)</p> <p>SAP Security Specialist- – governance, risk and compliance (GRC)</p> <p>Technical Architect (SAP Solution Architect)</p> <p>Technical Architect (SAP Technical Architect)</p> <p>Project Support</p> <p>Each reference contract is related to the delivery of SAP S4/HANA Enterprise Resource Planning Professional Services in at least one (1) from each of the following areas:</p> <p>Area A</p> <p>a) SAP Infrastructure Architecture</p> <p>b) SAP Project Governance</p> <p>c) SAP Release Management</p> <p>Area B</p> <p>a) Involving multi stakeholders with a common SAP configuration</p> <p>b) Engaging with SAP software vendor for application support</p> <p>For each referenced contract, the Bidder will demonstrate the following:</p> <p>1. The contract is with a single client.</p> <p>2. Referenced contracts have a minimum duration of six (6) months.</p> <p>3. The services provided under the contract have been performed within the five (5) years prior to the solicitation publication date.</p> <p>4. The contract included the provision of resources in at least two (2) of the following three Resource Categories:</p>				

	Rated Requirement	Point Allocation	Max Available Points	Bidder's Response	
				Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
	<p>RESOURCE CATEGORY</p> <p>Network Analyst – (SAP Infrastructure Specialist)</p> <p>Project Executive – (Project Executive)</p> <p>Project leader – (Release Management and Project Lead)</p> <p>To be considered, the Bidder will provide the following information for each contract:</p> <ul style="list-style-type: none"> • Contract Start and Completion dates • Client organization name • Address • Reference Contact Name and Title • Contact telephone number or email address • Project Title <p>Note: The same reference project can be used for more than one (1) field of activity.</p>				
CR.2	<p>The Bidder should demonstrate that it has been awarded contracts where the bidder delivered SAP S4/HANA Functional Services.</p> <p>Functional Services are defined as activities required to analyse, develop and document functional, business, and/or system requirements specifications including screen, report and interface or capability interaction requirements for an SAP ERP.</p> <p>To be considered:</p> <ol style="list-style-type: none"> The contract is with a single client. Referenced contracts have a minimum duration of six (6) months. The services provided under the contract have been performed within the ten (10) years prior to the solicitation publication date. <p>The Bidder will provide the following information for each contract:</p> <ul style="list-style-type: none"> • Contract Start and Completion dates • Client organization name • Address • Reference Contact Name and Title • Contact telephone number or email address • Project Title 	10 points per contract for a maximum of 30 points	30	The Bidder's substantiation of technical compliance with Criteria R.2 should be demonstrated using the response templates in Attachment 4.3.	
CR.3	<p>The Bidder should demonstrate that it has been awarded contracts where the bidder delivered SAP S4/HANA Security Services.</p> <p>SAP Security Services are defined as the activities required to manage security for SAP projects and SAP ERP operations of users, user roles, access controls, governance, identity management, accreditation, security blueprints, fit/gap analysis and IT security configurations.</p>	10 points per contract for a maximum of 30 points	30	The Bidder's substantiation of technical compliance with Criteria R.3 should be demonstrated using the response	

	Rated Requirement	Point Allocation	Max Available Points	Bidder's Response	
				Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
	<p>To be considered:</p> <ul style="list-style-type: none"> a) The contract is with a single client. b) Referenced contracts have a minimum duration of six (6) months. c) The services provided under the contract have been performed within the ten (10) years prior to the solicitation publication date. <p>The Bidder will provide the following information for each contract:</p> <ul style="list-style-type: none"> • Contract Start and Completion dates • Client organization name • Address • Reference Contact Name and Title • Contact telephone number or email address • Project Title 			templates in Attachment 4.3.	
CR.4	<p>The Bidder should demonstrate that it has been awarded contracts where the bidder delivered SAP S4/HANA Release Management Services.</p> <p>SAP Release Management Services are defined as the activities required to manage the technical analysis, solution development, testing, and documenting the deployment of SAP into either a development or production environment including post deployment change management.</p> <ul style="list-style-type: none"> a) The contract is with a single client. b) Referenced contracts have a minimum duration of six (6) months. c) The services provided under the contract have been performed within the ten (10) years prior to the solicitation publication date. <p>The Bidder will provide the following information for each contract:</p> <ul style="list-style-type: none"> • Contract Start and Completion dates • Client organization name • Address • Reference Contact Name and Title • Contact telephone number or email address • Project Title 	10 points per contract for a maximum of 30 points	30	The Bidder's substantiation of technical compliance with Criteria R.4 should be demonstrated using the response templates in Attachment 4.3.	

RESOURCE RATED REQUIREMENT

Resource Rated Criteria	Maximum Points	Minimum Points
A.2 ERP Functional Analyst - SAP Functional Analyst – Level 3	21	15
A.3 ERP Programmer Analyst - ABAP Programmer – Level 3	29	20
A.3 ERP Programmer Analyst - Fiori Programmer – Level 3	45	30
A.5. ERP Technical Analyst – SAP Process Orchestration (PO)/Process Integration (PI) Specialist Level 3	45	30
A.5. ERP Technical Analyst – SAP Portal Expert Level 3	22	15
A.5. ERP Technical Analyst – SAP BPC Technical Analyst Level 3	65	45
A.5 ERP Technical Analysts - SAP Basis Analyst – Level 3	100	70
I.10 Technical Architect - SAP Security Specialist – Level 3	100	70
I.10 Technical Architect - SAP Security Specialists – governance, risk and compliance (GRC) – Level 3	100	70
I.10 Technical Architect - SAP Solution Architect – Level 3	60	42
I.10 Technical Architect - SAP Technical Architect - Level 3	100	70
I.6 Network Analyst - SAP Infrastructure Specialist – Level 3	100	70
P.5 Project Executive - Senior Project Leader– Level 3	100	70
P.8 Project leader - Release Management and Project Lead – level 3	100	70

