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RETOURNER LES SOUMISSIONS À:
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SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Informatics Professional Services - EL Division/Services
professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

Title - Sujet FMT - SAP Project/Change Management	
Solicitation No. - N° de l'invitation 24062-200610/A	Amendment No. - N° modif. 005
Client Reference No. - N° de référence du client 24062-20-0610	Date 2020-11-02
GETS Reference No. - N° de référence de SEAG PW-\$\$EL-642-38510	
File No. - N° de dossier 642el.24062-200610	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2020-11-16 Heure Normale de l'Est HNE	
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: Huot(642el), Alain	Buyer Id - Id de l'acheteur 642el
Telephone No. - N° de téléphone (819) 665-7395 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

This Solicitation amendment no. 5 is raised to reply to bidders questions.

Question 43

Re: Part 5;

We request the following clarification regarding instructions in Part 5 that state, "The Bidder must provide the Contracting Authority with a completed Attachment 5.1, Federal Contractors Program for Employment Equity - Certification, before contract award."

There is currently no "Attachment 5.1" in the solicitation, however, there is an "Attachment 6 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION."

Please confirm that "Attachment 5.1" should be omitted and "Attachment 6" is the correct attachment to complete for submission.

Answer 43

Confirmed

Question 44

. Re: Attachment 4.4 Pricing Schedule;

We request a clarification regarding the pricing tables provided in Attachment 4.4. Currently the pricing tables have two rows designated for "P.7 Project Coordinator" and do not include a row for the P.9 Project Manager resource category. Please confirm the fourth row in each pricing table should omit the extra "P.7 Project Coordinator" and instead include the P.9 Project Manager resource category.

Answer 44

See AMD Below

Question 45

Corporate Criteria:

"In reference to Corporate M1 and R1, Canada requires the bidder to demonstrate that they 'b) Have had a minimum of one (1) year of continuous service delivery by the Bidder to the client' and that 'd) Referenced contract must have been a minimum of six (6) months in duration'. Could Canada define what 'continuous service delivery' means? Could Canada please clarify these two statements and provide examples of a situation where a contract reference will meet this criterion?"

Answer 45

See AMD below

Question 46

Would the Crown please confirm that the extended list of acceptable certifications provided in Amendment 4 will also be applied to the requirements for Level 2 resources at the TA stage?

Answer 46

There are no rated criteria for Level 2 resources at TA stage.

The Crown has agreed, for consistency, to adjust the same certifications for the Project Manager categories level 2 and 3 as the Project Executive and to adjust some of the Change Management Consultant, as they apply.

See AMD Below

Question 47

M1 states: "The bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of Project Management or Change Management experience or sixty (60) months of Change Management experience with a relevant recognized professional project or change management professional certification..."

As this requirement is for the Project Executive resource category where project management experience is more predominant, please confirm that the requested "sixty (60) months" of experience should also include the option of Project Management experience, and M1 should state: "The bidder must demonstrate that the proposed resource has a minimum of one hundred and twenty (120) months of Project Management or Change Management experience or sixty (60) months of Project Management or Change Management experience with a relevant recognized professional project or change management professional certification..."

Answer 47

Request declined.

The following change applies to the Solicitation:

1. **-At APPENDIX C TO ANNEX A RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE and
-At ATTACHMENT 4.2 POINT RATED CRITERIA**

Delete:

[Project Manager](#), 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 in the last twelve (12) years as a Project Manager with at least one (1) of the following recognized professional certifications:</p> <ul style="list-style-type: none"> • Project Management Professional (PMP); • Certified Associate in Project Management (CAPM); • Program Management Professional (PgMP); • Portfolio Management Professional (PfMP); • Project Management Institute (PMI) Agile Certified Practitioner (PMI-ACP); • PMI Professional in Business Analysis (PMIPBA); • PMI Risk Management Professional (PMIRMP); or • PMI Scheduling Professional (PMI-SP); <p>A copy of the resource's valid certification should be submitted with the Contractor's TA response.</p> <p>To qualify, the project management experience must include performing on each project all of the following tasks:</p> <ul style="list-style-type: none"> • Manage the project by ensuring that resources are made available and that the project is developed and is on track to be fully operational within previously agreed time, cost and performance parameters. • Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team. • Report progress of the project on an ongoing basis and at scheduled points in the life cycle. • Meet in conference with stakeholders and other project managers and states problems in a form capable of being solved. • Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools. 	

