



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

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

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

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

Comments - Commentaires

This document contains a security requirement.

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 TBIPS - Omnibus	
Solicitation No. - N° de l'invitation E60ZR-192985/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 20192985	Date 2020-11-18
GETS Reference No. - N° de référence de SEAG PW-\$\$EL-640-38624	
File No. - N° de dossier 640e1.E60ZR-192985	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 2020-12-07 Heure Normale de l'Est HNE	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Pui, Ivy	Buyer Id - Id de l'acheteur 640e1
Telephone No. - N° de téléphone (613) 858-9873 ()	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

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit via e-post Connect by the date and time indicated on page one of the bid solicitation.

For additional information on the submission of bids using epost Connect, please refer to the RFP.

The purpose of Amendment number 001 is to:

- answer bidders' questions; and
- amend the Request for Proposal (RFP).

QUESTION AND ANSWER

Question 1

M1/R1, for both Workstream 1 and Workstream 2, request bidders to demonstrate a minimum number of billable days, per TBIPS resource category and level across six (6) contracts, and provide a signed letter from the client attesting to the details provided "to certify that the tasks performed by the Resource Category (or Categories) and Level under each of the identified contract(s) include the first 3 corresponding tasks (Task No. 1, 2 and 3) identified in Article 3.2 of Annex A – Statement of Work."

Can the Crown confirm our understanding that reference contracts with equivalent resource categories will be accepted, provided that the bidder can demonstrate that the resources performed the first three (3) tasks in the corresponding Statement of Work category, and at the required level (i.e. Level 2 or Level 3)?

Answer 1

The reference contracts with equivalent resource categories under a different title will be accepted, provided that the bidder demonstrates, and provides a letter certified by the client, that the resources performed the first three (3) corresponding tasks identified in Article 3.2 of Annex A – Statement of Work, and at the required level (i.e. Level 2 or Level 3).

Please refer to the RFP Amendment for modification in M.1 and the 2 Bidder Response Tables in both workstreams.

Question 2

For M.1 and R.1 of Work Streams 1 and 2, are Bidders permitted to cite billed days under categories that are similar to those listed in the RFP (for example: Project Administrator instead of Project Coordinator), provided that the letter of reference verifies that the resource performed the first 3 tasks listed in the SOW?

Answer 2

The answer to Question 1 applies to this question.

RFP AMENDMENT

1. At Attachment 4.1 – Bid Evaluation Criteria - M.1 and 2 Bidder Response Tables for Workstream 1 and 2:

DELETE in its entirety.

INSERT:

**ATTACHMENT 4.1 BID EVALUATION CRITERIA – WORK STREAM 1
CORPORATE MANDATORY REQUIREMENTS**

**1. Work stream 1 – Business Management
1.1 Corporate Mandatory Evaluation Criteria**

Criteria ID	Mandatory Criteria for Work Stream 1: Business Management	Bidder's Response Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid																								
M.1	<p>The Bidder must demonstrate its experience in delivering informatics professional services supplying all resource categories (or equivalent resource categories under a different title) listed in the table below for the required minimum billable days per Resource Category and Level. Billable days are defined as days worked and billed to clients, calculated at 7.5 hours or more per day.</p> <table border="1" data-bbox="386 730 711 1220"> <thead> <tr> <th>Resource Category</th> <th>Minimum Billable Days</th> </tr> </thead> <tbody> <tr> <td>B1 Business Analyst – Level 3</td> <td>880</td> </tr> <tr> <td>B2 Business Architect – Level 3</td> <td>880</td> </tr> <tr> <td>B4 Business Continuity/Disaster Recovery Specialist – Level 3</td> <td>880</td> </tr> <tr> <td>B.5 Business Process Re-engineering (BPR) Consultant – Level 3</td> <td>880</td> </tr> <tr> <td>B.8 Call Centre Consultant – Level 2</td> <td>660</td> </tr> <tr> <td>P.1 Change Management Consultant – Level 2</td> <td>770</td> </tr> <tr> <td>P.7 Project Coordinator – Level 2</td> <td>550</td> </tr> <tr> <td>P.9 Project Manager – Level 2</td> <td>550</td> </tr> <tr> <td>P.9 Project Manager – Level 3</td> <td>880</td> </tr> <tr> <td>P.10 Project Scheduler – Level 3</td> <td>660</td> </tr> <tr> <td>P.11 Quality Assurance Specialist/Analyst – Level 3</td> <td>880</td> </tr> </tbody> </table>	Resource Category	Minimum Billable Days	B1 Business Analyst – Level 3	880	B2 Business Architect – Level 3	880	B4 Business Continuity/Disaster Recovery Specialist – Level 3	880	B.5 Business Process Re-engineering (BPR) Consultant – Level 3	880	B.8 Call Centre Consultant – Level 2	660	P.1 Change Management Consultant – Level 2	770	P.7 Project Coordinator – Level 2	550	P.9 Project Manager – Level 2	550	P.9 Project Manager – Level 3	880	P.10 Project Scheduler – Level 3	660	P.11 Quality Assurance Specialist/Analyst – Level 3	880	<p>The Bidder's substantiation of technical compliance with Criteria ID M.1 must be demonstrated by completing the 2 Bidder Response Tables - Appendix A and B to Attachment 4.1.</p> <p>Any referenced contract that does not meet the requirements established in Criteria ID M.1 will not be considered and evaluated.</p>	
Resource Category	Minimum Billable Days																										
B1 Business Analyst – Level 3	880																										
B2 Business Architect – Level 3	880																										
B4 Business Continuity/Disaster Recovery Specialist – Level 3	880																										
B.5 Business Process Re-engineering (BPR) Consultant – Level 3	880																										
B.8 Call Centre Consultant – Level 2	660																										
P.1 Change Management Consultant – Level 2	770																										
P.7 Project Coordinator – Level 2	550																										
P.9 Project Manager – Level 2	550																										
P.9 Project Manager – Level 3	880																										
P.10 Project Scheduler – Level 3	660																										
P.11 Quality Assurance Specialist/Analyst – Level 3	880																										
	<p>To qualify:</p> <ul style="list-style-type: none"> The Bidder must use a maximum of 6 contracts to demonstrate all the required minimum billable days for all Resource Categories and their level identified in the above table. The Bidder must not submit more than 6 contracts. If more than 6 contracts are provided, only the first 6 contracts, in order of presentation, will be evaluated; Each of the 6 identified contracts, demonstrating billable days experience, must have been awarded within the 6 years prior to the solicitation posting date; and the demonstrated billable days must fall within the 6 years prior to the solicitation posting date; The Bidder must provide a letter signed by the client, not by the Bidder, to certify that the tasks performed by the Resource Category (or Categories) and Level under each of the identified contract(s) include the first 3 corresponding tasks (Task No. 1, 2 and 3) identified in Article 3.2 of Annex A – Statement of Work. Please refer to Section 3: Tasks Performed in Appendix B to Attachment 4.1 (Bidder Response Table) for details; and Complete the 2 Bidder Response Tables – Appendix A and B to Attachment 4.1 to provide information identified in the 2 tables. 																										

**APPENDIX A TO ATTACHMENT 4.1 – WORK STREAM 1
 BIDDER RESPONSE TABLE FOR BILLABLE DAYS**

Bidder's Name: _____

The Bidder must use a maximum of 6 contracts to demonstrate the number of billable days for all Resource Categories (or equivalent resource categories under a different title) identified in the table. Each of the referenced contract(s) must have been awarded within 6 years prior to the solicitation posting date. All demonstrated billing periods and billable days must, therefore, fall within the 6 years prior to the solicitation posting date for ALL of the Resource Categories (or equivalent resource categories under a different title) identified in the table. Enter '0' Billable Day if the referenced contract(s) does/do not provide services of any Resource Categories (or equivalent resource categories under a different title) identified in the table.