SAP Business Planning and Consolidation and Functional Support

1. A.2 ERP Functional Analyst - SAP Functional Analyst – Level 3

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R1	<p>The Bidder should demonstrate that the proposed resource has experience, above the minimum requested under M2, providing support including analysis, configuration, problem resolution and testing in at least two (2) of the following modules:</p> <ul style="list-style-type: none"> • Funds Management (FM) • Financial Accounting (FI) • Controlling (CO) • Material Management (MM) • Special Purpose Ledger (SPL) • Salary Forecasting Tool (SFT) • Business Planning and Consolidation (BPC) <p>For the experience to qualify, the Bidder should demonstrate that the proposed resource has experience performing all four (4) support activities (analysis, configuration, problem resolution and testing) in the same module during the specified timeframe.</p>	<p>61 to 69 months = 3 points</p> <p>70 to 74 months = 6 points</p> <p>75 to 79 months = 9 points</p> <p>80+ months = 12 points</p>	12	

Criteria	Rated Requirement	Demonstrated Experience (Contractor to insert response)	Max Available Points	Points Received
R2	<p>The Bidder should demonstrate that the proposed resource holds current and valid* SAP R/3 or ERP Certifications.</p> <p>A copy of the certification(s) is required with the proposal for points to be allocated.</p> <p>*Current and valid certifications issued by SAP as indicated by the SAP training site.</p> <p>https://training.sap.com/ca/en/</p>	<p>Certification in 1 module = 1 point</p> <p>Certification in 2 modules = 2 points</p> <p>Certification in 3 modules = 3 points</p>	3	
R3	<p>The Bidder should demonstrate that the proposed resource has experience working on projects* that used the International Financial Reporting Standards (IFRS) as their accounting standards.</p> <p>*For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	3	
R4	<p>The Bidder should demonstrate that the proposed resource has worked on SAP development, implementation or upgrade projects* for a Federal Government department or agency.</p> <p>*For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p> <p>3+ projects = 3 points</p>	3	
Maximum Points			21	
Minimum Required Points			15	
Total Points Received				

2. **A.3 ERP Programmer Analyst - ABAP Programmer – Level 3**

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	<p>The Bidder should demonstrate that the proposed resource holds a current and valid* ABAP Certification.</p> <p>A copy of the certification is required with the proposal for points to be allocated.</p> <p>*Current and valid certification issued by SAP as indicated by the SAP training site.</p> <p>https://training.sap.com/ca/en/</p>	<p>No Certification = 0 points</p> <p>ABAP Certification = 2 points</p> <p>ABAP for HANA = 2 points</p>	4	
R2	<p>The Bidder should demonstrate that the proposed resource has experience as an SAP ABAP Developer building and maintaining reports sourcing information from SAP ECC 6.0.</p>	<p>Less than 12 months = 1 point</p> <p>12 months = 4 points</p> <p>13+ months = 8 points</p>	8	
R3	<p>The Bidder should demonstrate that the proposed resource has experience as an SAP ABAP Developer in the following areas:</p> <ul style="list-style-type: none"> i. Building Enhancements ii. Building Interfaces iii. Building Forms 	<p>1 area = 2 points</p> <p>2 areas = 4 points</p> <p>3 areas = 6 points</p>	6	
R4	<p>The Bidder should demonstrate that the proposed resource has experience as an SAP ABAP Developer using SAP ECC 6.0 or higher in the following modules:</p> <ul style="list-style-type: none"> i. Funds Management (FM) ii. Finance (FI) iii. Controlling (CO) iv. Business Planning and Consolidation (BPC) 	<p>1 module = 2 points</p> <p>2 modules = 4 points</p> <p>3 modules = 6 points</p> <p>4 modules = 8 points</p>	8	
R5	<p>The Bidder should demonstrate that the proposed resource has worked on SAP development, implementation or upgrade</p>	<p>1 project = 1 point</p> <p>2 projects = 2 points</p>	3	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	<p>projects* for a Federal Government department or agency.</p> <p>*For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.</p>	3+ projects = 3 points		
Maximum Points			29	
Minimum Required Points			20	
Total Points Received				

3. **A.3 ERP Programmer Analyst - Fiori Programmer – Level 3**

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	<p>The Bidder should demonstrate that the proposed resource holds a current and valid* Fiori Certification.</p> <p>A copy of the certification is required with the proposal for points to be allocated.</p> <p>*Current and valid certification issued by SAP as indicated by the SAP training site.</p> <p>https://training.sap.com/ca/en/</p>	<p>No Certification = 0 points</p> <p>Fiori Certification = 5 points</p>	5	
R2	<p>The Bidder should demonstrate that the proposed resource has experience as a developer using any of the following Government of Canada web standards:</p> <ol style="list-style-type: none"> Web Experience Toolkit (WET) Common Look and Feel (CLF) 	<p>WET or CLF = 5 points</p> <p>WET and CLF = 10 points</p>	10	
R3	<p>The Bidder should demonstrate that the proposed resource has experience* as a developer in any of the following elements:</p> <ul style="list-style-type: none"> Javascript HTML5 RESTful web services BOBJ API 	<p>1 element = 5 points</p> <p>2 elements = 10 points</p> <p>3 elements = 15 points</p> <p>4 elements = 20 points</p>	20	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	<p>*Overlapping experience will be accepted provided the criterion is demonstrated.</p> <p>*To qualify the resource must have a minimum of twelve (12) months experience developing in the same program.</p>			
R4	<p>The Bidder should demonstrate that the proposed resource has additional experience above the minimum requirement of one (1) project in M4 where the proposed resource was conducting SAP Fiori / SAP UI5 Application development for a mobile service (i.e. Blackberry, etc.).</p> <p>*For the purpose of this criterion, a project is defined as an initiative/tile that was implemented from start to finish.</p>	<p>1 project above the minimum requirement = 3 points</p> <p>2 projects above the minimum requirement = 7 points</p> <p>3+ projects above the minimum requirement = 10 points</p>	10	
Maximum Points			45	
Minimum Required Points			30	
Total Points Received				

4. **A.5. ERP Technical Analyst – SAP Process Orchestration (PO)/Process Integration (PI) Specialist Level 3**