Insert:

Project Manager, 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 in the last twelve (12) years as a Project Manager with at least one (1) of the following recognized professional certifications:</p> <ul style="list-style-type: none"> • Project Management Professional (PMP); • Certified Associate in Project Management (CAPM); • Program Management Professional (PgMP); • Portfolio Management Professional (PfMP); • Project Management Institute (PMI) Agile Certified Practitioner (PMI-ACP); • PMI Professional in Business Analysis (PMIPBA); • PMI Risk Management Professional (PMIRMP); or • PMI Scheduling Professional (PMI-SP); • Prince2 Practitioner • Prince2 Agile Practitioner • Managing Successful Programmes (MSP) Practitioner or Advanced Practitioner • Portfolio, Programme and Projects Offices (P3O) Practitioner • Management of Portfolios (MoP) Practitioner • Management of Risk (MoR) Practitioner <p>A copy of the resource's valid certification should be submitted with the Contractor's TA response.</p> <p>To qualify, the project management experience must include performing on each project all of the following tasks:</p> <ul style="list-style-type: none"> • Manage the project by ensuring that resources are made available and that the project is developed and is on track to be fully operational within previously agreed time, cost and performance parameters. • Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team. • Report progress of the project on an ongoing basis and at scheduled points in the life cycle. • Meet in conference with stakeholders and other project managers and states problems in a form capable of being solved. • Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools. 	

Delete:**Project Manager, 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 the last twelve (12) years as a Project Manager with at least one (1) of the following recognized professional certifications:</p> <ul style="list-style-type: none"> • Project Management Professional (PMP); • Certified Associate in Project Management (CAPM); • Program Management Professional (PgMP); • Portfolio Management Professional (PfMP); • Project Management Institute (PMI) Agile • Certified Practitioner (PMI-ACP); • PMI Professional in Business Analysis (PMIPBA); • PMI Risk Management Professional (PMIRMP); • or • PMI Scheduling Professional (PMI-SP); <p>A copy of the resource's valid certification should be submitted with the Contractor TA response.</p> <p>To qualify, the project management experience must include performing on each project all of the following tasks:</p> <ul style="list-style-type: none"> • Manage the project by ensuring that resources are made available and that the project is developed and is on track to be fully operational within previously agreed time, cost and performance parameters. • Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team. • Report progress of the project on an ongoing basis and at scheduled points in the life cycle. • Meet in conference with stakeholders and other project managers and states problems in a form capable of being solved. • Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools. 	

Insert:**Project Manager, 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 the last twelve (12) years as a Project Manager with at least one (1) of the following recognized professional certifications:</p> <ul style="list-style-type: none"> • Project Management Professional (PMP); • Certified Associate in Project Management (CAPM); • Program Management Professional (PgMP); • Portfolio Management Professional (PfMP); • Project Management Institute (PMI) Agile Certified Practitioner (PMI-ACP); • PMI Professional in Business Analysis (PMIPBA); • PMI Risk Management Professional (PMIRMP); • or • PMI Scheduling Professional (PMI-SP); • Prince2 Practitioner • Prince2 Agile Practitioner • Managing Successful Programmes (MSP) Practitioner or Advanced Practitioner • Portfolio, Programme and Projects Offices (P3O) Practitioner • Management of Portfolios (MoP) Practitioner • Management of Risk (MoR) Practitioner <p>A copy of the resource's valid certification should be submitted with the Contractor TA response.</p> <p>To qualify, the project management experience must include performing on each project all of the following tasks:</p> <ul style="list-style-type: none"> • Manage the project by ensuring that resources are made available and that the project is developed and is on track to be fully operational within previously agreed time, cost and performance parameters. • Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team. • Report progress of the project on an ongoing basis and at scheduled points in the life cycle. 	

	<ul style="list-style-type: none"> Meet in conference with stakeholders and other project managers and states problems in a form capable of being solved. Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools. 	
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Delete:

2.0 Point Rated Resource Assessment Criteria:

Change Management Consultant, 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, at least one (1) of the following recognized professional certifications:</p> <ul style="list-style-type: none"> PROSCI Change Management Certification Certified Change Management Professional Certification (CCMP) Change Management Practitioner Project Management Professional (PMP); Certified Associate in Project Management (CAPM); Program Management Professional (PgMP); Project Management Institute (PMI) Agile; and PMI Risk Management Professional (PMIRMP); <p>A copy of the resource's valid certification should be submitted with the Contractor's TA response.</p>	<p>Yes = 5 point No = 0 points</p>	5	

Insert:

2.0 Point Rated Resource Assessment Criteria:

Change Management Consultant, 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, at least one (1) of the following recognized professional certifications:</p> <ul style="list-style-type: none"> • PROSCI Change Management Certification • Certified Change Management Professional Certification (CCMP) • Change Management Practitioner • Project Management Professional (PMP); • Certified Associate in Project Management (CAPM); • Program Management Professional (PgMP); • Managing Successful Programmes (MSP) Practitioner or Advanced Practitioner • Project Management Institute (PMI) Agile; and • PMI Risk Management Professional (PMIRMP); • Management of Risk (MoR) Practitioner <p>A copy of the resource's valid certification should be submitted with the Contractor's TA response.</p>	<p>Yes = 5 point No = 0 points</p>	5	

2. At ATTACHMENT 4.1 MANDATORY TECHNICAL CRITERIA

1. CORPORATE MANDATORY REQUIREMENTS

Delete

	Mandatory Corporate Requirement	Bidder's Response	
		Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid

<p>M.1</p>	<p>The Bidder must demonstrate that is has been awarded a minimum 3 contracts where the bidder provided IT / IM project or change management or professional services to support and augment an existing PMO.</p> <p>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. Each referenced contract must be into at least one of the following areas:</p> <ul style="list-style-type: none"> a) Project Management Office b) Supports Transformational Initiatives c) Support Program Activities d) Enterprise-wide and Multi-Stakeholder e) Enterprise Resource Planning (ERP), Enterprise COTS or similar Software <p>For each referenced contract, the Bidder should demonstrate the following:</p> <ul style="list-style-type: none"> a. The contract must have been with a single client. b. Have had a minimum of one (1) year of continuous service delivery by the Bidder to the client. c. The IM / IT Project Management professional services provided under the contract must have been performed within the six (6) years prior to the solicitation publication date. d. Referenced contract must have been a minimum of six (6) months in duration.* e. The contract must have included the provision of resources in at least three (3) out of the following four (4) Resource Categories: 	<p>The Bidder's substantiation of technical compliance with Criteria should be demonstrated by completing the Bidder Response Template in Attachment 4.3.</p>	
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	RESOURCE CATEGORY		
	Change Management Consultant		
	Project Executive		
	Project Coordinator		
	Project Manager		

Insert

	Mandatory Corporate Requirement	Bidder's Response	
		Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid

<p>M.1</p>	<p>The Bidder must demonstrate that is has been awarded a minimum 3 contracts where the bidder provided IT / IM project or change management or professional services to support and augment an existing PMO.</p> <p>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. Each referenced contract must be into at least one of the following areas:</p> <ul style="list-style-type: none"> a)Project Management Office b)Supports Transformational Initiatives c) Support Program Activities d) Enterprise-wide and Multi-Stakeholder e) Enterprise Resource Planning (ERP), Enterprise COTS or similar Software <p>For each referenced contract, the Bidder should demonstrate the following:</p> <ul style="list-style-type: none"> a. The contract must have been with a single client. b. Have had a minimum of one (1) year of continuous service delivery by the Bidder to the client. * means the service delivery was delivered without breaks, cessations, or interruptions in service. If a Bidder submits a project reference of one (1) year of continuous service delivery they would by definition meet requirement d. * means the service delivery was delivered without breaks, cessations, or interruptions in service. If a Bidder submits a project reference of one (1) year of continuous service delivery they would by definition meet requirement d. c. The IM / IT Project Management professional services provided under the contract must have been performed within the six (6) years prior to the solicitation publication date. 	<p>The Bidder's substantiation of technical compliance with Criteria should be demonstrated by completing the Bidder Response Template in Attachment 4.3.</p>	
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	<p>d. Referenced contract must have been a minimum of six (6) months in duration.*</p> <p>e. The contract must have included the provision of resources in at least three (3) out of the following four (4) Resource Categories:</p> <table border="1" data-bbox="284 499 967 888"> <thead> <tr> <th data-bbox="284 499 967 558">RESOURCE CATEGORY</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 558 967 648">Change Management Consultant</td> </tr> <tr> <td data-bbox="284 648 967 739">Project Executive</td> </tr> <tr> <td data-bbox="284 739 967 829">Project Coordinator</td> </tr> <tr> <td data-bbox="284 829 967 888">Project Manager</td> </tr> </tbody> </table>	RESOURCE CATEGORY	Change Management Consultant	Project Executive	Project Coordinator	Project Manager		
RESOURCE CATEGORY								
Change Management Consultant								
Project Executive								
Project Coordinator								
Project Manager								