RESOURCE CATEGORY Business Management	NUMBER OF BILLABLE DAYS						Dollar Value of Total Billable Days For Each Resource Category
	Cross Reference to Contract Reference # _____ Billing Period: __/__/__ (dd/mm/yy) To __/__/__ (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: __/__/__ (dd/mm/yy) To __/__/__ (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: __/__/__ (dd/mm/yy) To __/__/__ (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: __/__/__ (dd/mm/yy) To __/__/__ (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: __/__/__ (dd/mm/yy) To __/__/__ (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: __/__/__ (dd/mm/yy) To __/__/__ (dd/mm/yy)	
Business Analyst – Level 3							
Business Architect – Level 3							
Business Continuity/Disaster Recovery Specialist – Level 3							
Business Process Re-engineering (BPR) Consultant – Level 3							
Call Centre Consultant – Level 2							
Change Management Consultant – Level 2							
Project Coordinator – Level 2							
Project Manager – Level 2							
Project Manager – Level 3							
Project Scheduler – Level 3							
Quality Assurance Specialist/Analyst – Level 3							
Total Billable Days For Each Resource Category demonstrated under compliant contracts will be used to evaluate Point-rated Criteria ID R.1							
Dollar Value of Total Billable Days for All Resource Categories demonstrated under compliant contracts will be used to evaluate Point-rated Criteria ID R.2							\$ _____
Total :							

APPENDIX B TO ATTACHMENT 4.1 – WORK STREAM 1

BIDDER RESPONSE TABLE FOR CORPORATE REFERENCES

The Bidder must use the same contract(s) (maximum of 6) identified in Appendix A to Attachment 4.1 to demonstrate its experience in delivering informatics professional services by supplying all resource categories (or equivalent resource categories under a different title) listed in Corporate Mandatory criterion M.1.

To qualify, the Bidder must:

- i) Provide all information identified in this Bidder Response Table For Corporate References; and
- ii) Provide a letter signed by the client, not by the Bidder, to certify that the tasks performed by the Resource Category (or Categories) and Level under each of the identified contract(s) include the first 3 corresponding tasks (Task No. 1, 2 and 3) identified in Article 3.2 of Annex A – Statement of Work. Please refer to Section 3: Tasks Performed for details.

The Bidder must replicate this Bidder Response Table for Corporate References for each referenced contract identified in Appendix A to Attachment 4.1.

Bidder's Name: _____	Contract Reference #: _____
SECTION 1: CLIENT INFORMATION	
Client Organization Name	
Client Contact Name	Title
Address	
Telephone	E-mail Address
SECTION 2: CONTRACT INFORMATION	
Contract Title	Contract Value
Award Date	Expiry Date
Limited to half a page (1/2 letter size 8.5x11), provide a brief description of the key scope and responsibilities of the referenced contract:	

SECTION 3: TASKS PERFORMED – TO BE CERTIFIED BY THE CLIENT

The Bidder must provide a letter signed by the client, not by the Bidder, to certify that the tasks performed by the Resource Category (or Categories) and level under each of the referenced contract(s) include the first 3 corresponding tasks (Task No. 1, 2 and 3) identified in Article 3.2 of Annex A – Statement of Work.

For example, the referenced contract #1 provided 2 resource categories/level, Business Analyst (Level 3) and Business Continuity/Disaster Recovery Specialist (Level 3), identified in Corporate Mandatory Criteria ID M.1. The Bidder is required to provide the following in this Section 3: Tasks Performed, and to be certified by the client:

The following is an example only

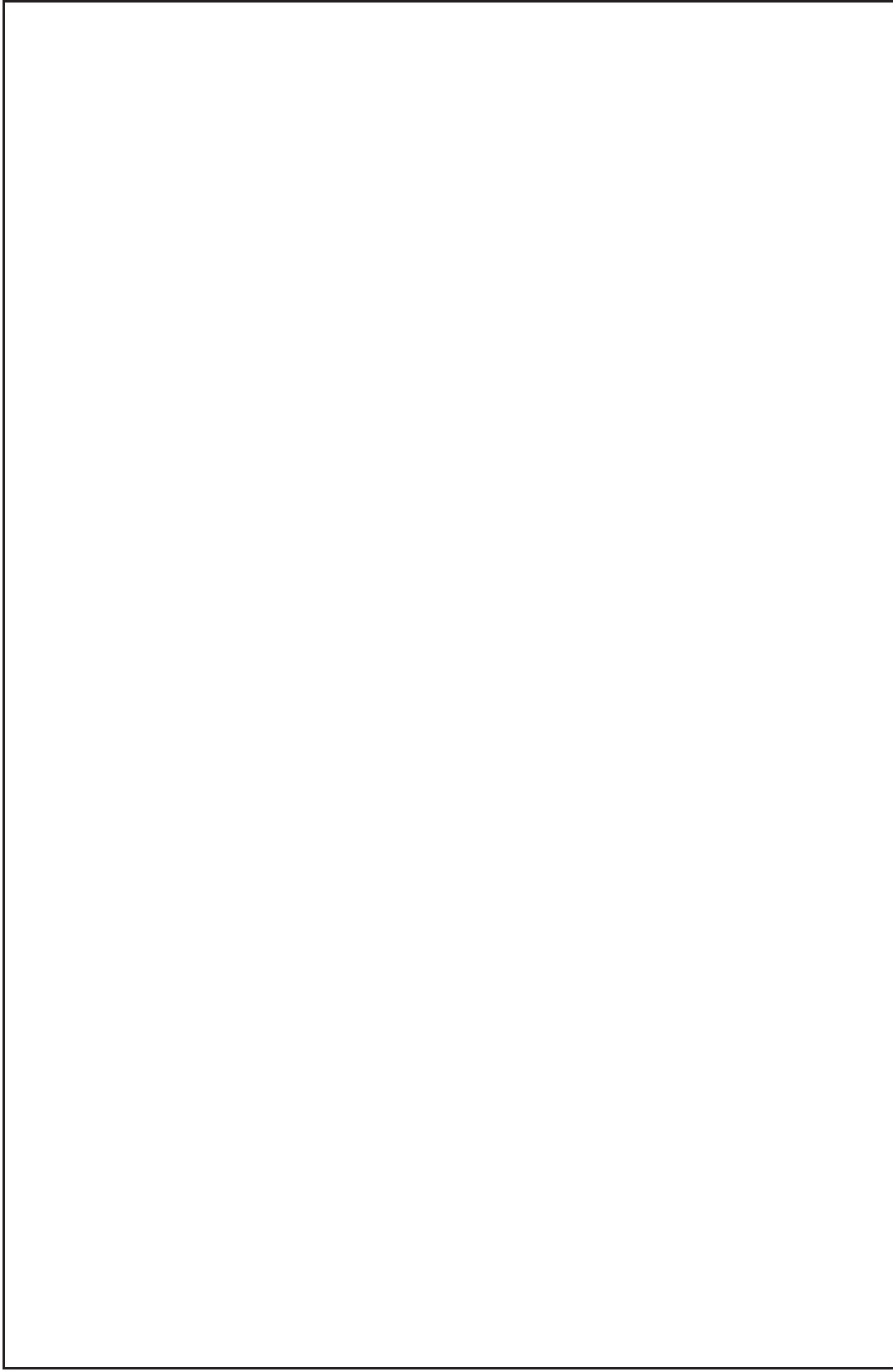
Resources for the following 2 categories and level were provided in this referenced contract. Tasks performed include the following:

Business Analyst – Level 3

1. *Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;*
2. *Perform business analyses of functional requirements to identify information, procedures, and decision flows;*
3. *Determine operational objectives by studying business functions, gathering information, evaluating output requirements and formats.*

Business Continuity/Disaster Recovery Specialist – Level 3

1. *Develop and implement business and technology continuity plans;*
2. *Develop technology and business continuity and disruption recovery strategies;*
3. *Establish coordination activities with internal and external stakeholders and establish actual and potential dependencies.*