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	<p>The Bidder should demonstrate that the proposed resource has experience in the life cycle of projects where the resource performed all of the following in both PO and PI:</p> <ul style="list-style-type: none"> i. Analysis ii. Recommendations iii. Design and development (configuration) iv. Implementation v. Conversion vi. Documentation 	<p>1 point per demonstrated component up to a maximum of 6 points.</p> <p>Additional points will be allocated as follows:</p> <p>Less than 12 months experience = 0 points</p>	10	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
		<p>12 to 24 months = 3 points</p> <p>25+ months = 4 points</p> <p>Up to a maximum of 10 points</p>		
R2	<p>The Bidder should demonstrate that the proposed resource has experience performing all of the following in SAP Workflow:</p> <ul style="list-style-type: none"> i. Designing ii. Developing iii. Configuring iv. Implementing v. Testing 	<p>1 point per demonstrated component up to a maximum of 5 points.</p> <p>Additional points will be allocated as follows:</p> <p>Less than 12 months experience = 0 points</p> <p>12 to 24 months = 3 points</p> <p>25+ months = 5 points</p> <p>Up to a maximum of 10 points</p>	10	
R3	<p>The Bidder should demonstrate that the proposed resource has experience performing all of the following in SAP PI Business Process Management (BPM) Workflow engine and modelling:</p> <ul style="list-style-type: none"> i. Designing ii. Developing iii. Configuring iv. Implementing v. Testing 	<p>1 point per demonstrated component up to a maximum of 5 points.</p> <p>Additional points will be allocated as follows:</p> <p>Less than 12 months experience = 0 points</p> <p>12 to 24 months = 3 points</p> <p>25+ months = 5 points</p>	10	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
		Up to a maximum of 10 points		
R4	<p>The Bidder should demonstrate that the proposed resource has experience performing all of the following for the security controls involved to secure an SAP NetWeaver PO or PI application.</p> <ul style="list-style-type: none"> i. Designing ii. Developing iii. Configuring iv. Implementing v. Testing 	<p>1 point per demonstrated component up to a maximum of 5 points.</p> <p>Additional points will be allocated as follows:</p> <p>Less than 12 months experience = 0 points</p> <p>12 to 24 months = 3 points</p> <p>25+ months = 5 points</p> <p>Up to a maximum of 10 points</p>	10	
R5	<p>The Bidder should demonstrate that the proposed resource holds current and valid* SAP Certification(s).</p> <p>A copy of the certification(s) is required with the proposal for points to be allocated.</p> <p>*Current and valid certification(s) issued by SAP as indicated by the SAP training site.</p> <p>https://training.sap.com/ca/en/</p>	<p>No certification = 0 points</p> <p>Other SAP certification = 2 points</p> <p>PI certification = 5 points</p>	5	
Maximum Points			45	
Minimum Required Points			30	
Total Points Received				

5. A.5. ERP Technical Analyst – SAP Portal Expert Level 3

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	The Bidder should demonstrate that the proposed resource has experience administering SAP NetWeaver. To be considered, the resource must have worked on the project for a minimum duration of six (6) months.	1 project = 5 points 2 projects = 7 points 3+ projects = 10 points	10	
R2	The Bidder should demonstrate that the proposed resource has experience implementing or configuring SAP NetWeaver. To be considered, the resource must have worked on the project for a minimum duration of six (6) months.	1 project = 5 points 2 projects = 7 points 3+ projects = 10 points	10	
R3	The Bidder should demonstrate that the proposed resource holds a current and valid* Certification in NetWeaver 04 or higher. A copy of the certification is required with the proposal for points to be allocated. *Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/	No certification = 0 points Certification = 2 points	2	
Maximum Points			22	
Minimum Required Points			15	
Total Points Received				

6. A.5. ERP Technical Analyst – SAP BPC Technical Analyst Level 3

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	The Bidder should demonstrate that the proposed resource has experience	1 project = 10 points	25	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	<p>providing functional specifications regarding all of the following on each project:</p> <ul style="list-style-type: none"> i. operational planning ii. financial systems iii. reporting solutions <p>*For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.</p>	<p>2 projects = 15 points</p> <p>3 projects = 20 points</p> <p>4+ projects = 25 points</p>		
R2	<p>The Bidder should demonstrate that the proposed resource holds a current and valid* SAP Business Planning and Consolidation (BPC) NetWeaver or SAP Business Planning and Consolidation (BPC) HANA or SAP BW certification.</p> <p>A copy of the certification(s) is required with the proposal for points to be allocated.</p> <p>*Current and valid certification(s) issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/</p>	<p>No certification = 0 points</p> <p>SAP Business Planning and Consolidation (BPC) NetWeaver = 5 points</p> <p>Or</p> <p>SAP Business Planning and Consolidation (BPC) HANA = 5 points</p> <p>Or</p> <p>SAP BW Certification = 5 points</p>	5	
R3	<p>The Bidder should demonstrate that the proposed resource has experience performing all of the following on each project:</p> <ul style="list-style-type: none"> i. SAP-BPC planning ii. Enterprise Performance Management (EPM) reporting iii. Integrating multiple BPC models and iv. BPC-MDX (Multidimensional 	<p>1 project = 10 points</p> <p>2+ projects = 20 points</p>	20	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	Expressions) scripting *For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.			
R4	The Bidder should demonstrate that the proposed resource has experience working with operational planners and financial analysts and, IT and integrated planning resources to implement an integrated planning solution. *For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.	1 project = 5 points 2 projects = 10 points 3+ projects = 15 points	15	
Maximum Points			65	
Minimum Required Points			45	
Total Points Received				