2.0 CORPORATE POINT-RATED REQUIREMENTS**Delete**

Criteria	Rated Requirement
R.1	<p>The Bidder should demonstrate, in addition to the minimum of three (3) contracts demonstrated in M1, that it has been awarded one or more contracts where the bidder provided IT / IM project or change management or professional services to support and augment an existing PMO as required in M1 to a *large organization in addition to the one contract demonstrated in M1.</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 referenced contract must be to at least one of the following areas:</p> <ul style="list-style-type: none"> a) Project Management Office b) Supports Transformational Initiatives c) Support Program Activities d) Enterprise-wide and Multi-Stakeholder e) Enterprise Resource Planning (ERP), Enterprise COTS or similar Software <p>For each referenced contract, the Bidder should demonstrate the following:</p> <ul style="list-style-type: none"> a. The contract must have been with a single client. b. Have had a minimum of one (1) year of continuous service delivery by the Bidder to the client. c. The IM / IT Project Management professional services provided under the contract must have been performed within the six (6) years prior to the solicitation publication date.

	<p>d. Referenced contract must have been a minimum of six (6) months in duration.</p> <p>e. The contract must have included the provision of resources in at least three (3) out of the following four (4) Resource Categories:</p> <table border="1" data-bbox="418 583 805 1268"> <thead> <tr> <th data-bbox="418 583 480 1268">RESOURCE CATEGORY</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 583 570 1268">Change Management Consultant</td> </tr> <tr> <td data-bbox="570 583 659 1268">Project Executive</td> </tr> <tr> <td data-bbox="659 583 748 1268">Project Coordinator</td> </tr> <tr> <td data-bbox="748 583 805 1268">P.9. Project Manager</td> </tr> </tbody> </table>	RESOURCE CATEGORY	Change Management Consultant	Project Executive	Project Coordinator	P.9. Project Manager
RESOURCE CATEGORY						
Change Management Consultant						
Project Executive						
Project Coordinator						
P.9. Project Manager						

Insert

Criteria	Rated Requirement
<p>R.1</p>	<p>The Bidder should demonstrate, in addition to the minimum of three (3) contracts demonstrated in M1, that it has been awarded one or more contracts where the bidder provided IT / IM project or change management or professional services to support and augment an existing PMO as required in M1 to a *large organization in addition to the one contract demonstrated in M1.</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 referenced contract must be to at least one of the following areas:</p> <ul style="list-style-type: none"> a) Project Management Office b) Supports Transformational Initiatives c) Support Program Activities d) Enterprise-wide and Multi-Stakeholder e) Enterprise Resource Planning (ERP), Enterprise COTS or similar Software <p>For each referenced contract, the Bidder should demonstrate the following:</p> <ul style="list-style-type: none"> a. The contract must have been with a single client. b. Have had a minimum of one (1) year of continuous service delivery by the Bidder to the client. * means the service delivery was delivered without breaks, cessations, or interruptions in service. If a Bidder submits a project reference of one (1) year of continuous service delivery they would by definition meet requirement d. c. d. The IM / IT Project Management professional services provided under the contract must have been performed within the six (6) years prior to the solicitation publication date. e. Referenced contract must have been a minimum of six (6) months in duration.

f. The contract must have included the provision of resources in at least three (3) out of the following four (4) Resource Categories:

RESOURCE CATEGORY
Change Management Consultant
Project Executive
Project Coordinator
P.9. Project Manager

3. At ATTACHEMENT 4.4 PRICING SCHEDULE**Delete the entirety****Replace by the following****Initial Contract Period:**

Initial Contract Period 1 Date of Contract award to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
P.1. Change Management Consultant	Level 3	\$ TBD
	Level 2	90% of Level 3
P.5 Project Executive	Level 3	\$ TBD
	Level 2	90% of Level 3
P.7 Project Coordinator	Level 3	\$ TBD
	Level 2	90% of Level 3
P.9 Project Manager	Level 3	\$ TBD
	Level 2	90% of Level 3

OPTION PERIOD:

Option Period 1 (_____ to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
P.1. Change Management Consultant	Level 3	\$ TBD
	Level 2	90% of Level 3
P.5 Project Executive	Level 3	\$ TBD
	Level 2	90% of Level 3
P.7 Project Coordinator	Level 3	\$ TBD
	Level 2	90% of Level 3
P.9 Project Manager	Level 3	\$ TBD
	Level 2	90% of Level 3

ALL OTHER TERMS REMAIN UNCHANGED