**ATTACHMENT 4.1 BID EVALUATION CRITERIA – WORK STREAM 2
CORPORATE MANDATORY REQUIREMENTS**

2. Work stream 2 – ERP Systems

2.1 Corporate Mandatory Evaluation Criteria

Criteria ID	Mandatory Criteria for Work Stream 2: ERP Systems	Bidder's Response Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid																								
M.1	<p>The Bidder must demonstrate its experience in delivering informatics professional services supplying all resource categories (or equivalent resource categories under a different title) listed in the table below for the required minimum billable days per Resource Category and Level. Billable days are defined as days worked and billed to clients, calculated at 7.5 hours or more per day.</p> <table border="1" data-bbox="535 892 917 1827"> <thead> <tr> <th>Resource Category</th> <th>Minimum Billable Days</th> </tr> </thead> <tbody> <tr><td>A.1 Application/Software Architect – Level 3</td><td>880</td></tr> <tr><td>A.2 Enterprise Resource Planning (ERP) Functional Analyst – Level 2</td><td>750</td></tr> <tr><td>A.2 Enterprise Resource Planning (ERP) Functional Analyst – Level 3</td><td>880</td></tr> <tr><td>A4 ERP System Analyst – Level 3</td><td>880</td></tr> <tr><td>A5 ERP Technical Analyst – Level 3</td><td>880</td></tr> <tr><td>B.5 Business Process Re-engineering (BPR) Consultant – Level 3</td><td>880</td></tr> <tr><td>I.1 Data Conversion Specialist – Level 3</td><td>880</td></tr> <tr><td>I.2 Database Administrator – Level 3</td><td>880</td></tr> <tr><td>I.4 Database Modeller / IM Modeller – Level 3</td><td>880</td></tr> <tr><td>I.5 IM Architect – Level 3</td><td>880</td></tr> <tr><td>I.11 Technology Architect – Level 3</td><td>550</td></tr> </tbody> </table> <p>To qualify:</p> <ul style="list-style-type: none"> The Bidder must use a maximum of 6 contracts to demonstrate all the required minimum billable days for all Resource Categories and their level identified in the above table. The Bidder must not submit more than 6 contracts. If more than 6 contracts are provided, only the first 6 contracts, in order of presentation, will be evaluated; Each of the 6 identified contracts, demonstrating billable days experience, must have been awarded within the 6 years prior to the solicitation posting date; and the demonstrated billable days must fall within the 6 years prior to the solicitation posting date; The Bidder must provide a letter signed by the client, not by the Bidder, to certify that the tasks performed by the Resource Category (or Categories) and Level under each of the identified contract(s) include the first 3 corresponding tasks (Task No. 1, 2 and 3) identified in Article 3.2 of Annex A – Statement of Work. Please refer to Section 3: Tasks Performed in Appendix D to Attachment 4.1 (Bidder Response Table) for details; and Complete the 2 Bidder Response Tables – Appendix C and D to Attachment 4.1 to provide information identified in the 2 tables. 	Resource Category	Minimum Billable Days	A.1 Application/Software Architect – Level 3	880	A.2 Enterprise Resource Planning (ERP) Functional Analyst – Level 2	750	A.2 Enterprise Resource Planning (ERP) Functional Analyst – Level 3	880	A4 ERP System Analyst – Level 3	880	A5 ERP Technical Analyst – Level 3	880	B.5 Business Process Re-engineering (BPR) Consultant – Level 3	880	I.1 Data Conversion Specialist – Level 3	880	I.2 Database Administrator – Level 3	880	I.4 Database Modeller / IM Modeller – Level 3	880	I.5 IM Architect – Level 3	880	I.11 Technology Architect – Level 3	550	<p>The Bidder's substantiation of technical compliance with Criteria ID M.1 must be demonstrated by completing the 2 Bidder Response Tables - Appendix C and D to Attachment 4.1.</p>	
Resource Category	Minimum Billable Days																										
A.1 Application/Software Architect – Level 3	880																										
A.2 Enterprise Resource Planning (ERP) Functional Analyst – Level 2	750																										
A.2 Enterprise Resource Planning (ERP) Functional Analyst – Level 3	880																										
A4 ERP System Analyst – Level 3	880																										
A5 ERP Technical Analyst – Level 3	880																										
B.5 Business Process Re-engineering (BPR) Consultant – Level 3	880																										
I.1 Data Conversion Specialist – Level 3	880																										
I.2 Database Administrator – Level 3	880																										
I.4 Database Modeller / IM Modeller – Level 3	880																										
I.5 IM Architect – Level 3	880																										
I.11 Technology Architect – Level 3	550																										

**APPENDIX C TO ATTACHMENT 4.1 – WORK STREAM 2
 BIDDER RESPONSE TABLE FOR BILLABLE DAYS**

Bidder's Name: _____

The Bidder must use a maximum of 6 contracts to demonstrate the number of billable days for all Resource Categories (or equivalent resource categories under a different title) identified in the table. Each of the referenced contract(s) must have been awarded within 6 years prior to the solicitation posting date. All demonstrated billing periods and billable days must, therefore, fall within the 6 years prior to the solicitation posting date for ALL of the Resource Categories (or equivalent resource categories under a different title) identified in the table. Enter '0' Billable Days if the referenced contract(s) does/do not provide services of any Resource Categories (or equivalent resource categories under a different title) identified in the table.