SAP Basis and Security Support

7. A.5 ERP Technical Analysts - SAP Basis Analyst – Level 3

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	The Bidder should demonstrate that the proposed resource has combined experience, above the minimum requested in M2, with Business Objects (BOBJ) version 4.0 or higher performing all of the following tasks: i. Installation ii. Configuration iii. Upgrades iv. Clustering v. System Administration of operations vi. Technical security advice vii. SAP BW connecting with Tomcat deployment	13 to 24 months = 8 points 25 to 36 months = 14 points 37+ months = 20 points	20	
R2	The Bidder should demonstrate that the proposed resource has worked on the installation and configuration of the following	Less than 4 SAP client tools = 0 points	20	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	<p>SAP Client Tools:</p> <ul style="list-style-type: none"> i. Design Studio ii. Universal Design Tool (UDT) iii. Info design tool (IDT) iv. NetWeaver Developer Studio v. Lumira client vi. BEx Designer vii. Crystal Reports Enterprise viii. Crystal Reports 2000 or higher <p>*For the purpose of this criterion, a project is defined as having a minimum duration of 12 months.</p>	<p>4 SAP client tools = 4 points</p> <p>5 SAP client tools = 8 points</p> <p>6 SAP client tools = 12 points</p> <p>7 SAP client tools = 16 points</p> <p>8 SAP client tools = 20 points</p>		
R3	<p>The Bidder should demonstrate that the proposed resource has experience, prior to solicitation issuance date, with SAP Process Orchestration in a Federal Government Department or Agency performing all the following tasks:</p> <ul style="list-style-type: none"> i. Installation ii. Configuration 	<p>Less than 12 months = 0 points</p> <p>12 to 24 months = 5 points</p> <p>25 to 36 months = 10 points</p>	10	
R4	<p>The Bidder should demonstrate that the proposed resource has experience, above the minimum requested in M6 as an SAP BASIS administrator with SAP NetWeaver performing all of the following tasks:</p> <ul style="list-style-type: none"> i. Installation ii. Configuration iii. Support 	<p>61 to 72 months = 10 points</p> <p>73 to 84 months = 15 points</p> <p>84+ months = 20 points</p>	20	
R5	<p>The Bidder should demonstrate that the proposed resource has experience in the last seven (7) years, prior to solicitation issuance date, with Business Warehouse where the resource performed all of the following;</p> <ul style="list-style-type: none"> i. Installation ii. Configuration iii. Support 	<p>Less than 12 months = 0 points</p> <p>12 to 24 months = 10 points</p> <p>25 to 36 months = 15 points</p> <p>37+ months = 20 points</p>	20	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R6	<p>The Bidder should demonstrate that the proposed resource holds current and valid* SAP HANA technical Certification(s).</p> <ul style="list-style-type: none"> i. HANA Administration ii. NetWeaver Certification iii. Other SAP certification <p>A copy of the certification should be submitted with the proposal for points to be allocated.</p> <p>*Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/ .</p>	<p>A maximum of 10 points is available.</p> <p>No Certifications = 0 points</p> <p>NetWeaver certification - 4 points</p> <p>SAP HANA Administration Certification = 6 points</p> <p>Other SAP certification = 1 point</p> <p>SAP HANA Administration and NetWeaver = 10</p>	10	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

8. I.10 Technical Architect - SAP Security Specialist – Level 3

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	<p>The Bidder should demonstrate that the proposed resource has experience configuring security authorizations in the following modules:</p> <ul style="list-style-type: none"> i. Financial Accounting (FI) ii. Funds Management (FM) iii. Controlling (CO) iv. Asset Accounting (AA) v. Material Management (MM) vi. Project System (PS) 	<p>2 modules = 2 points</p> <p>3 modules = 4 points</p> <p>4 modules = 6 points</p> <p>5 modules = 8 points</p> <p>6 modules = 10 points</p>	10	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R2	The Bidder should demonstrate that the proposed resource has experience configuring security authorizations in the following modules: i. Business Partner ii. Basis Components iii. Business Objects (BOBJ) iv. Business Planning and Consolidation (BPC)	2 modules = 5 points 3 modules = 7 points 4 modules = 10 points	10	
R3	The Bidder should demonstrate that the proposed resource has experience configuring security authorizations in the following modules: i. Process Orchestration (PO) ii. Process Integration (PI)	1 module = 10 points 2 modules = 20 points	20	
R4	The Bidder should demonstrate that the proposed resource has experience in the last three (3) years, prior to solicitation issuance date, in a Federal Government Department or Agency, configuring Derived Roles in a Multi-Company (minimum 2) Code Environment.	1 to 11 months = 5 point 12 to 24 months = 7 points 25+ months = 10 points	10	
R5	The Bidder should demonstrate that the proposed resource has experience with Central User Administration where the resource performed all of the following on each project: i. Configuration ii. Implementation iii. Administration *For the purpose of this criterion, a project is defined as having a minimum duration of 6 months.	1 project = 10 point 2 projects = 15 points 3+ projects = 20 points	20	
R6	The Bidder should demonstrate that the proposed resource has experience* with SAP Identity Management (SAP idM) where	1 project = 10 point 2 projects = 15 points	20	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	<p>the resource performed all of the following on each project:</p> <ul style="list-style-type: none"> i. Configuration ii. Implementation iii. Administration <p>*For the experience to be considered, the resource must have worked a minimum of 8 months on the project and must have performed all three activities (configuration, implementation and administration) during that period.</p>	3+ projects = 20 points		
R7	<p>The Bidder should demonstrate that the proposed resource has completed SAP-certified training in SAP Security: Authorizations or GRC.</p> <p>A copy of the certificate(s) must be submitted with the proposal for points to be allocated.</p> <p>Current and valid certification issued by SAP as indicated by the SAP training site.</p> <p>https://training.sap.com/ca/en/ .</p>	<p>No certification = 0 points</p> <p>1 SAP Security: Authorizations or GRC certification = 4 points</p> <p>SAP Security: Authorizations and GRC certification = 10 points</p>	10	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

9. I.10 Technical Architect - SAP Security Specialists – governance, risk and compliance (GRC) – Level 3

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	<p>The Bidder should demonstrate that the proposed resource has experience configuring security authorizations in the following SAP modules:</p> <ul style="list-style-type: none"> i. Financial Accounting (FI) 	<p>2 modules = 5 points</p> <p>3 modules = 7 points</p> <p>4 to 5 modules = 9 points</p>	15	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	<ul style="list-style-type: none"> ii. Funds Management (FM) iii. Controlling (CO) iv. Asset Accounting (AA) v. Materials Management (MM) vi. Project System (PS) vii. Plant Maintenance (PM) viii. Flexible Real Estate Management (RE-FX) 	6 to 7 modules = 12 points 8 modules = 15 points		
R2	<p>The Bidder should demonstrate that the proposed resource has experience configuring security authorizations roles for system and end-users, as well as roles mapping for the following SAP Solution Manager scenarios:</p> <ul style="list-style-type: none"> i. Incident Management (ITSM) ii. Change Management (ChaRM) iii. Root Cause Analysis (RCA) iv. Custom Development Management Cockpit (CDMC) v. System Recommendation (SR) 	2 scenarios = 5 points 3 scenarios = 10 points 4+ scenarios = 15 points	15	
R3	<p>The Bidder should demonstrate that the proposed resource has experience in the last thirty-six (36) months, prior to solicitation issuance date, configuring and maintaining Derived Roles in a Multi-Company (minimum of 2) Code SAP Environment within a Federal Government Department or Agency.</p>	1 to 8 months = 4 points 9 to 18 months = 6 points 19 to 27 months = 8 points 28+ months = 10 points	10	
R4	<p>The Bidder should demonstrate that the proposed resource has experience in designing mitigation controls to address Segregation of Duties (SoD) conflicts and critical risks in SAP environments.</p> <p>*For the purpose of this criterion, a project is defined as having a minimum duration of 6 months.</p>	1 project = 5 points 2 projects = 10 points 3 projects = 15 points 4+ projects = 20 points	20	
R5	<p>The Bidder should demonstrate that the proposed resource has worked on projects translating business requirements into technical requirements to facilitate implementation of GRC tools in an SAP</p>	1 project = 4 points 2 projects = 6 points 3 projects = 8 points 4 + projects = 10 points	10	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	<p>environment.</p> <p>In order to qualify the experience must include all of the following tasks:</p> <ul style="list-style-type: none"> i. Gather business requirements ii. Fit/gap analysis iii. Preparation or revision of security blueprint iv. Develop functional specifications and related audit/review plans <p>*For the purpose of this criterion, a project is defined as having a minimum duration of six (6) months.</p>			
R6	<p>The Bidder should demonstrate that the proposed resource holds a current and valid* SAP Security or Audit/Risk Management Certification(s).</p> <p>Acceptable Risk Management and Audit certifications include:</p> <ul style="list-style-type: none"> a. Certifications issued by The Institute of Internal Auditors (IIA): b. Certification in Risk Management Assurance (CRMA) c. Certification in Control Self-Assessment (CCSA) d. Certified Internal Auditor (CIA) e. Certification issued by the Information Systems and Control Association (ISACA): f. Certified Information Systems Auditor (CISA) g. Certifications issued by the Chartered Professional Accountants (CPA) and former Certified Management Accounts (CMA) organizations: h. Certified Management Accountant (CMA) i. Chartered Professional Accountant (CPA) j. SAP Security GRC* k. SAP Security* 	<p>SAP GRC certification = 10 points</p> <p>SAP Security certification= 5 points</p> <p>Audit/Risk Management certification = 3 points</p>	10	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	<p>A copy of the certification must be submitted with the proposal for points to be allocated.</p> <p>*Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/ .</p>			
R7	<p>The Bidder should demonstrate that the proposed resource has experience with SAP Central User Administration (CUA) where the resource performed all of the following tasks:</p> <ul style="list-style-type: none"> i. Configuration ii. Implementation iii. Administration 	<p>Less than 9 months = 0 points</p> <p>9 to 12 months = 5 points</p> <p>13 to 23 months = 7 points</p> <p>24+ months = 10 points</p>	10	
R8	<p>The Bidder should demonstrate that the proposed resource has worked as an SAP Security and Authorization specialist where the resource completed the security portion of an SAP ECC6 upgrade to EHP6 or higher for a Federal Government Department or Agency, and where the resource performed all of the following tasks:</p> <ul style="list-style-type: none"> i. Analysis ii. Applying OSS Notes iii. Configuration iv. Problem resolution Unit & Integration Testing v. Documentation including related guides 	<p>No experience = 0 points</p> <p>Demonstrated experience = 10 points</p>	10	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

10. I.10 Technical Architect - SAP Solution Architect – Level 3

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	The Bidder should demonstrate that the proposed resource has experience, prior to solicitation issuance date, implementing an SAP ECC landscape Solution.	Less than 12 months = 0 points 12 to 24 months = 10 points 25 to 36 months = 20 points 37+ months = 30 points	30	
R2	The Bidder should demonstrate that the proposed resource has experience, prior to solicitation issuance date, above the minimum requirement in M2, conducting architecture reviews of SAP technology for strategic projects .	37 to 48 months = 10 points 49 to 60 months = 15 points 61+ months = 20 points	20	
R3	The Bidder should demonstrate that the proposed resource holds Current and valid* SAP Technical certification(s) A copy of the certification must be submitted with the proposal for points to be allocated. *Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/ .	1 SAP technical certification = 5 points 2+ SAP technical certifications = 10 points	10	
Maximum Points			60	
Minimum Required Points			42	
Total Points Received				

11. I.10 Technical Architect - SAP Technical Architect - Level 3

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	The Bidder should demonstrate that the proposed resource has experience, prior to	12 to 23 months = 5 points	20	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	solicitation issuance date, implementing SAP Solution Manager.	24 to 36 months = 10 points 37 to 60 months = 15 points 61+ months = 20 points		
R2	The Bidder should demonstrate that the proposed resource has experience in designing and implementing secure SAP single sign-on (SSO) authentication frameworks.	Less than 12 months = 0 points 12 to 23 months = 10 points 24 to 36 months = 15 points 37+ months = 20 points	20	
R3	The Bidder should demonstrate that the proposed resource holds Current and valid* SAP Technical certification(s) *Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/	1 SAP technical certification = 5 points 2+ SAP technical certifications = 10 points	10	
R4	The Bidder should demonstrate that the proposed resource has combined experience, prior to solicitation issuance date, planning for all of the following tasks: i. technical upgrades ii. support/enhancement packs to various SAP applications iii. implementation and iv. roll-out activities	Less than 12 months = 0 points 12 to 36 months = 10 points 37 to 60 months = 15 points 61+ months = 20 points	20	
R5	The Bidder should demonstrate that the proposed resource has experience in designing and implementing SAP client tools in shared server environments, such as virtual desktop infrastructures (VDI).	12 to 24 months = 10 points 25 to 36 months = 15 points	20	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
		37+ months = 20 points		
R6	The Bidder should demonstrate that the proposed resource has experience as an SAP Basis administrator in production systems.	Less than 12 months = 0 points 12 to 24 months = 2 points 25 to 48 months = 4 points 49 to 72 months = 6 points 73 to 96 months = 8 points 97 to 120 months = 10 points	10	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