RESOURCE CATEGORY Business Management	NUMBER OF BILLABLE DAYS						Dollar Value of Total Billable Days For Each Resource Category
	Cross Reference to Contract Reference # _____ Billing Period: ____/____/____ (dd/mm/yy) To ____/____/____ (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: ____/____/____ (dd/mm/yy) To ____/____/____ (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: ____/____/____ (dd/mm/yy) To ____/____/____ (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: ____/____/____ (dd/mm/yy) To ____/____/____ (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: ____/____/____ (dd/mm/yy) To ____/____/____ (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: ____/____/____ (dd/mm/yy) To ____/____/____ (dd/mm/yy)	
Application/Software Architect – Level 3							
ERP Functional Analyst – Level 2							
ERP Functional Analyst – Level 3							
ERP System Analyst – Level 3							
ERP Technical Analyst – Level 3							
Business Process Re-engineering (BPR) Consultant – Level 3							
Data Conversion Specialist – Level 3							
Database Administrator – Level 3							
Database Modeller / IM Modeller – Level 3							
IM Architect – Level 3							
Technology Architect – Level 3							
Total Billable Days For Each Resource Category demonstrated under compliant contracts will be used to evaluate Point-rated Criteria ID R.1							
Dollar Value of Total Billable Days for All Resource Categories demonstrated under compliant contracts will be used to evaluate Point-rated Criteria ID R.2							\$ _____
Total :							

APPENDIX D TO ATTACHMENT 4.1 – WORK STREAM 2

BIDDER RESPONSE TABLE FOR CORPORATE REFERENCES

The Bidder must use the same contract(s) (maximum of 6) identified in Appendix C to Attachment 4.1 to demonstrate its experience in delivering informatics professional services by supplying all resource categories (or equivalent resource categories under a different title) listed in Corporate Mandatory criterion M.1.

To qualify, the Bidder must:

- i) Provide all information identified in this Bidder Response Table For Corporate References; and
- ii) Provide a letter signed by the client, not by the Bidder, to certify that tasks performed by the Resource Category (or Categories) and Level under each of the identified contract(s) include the first 3 corresponding tasks (Task No. 1, 2 and 3) identified in Article 3.2 of Annex A – Statement of Work. Please refer to Section 3: Tasks Performed for details.

The Bidder must replicate this Bidder Response Table for Corporate References for each referenced contract identified in Appendix C to Attachment 4.1.

Bidder's Name: _____ Contract Reference #: _____

SECTION 1: CLIENT INFORMATION			
Client Organization Name			
Client Contact Name	Title		
Address			
Telephone	E-mail Address		
SECTION 2: CONTRACT INFORMATION			
Contract Title	Contract Value		
Award Date	Expiry Date		
Limited to half a page (1/2 letter size 8.5x11), provide a brief description of the key scope and responsibilities of the referenced contract:			

SECTION 3: TASKS PERFORMED – TO BE CERTIFIED BY THE CLIENT

The Bidder must provide a letter signed by the client, not by the Bidder, to certify that tasks performed by the Resource Category (or Categories) and level under each of the referenced contract(s) include the first 3 corresponding tasks (Task No. 1, 2 and 3) identified in Article 3.2 of Annex A – Statement of Work.

For example, the referenced contract #1 provided 2 resource categories/level, Application/Software Architect (Level 3) and ERP Functional Analyst (Level 2), identified in Corporate Mandatory Criteria ID M.1. The Bidder is required to provide the following in this Section 3: Tasks Performed, and to be certified by the client:

The following is an example only

Resources for the following 2 categories and level were provided in this referenced contract. Tasks performed include the following:

Application/Software Architect – Level 3

- 1. Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;*
- 2. Evaluate existing procedures, processes and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary;*
- 3. Document future view of the Enterprise Integration Applications (EIA) and a strategy to optimize interfaces between legacy applications suites or components or application systems and Enterprise Resource Planning (ERP).*

ERP Functional Analyst – Level 2

- 1. Research, analyze and document user requirements, map interdependencies, and produce the required functional specifications and process re-engineering recommendations;*
- 2. Develop and document ERP functional, business, and system requirements specifications;*
- 3. Develop functional, business, and system interface or capability interaction.*