Project Support

12. I.6 Network Analyst - SAP Infrastructure Specialist – Level 3

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	The Bidder should demonstrate that the proposed resource holds a current and valid* Cisco Certification. A copy of the certification must be submitted with the proposal for points to be allocated. *Current and valid certification issued by Cisco as indicated by the Cisco certification site: http://www.cisco.com/c/en/us/training-events/training-certifications/certifications.html	No certification = 0 points Copy of Certification = 5 points	5	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R2	The Bidder should demonstrate that the proposed resource holds at a minimum a two (2) year diploma in IT networking. A copy of the diploma must be submitted with the proposal for points to be allocated.	No diploma = 0 points Copy of Diploma = 5 points	5	
R3	The Bidder should demonstrate that the proposed resource has combined experience, prior to solicitation issuance date, in vSphere, or vCentre or vmWare self-provisioning software performing all of the following: i. Installation ii. Configuration iii. Upgrades iv. Clustering v. System Administration of operations	Up to 12 months = 20 points 13 to 24 months = 30 points 25+ months = 40 points	40	
R4	The Bidder should demonstrate that the proposed resource has experience, prior to solicitation issuance date, working in an enterprise networking infrastructure performing IP networking in any of the following: <ul style="list-style-type: none"> IPv4 & 6 Virtual LANs (VLANs) Multiprotocol Label Switching (MPLS) Dynamic Host Configuration Protocol (DHCP) Virtual Private Network (VPN) technologies, Routing 	Less than 6 months = 0 points 6 to 12 months = 10 points 13 to 20 months = 20 points 21 to 28 months = 30 points 29 to 36 months = 40 points 37+ months = 50 points	50	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

13. P.5 Project Executive - Senior Project Leader– Level 3

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	The Bidder should demonstrate that the proposed resource has experience, prior to solicitation issuance date, working with Microsoft Project Server.	Up to 5 months = 20 points 6 to 11 months = 25 points 12+ months = 30 points	30	
R2	The Bidder should demonstrate that the proposed resource has experience, prior to solicitation issuance date, managing project activities or resources in SAP Solution Manager.	Up to 5 months = 10 points 6 to 11 months = 15 points 12+ months = 20 points	20	
R3	The Bidder should demonstrate that the proposed resource holds current and valid* SAP Certification(s). A copy of the certification must be submitted with the proposal for points to be allocated. *Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/ .	No certification = 0 points SAP Solution Manager Certification = 4 points SAP Project Management Certification = 6 points Up to a maximum of 10 points are available	10	
R4	The Bidder should demonstrate that the proposed resource has worked on SAP projects* for a Federal Government department or agency.	1 project = 5 point 2 projects = 7 points 3+ projects = 10 points	10	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	* For the purpose of this criterion, a project is defined as having a minimum duration of four (4) months.			
R5	The Bidder should demonstrate that the proposed resource has experience working on complex projects with at least 2 stakeholders and a budget of at least \$10M Canadian. *For the purpose of this criterion, a project duration is a minimum of 6 months.	Project budget of less than \$10M = 0 points Project budget of over \$10M but less than \$20M = 15 points Project budget greater than or equal to \$20M = 30 points	30	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

14. P.8 Project leader - Release Management and Project Lead – level 3

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
R1	The Bidder should demonstrate that the proposed resource has experience leading IT-enabled projects *, prior to solicitation issuance date, where SAP accounted for a minimum of 50% of the solution. *For the purpose of this criterion, a project is defined as having a minimum duration of 6 months.	Less than 6 months = 0 points 6 to 18 months = 5 point 19 to 32 months = 10 points 33 to 46 months = 15 points 47 to 60 months = 20 points 61+ = 25 points	25	
R2	The Bidder should demonstrate that the proposed resource has experience, prior to solicitation issuance date, managing	2 concurrent releases = 15 points	25	

Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	concurrent development for two or more SAP releases where the development efforts are a minimum of 21 days for each release.	3+ concurrent releases = 25 points		
R3	<p>The Bidder should demonstrate that the proposed resource has experience, prior to solicitation issuance date, leading IT-enabled projects* with one or more of the following components:</p> <ul style="list-style-type: none"> i. SAP ERP Central Component (ECC) ii. SAP Business Intelligence (BI) iii. SAP Business Objects (BOBJ) iv. .NET applications or SQL scripts v. SAP HANA vi. S/4 HANA <p>*For the purpose of this criterion, a project is defined as having a minimum duration of 6 months.</p>	<p>3 points for each of the first five (5) components up to a maximum of 15 points.</p> <p>Plus:</p> <p>15 points for the S/4 Hana component.</p>	30	
R4	<p>The Bidder should demonstrate that the proposed resource has experience, above the minimum requirement in M5, working on complex SAP projects*, prior to solicitation issuance date, for a Federal Government department or agency with multi-stakeholder (minimum of 2) a team size of at least 10 people and a budget of at least \$1M Canadian.</p> <p>*For the purpose of this criterion, a project duration is defined as having a minimum of 6 months.</p>	<p>1 project above minimum in M5 = 5 point</p> <p>2 projects above minimum in M5 = 7 points</p> <p>3+ projects above minimum in M5 = 10 points</p>	10	
R5	<p>The Bidder should demonstrate that the proposed resource holds a current and valid* Certification in Project Management.</p> <p>A copy of the certification must be submitted with the proposal for points to be allocated.</p>	<p>No certification = 0 points</p> <p>SAP Project Management Certification = 5 points</p>	5	

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Criteria	Rated Requirement	Demonstrated Experience (Bidder to insert response)	Max Available Points	Points Received
	*Current and valid certification issued by SAP as indicated by the SAP training site. https://training.sap.com/ca/en/ .			
R6	The Bidder should demonstrate that the proposed resource holds a valid Project Management Professional (PMP) Certification or Prince2 or another Project Management degree or certification. A copy of the certification must be submitted with the proposal for points to be awarded.	No certification = 0 points PMP, Prince2 or other Project Management degree or certification = 5 points	5	
Maximum Points			100	
Minimum Required Points			70	
Total Points Received				

ATTACHMENT 4.3 BIDDER RESPONSE TEMPLATES

(REPLICATE THE FOLLOWING FORM AS REQUIRED FOR THE NUMBER OF PROJECTS REQUIRED TO QUALIFY)

BIDDER'S RESPONSE TEMPLATE FOR M1 and R1 SAP Business Planning and Consolidation and Functional Support	
Bidder Name: _____ Bidder Contract Reference #: _____	
SECTION 1: CUSTOMER CONTACT INFORMATION	
Client Organization Name	
Client Contact Name	
E-mail Address or Phone Number	
Number of employees	
SECTION 2: CONTRACT INFORMATION	
Contract Value	
Contract Award Date	
Contract End Date	
Project Title	
Contract related to the delivery of SAP S4/HANA Enterprise Resource Planning Professional Services in at least one from each of the Areas A and B:	<div> SAP Business Planning and Consolidation and Functional Support </div> <p>Please add a check mark to all those that are applicable in each of the following Areas:</p> <div> Area A <ul style="list-style-type: none"> a) SAP Functional Analysis <input type="checkbox"/> b) SAP Technical Configuration <input type="checkbox"/> c) SAP Software Development <input type="checkbox"/> </div> <div> Area B <ul style="list-style-type: none"> a) Involving multi stakeholders with a common SAP configuration <input type="checkbox"/> b) Engaging with software vendor for application support <input type="checkbox"/> </div>

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Is this contract with a single client?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this contract minimum of six (6) months in duration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The SAP S4 HANA Enterprise Resource Planning Professional Services provided under the contract performed within the 5 years prior to the solicitation publication date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the contract include the provision of resources for the minimum number Resource Categories required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Contract Summary (description of the key scope and responsibilities)

(**NOTE:** The substantiation must not simply be a repetition of the requirement but must explain and demonstrate how the Bidder meets the requirement.)

SECTION 3: RESOURCE DETAILS

The contract includes the provision of resources in the following resource categories:

Resource Category required in M1 and R1	Resource Category (as it appears in the referenced contract)	Non-M1-Matching Categories ONLY
		Tasks performed under the Resource Category in the referenced contract, including substantiation (The substantiation must explain responsibilities and demonstrate how the Bidder carried out the work while performing the tasks.)
ERP Functional Analyst (SAP Functional Analyst)		
ERP Programmer Analyst (ABAP programmer)		
ERP Programmer Analyst (Fiori programmer)		
ERP Technical Analysts – (SAP Process Orchestration (PO) Integration (PI) Specialist)		
ERP Technical Analysts – (SAP Portal Expert)		
ERP Technical Analysts – (SAP BCP Technical Analyst)		

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(REPLICATE THE FOLLOWING FORM AS REQUIRED FOR THE NUMBER OF PROJECTS REQUIRED TO QUALIFY)

BIDDER'S RESPONSE TEMPLATE FOR M1 and R1 SAP Basis and Security Support	
Bidder Name: _____ Bidder Contract Reference #: _____	
SECTION 1: CUSTOMER CONTACT INFORMATION	
Client Organization Name	
Client Contact Name	
E-mail Address or Phone Number	
Number of employees	
SECTION 2: CONTRACT INFORMATION	
Contract Value	
Contract Award Date	
Contract End Date	
Project Title	
Contract related to the delivery of SAP S4/HANA Enterprise Resource Planning Professional Services in at least one from each of the Areas A and B:	SAP Basis and Security Support Please add a check mark to all those that are applicable in each of the following Areas: Area A a) SAP Security <input type="checkbox"/> b) SAP Identity Management <input type="checkbox"/> c) SAP Solution Architecture <input type="checkbox"/> d) SAP Infrastructure Architecture <input type="checkbox"/> e) SAP Governance, risk and compliance <input type="checkbox"/> Area B a) Involving multi stakeholders with a common SAP configuration <input type="checkbox"/> b) Engaging with SAP software vendor for application support <input type="checkbox"/>
Is this contract with a single client?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this contract minimum of six (6) months in duration?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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The SAP S4 HANA Enterprise Resource Planning Professional Services provided under the contract performed within the 5 years prior to the solicitation publication date?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the contract include the provision of resources for the minimum number Resource Categories required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contract Summary (description of the key scope and responsibilities)		
(NOTE: The substantiation must not simply be a repetition of the requirement but must explain and demonstrate how the Bidder meets the requirement.		
SECTION 3: RESOURCE DETAILS		
The contract includes the provision of resources in the following resource categories:		
Resource Category required in M1 and R1	Resource Category (as it appears in the referenced contract)	Non-M1-Matching Categories ONLY Tasks performed under the Resource Category in the referenced contract, including substantiation (The substantiation must explain responsibilities and demonstrate how the Bidder carried out the work while performing the tasks.)
ERP Technical Analysts – (SAP Basis Analyst)		
Technical Architect (SAP Security Specialist)		
SAP Security Specialist- – governance, risk and compliance (GRC)		
Technical Architect (SAP Solution Architect)		
Technical Architect (SAP Technical Architect)		

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(REPLICATE THE FOLLOWING FORM AS REQUIRED FOR THE NUMBER OF PROJECTS
REQUIRED TO QUALIFY)

BIDDER'S RESPONSE TEMPLATE FOR M1 and R1 Project Support	
Bidder Name: _____ Bidder Contract Reference #: _____	
SECTION 1: CUSTOMER CONTACT INFORMATION	
Client Organization Name	
Client Contact Name	
E-mail Address or Phone Number	
Number of employees	
SECTION 2: CONTRACT INFORMATION	
Contract Value	
Contract Award Date	
Contract End Date	
Project Title	
Contract related to the delivery of SAP S4/HANA Enterprise Resource Planning Professional Services in at least one from each of the following Areas:	Project Support Please add a check mark to all those that are applicable in each of the following Areas: Area A a) SAP Infrastructure Architecture <input type="checkbox"/> b) SAP Project Governance <input type="checkbox"/> c) SAP Release Management <input type="checkbox"/> Area B a) Involving multi stakeholders with a common SAP configuration <input type="checkbox"/> b) Engaging with SAP software vendor for application support <input type="checkbox"/>
Is this contract with a single client?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this contract minimum of six (6) months in duration?	<input type="checkbox"/> Yes <input type="checkbox"/> No

The SAP S4 HANA Enterprise Resource Planning Professional Services provided under the contract performed within the 5 years prior to the solicitation publication date?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the contract include the provision of resources for the minimum number Resource Categories required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Contract Summary (description of the key scope and responsibilities)</p> <p>(NOTE: The substantiation must not simply be a repetition of the requirement but must explain and demonstrate how the Bidder meets the requirement.</p>		
<p align="center">SECTION 3: RESOURCE DETAILS</p> <p>The contract includes the provision of resources in the following resource categories:</p>		
Resource Category required in M1 and R1	Resource Category (as it appears in the referenced contract)	<u>Non-M1-Matching Categories ONLY</u> Tasks performed under the Resource Category in the referenced contract, including substantiation (The substantiation must explain responsibilities and demonstrate how the Bidder carried out the work while performing the tasks.)
Network Analyst – (SAP Infrastructure Specialist)		
Project Executive – (Project Executive)		
Project leader – (Release Management and Project Lead)		

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(REPLICATE THE FOLLOWING FORM AS REQUIRED FOR THE NUMBER OF PROJECTS
REQUIRED TO QUALIFY)

BIDDER'S RESPONSE TEMPLATE FOR R3	
SAP Basis and Security Support	
Bidder Name: _____ Bidder Contract Reference #: _____	
SECTION 2: CUSTOMER CONTACT INFORMATION	
Client Organization Name	
Client Contact Name	
E-mail Address or Phone Number	
SECTION 3: CONTRACT INFORMATION	
Contract Value	
Contract Award Date	
Contract End Date	
Project Title	
SAP SA/HANA Security Services SAP Security Services are defined as the activities required to manage security for SAP projects and SAP ERP operations of users, user roles, access controls, governance, identity management, accreditation, security blueprints, fit/gap analysis and IT security configurations.	SAP Security Services <input type="checkbox"/> Yes <input type="checkbox"/> No
Is this contract with a single client?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this contract minimum of six (6) months in duration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The SAP S4 HANASecurity Services provided under the contract performed within the 10 years prior to the solicitation publication date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contract Summary (description of the key scope and responsibilities) (NOTE: The substantiation must not simply be a repetition of the requirement but must explain and demonstrate how the Bidder meets the requirement.)	

ATTACHMENT 4.4 PRICING SCHEDULE

Initial Contract Period:

Initial Contract Period (Date of Contract award to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
A.2 ERP Functional Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
A.3 ERP Programmer Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
A.5 ERP Technical Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
I.10 Technical Architect	Level 3	\$ TBD
	Level 2	90% of Level 3
I.6 Network Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
P.5 Project Executive (Senior ERP Project Lead)	Level 3	\$ TBD
	Level 2	90% of Level 3
P.8 Project Leader (Release Management and Project Lead)	Level 3	\$ TBD
	Level 2	90% of Level 3

OPTION PERIOD:

Option Period 1 (_____ to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
A.2 ERP Functional Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
A.3 ERP Programmer Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
A.5 ERP Technical Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
I.10 Technical Architect	Level 3	\$ TBD
	Level 2	90% of Level 3

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I.6 Network Analyst	Level 3	\$ TBD
	Level 2	90% of Level 3
P.5 Project Executive (Senior ERP Project Lead)	Level 3	\$ TBD
	Level 2	90% of Level 3
P.8 Project Leader (Release Management and Project Lead)	Level 3	\$ TBD
	Level 2	90% of Level 3

ATTACHMENT 5.1

FEDERAL BIDDERS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a Bidder in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Bidders Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2 The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Bidders Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).



TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / **PARTIE 1** (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No.

N° de l'autorisation de tâches (AT) :

Commitment No.

N° de l'engagement :

Financial Coding

Code financier :

Date of Issuance

Date d'émission :

Response required
by

Réponse requise
d'ici le :

--	--	--	--	--

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

--

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category and Level Catégorie et Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

See attached / Voir pièce jointe

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification):

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Optional End Date(s) / Date(s) de fin optionnelle(s)	Status / Statut
	<input type="radio"/> In Effect / en vigueur

Travel Requirement(s) / Exigence(s) de voyage n/a

Work Location(s) / Lieu(x) de travail :

--

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / **PARTIE 2** (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

Contractor Resource(s) and Estimated Cost / Ressource(s) du Contracteur et Coût total estimatif

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT

Name / Nom Category and Level / Catégorie et Niveau	PWGSC Security File No. / N° du dossier de sécurité TPSGC	Linguistic Profile / Profil linguistique	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Estimated Cost / Coût total estimatif
0					\$0.00
0					\$0.00
Estimated Cost / Coût estimatif					\$0.00
Applicable Taxes					\$0.00
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie					\$0.00
Total Estimated Cost / Coût total estimatif					\$0.00
Check applicable Basis of Payment / Cocher la Base de Paiement applicable :		Maximum Price / Prix Maximum :	<input type="checkbox"/>	Firm Price / Prix Ferme :	<input type="checkbox"/>

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is **\$300,000**. When the value of a TA and its amendments (excluding Applicable Taxes) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est **300,000 \$**. Lorsque la valeur de l'AT et ses modifications (excluant les taxes applicables) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation

Name of Technical Authority / Nom de l'autorité techn Date

Name of Contracting Authority / Nom de l'autorité contractante Date

Signature

Signature

Name of the representative from **Canada Border** Date

Services Agency

Nom du représentant de l'Agence des services frontaliers du Canada

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor /
Nom et titre Signature de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date



Contract Number / Numéro du contrat

24062-20-609

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail			
Task-based professional services (TBIPS)			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input checked="" type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

☒ No ☐ Yes
Non Oui

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

☒ No ☐ Yes
Non Oui

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☒ CONFIDENTIAL
CONFIDENTIEL

☒ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET- SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

☒ No ☐ Yes
Non Oui

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

☒ No ☐ Yes
Non Oui

Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

☒ No ☐ Yes
Non Oui

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?

☒ No ☐ Yes
Non Oui

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

☒ No ☐ Yes
Non Oui

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

☒ No ☐ Yes
Non Oui

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

☒ No ☐ Yes
Non Oui

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
iT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Diane Rodrigue-Lalonde

Title - Titre

Senior Director

Signature

Diane Q. Lalonde

Telephone No. - N° de téléphone

613-614-1161

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

diane-rodrique-lalonde@

Date

Dec. 02/2019

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

+55 - sct. s.c. ca

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non

☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Silvana Mansour

Title - Titre

Supply Team Leader

Signature

Mansour, Silvana

Digitally signed by Mansour,
Silvana
Date: 2020.08.27 08:54:02 -04'00'

Telephone No. - N° de téléphone

613-858-9935

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Saumur, Jacques O

Digitally signed by Saumur, Jacques O
DN: c=CA, o=GC, ou=PWGSC-TPSGC,
cn=Saumur, Jacques O
Date: 2017.02.02 13:38:31 -05'00'

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Jacques Saumur

Contract Security Officer

Contracts Security Division | Division des contrats sécurité /

Contract Security Program | Programme de sécurité des contrats /

Public Services and Procurement Canada | Services publics et Approvisionnement Canada

Jacques.Saumur@tpsgc-pwgsc.gc.ca

Telephone | Téléphone 613-948-1732

Facsimile | Télécopieur 613-948-1712