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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

<b>Title - Sujet</b> TBIPS - Omnibus	
<b>Solicitation No. - N° de l'invitation</b> E60ZR-192985/A	<b>Amendment No. - N° modif.</b> 004
<b>Client Reference No. - N° de référence du client</b> 20192985	<b>Date</b> 2020-11-30
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$EL-640-38624	
<b>File No. - N° de dossier</b> 640e1.E60ZR-192985	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2020-12-21</b> Heure Normale de l'Est HNE	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Pui, Ivy	<b>Buyer Id - Id de l'acheteur</b> 640e1
<b>Telephone No. - N° de téléphone</b> (613) 858-9873 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

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

The purpose of Amendment number 004 is to:

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

### **QUESTION AND ANSWER**

#### **Question 24**

Attachment 4.1 – Bid Evaluation Criteria: M.1 & R.1: Both criteria allow Bidders to use private sector contracts to demonstrate billable days. Typically these contracts do not include the resource category levels as defined in the TBIPS Supply Arrangement. Please confirm Bidders are not required to map to a specific level as long as a resource category can meet the first three tasks of each category.

#### **Answer 24**

Answer 19 posted in RFP Amendment 003 applies to this question.

#### **Question 25**

Attachment 4.1 – Bid Evaluation Criteria M.1 & R.1: Workstream 2 is a combination of both ERP functional and ERP technical resources. There are a number of large multi-year contracts that have split ERP awards into two separate contracts, one for functional resources and the other for technical resources. Would the Crown consider increasing the number of contracts used to demonstrate billable days from 6 to 8 in order to accommodate contracts awarded under this method?

#### **Answer 25**

Canada has reviewed the request, please refer to RFP Amendment for the modification in Attachment 4.1 and 4.2 – Bid Evaluation Criteria – Workstream 1 and 2, pertaining to maximum number of reference contracts.

#### **Question 26**

Would the crown be willing to relax the requirements of M.1 that require the Bidder “demonstrate its experience in delivering informatics professional services supplying all resource categories listed in the table below for the required minimum billable days per Resource Category and Level.”?

Some categories do not have equivalencies, e.g. Call Centre Consultant, and could disqualify Bidders who can provide the necessary services based on just one of twelve categories for a stream. Not having provided one specific category, especially one that is severely limiting and does not have an equivalency, in the past does not reflect on a Bidder's capability to provide those resources in support of this Omnibus. For example, the TBIPS contracting vehicle itself allows for unsubstantiated categories when Bidders are qualifying against the supply arrangement.

We request that:

1. Bidders must provide direct and/or equivalent examples at the Minimum Billable Days for 10 of 12 categories for Workstream 1 and 9 of 11 categories for Workstream 2.

As such, the Crown will receive more qualified proposals, and R.1 will still allow the very best proposals to rise to the top, meaning the Crown will receive the best value for services offered while offering a more open, fair, and competitive process.

#### **Answer 26**

Canada has reviewed the request, however the requirement remains unchanged.

**Question 27**

In Criteria M.1 of Workstream 1, Bidders are required to demonstrate 880 billable days for the Business Continuity/Disaster Recovery Specialist category, and in order to score full points in R.1, a total of 1,760 billable days is required in the category. The Business Continuity/Disaster Recovery Specialist category is typically utilized on a standalone contract and is not often used in RFPs in the combination of categories the Crown is requesting in this RFP. It is also a role that tends to only be used for a couple/few months to fulfil a specific engagement, so having long contracts or the equivalent of 6 person-years worth of billable days would be very rare. Bidders who have billable days experience in all other categories in this Workstream but the Business Continuity/Disaster Recovery Specialist category would not be able to bid on the Workstream. In an effort to allow otherwise qualified companies to bid on this Workstream, will the Crown modify the list of categories in M.1 to remove the Business Continuity/Disaster Recovery Specialist category?

**Answer 27**

Canada has reviewed the request, however the requirement remains unchanged.

**Question 28**

Please refer to APPENDIX B TO ATTACHMENT 4.1 – WORKSTREAM 1 and WORKSTREAM 2, BIDDER RESPONSE TABLE FOR CORPORATE REFERENCES, item ii)

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.

Can Canada confirm that it is acceptable to present the text of the reference letter in 'SECTION 3: TASKS PERFORMED – TO BE CERTIFIED BY THE CLIENT', and add a Signature Block at the end of the form for the client to certify the contents of the reference?

**Answer 28**

Yes, it is acceptable to present the text of the reference letter in 'SECTION 3: TASKS PERFORMED – TO BE CERTIFIED BY THE CLIENT', and add a Signature Block at the end of the form for the client to certify the contents of the reference.

**RFP AMENDMENT**

**1. At Attachment 4.1 and 4.2 – Bid Evaluation Criteria – 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>440</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	440	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	440																										
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"> <li>The Bidder must use a maximum of 7 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 7 contracts. If more than 7 contracts are provided, only the first 7 contracts, in order of presentation, will be evaluated;</li> <li>Each of the 7 identified contracts, demonstrating billable days experience, must have been awarded within the 8 years prior to the solicitation posting date; and the demonstrated billable days must fall within the 6 years prior to the solicitation posting date;</li> <li>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</li> <li>Complete the 2 Bidder Response Tables – Appendix A and B to Attachment 4.1 to provide information identified in the 2 tables.</li> </ul>																										

**ATTACHMENT 4.2 BID EVALUATION CRITERIA – WORK STREAM 1  
CORPORATE POINT-RATED REQUIREMENTS**

**1.2 Corporate Point-Rated Evaluation Criteria**

Criteria ID	Criteria for Work Stream 1: Business Management	Max Points	Bidder's Response Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
R.1	<p>The Bidder should use the same 7 contracts (maximum) identified in Criteria ID M.1 to demonstrate its billable days experience in excess of the minimum billable days required in Criteria ID M.1.</p> <p>The Bidder will be awarded points for billable days in excess of the minimum billable days identified in the table of Criteria ID M.1, as demonstrated in the example evaluation scenario below.</p>	100	<p>The Bidder's substantiation of technical compliance with Criteria ID R.1 should be demonstrated using the 2 Bidder Response Tables - Appendix A and B to Attachment 4.1, completed by the Bidder to substantiate its compliance with Criteria ID M.1.</p> <p>Any referenced contract that does not meet the requirements established in Criteria ID M.1 will not be considered and evaluated for Criteria ID R.1.</p> <p>Criteria ID R.1 will be evaluated using the information contained in the completed Bidder Response Tables - Appendix A and B to Attachment 4.1.</p>	

Example Evaluation Scenario for Criteria ID R.1				
Resource Category	(A)	(B)	(C)	(D)
<b>Business Management</b>	<b>BILLABLE DAYS PROVIDED BY BIDDER</b>	<b>MINIMUM BILLABLE DAYS IDENTIFIED UNDER M1</b>	<b>BIDDER EXCESS (C)=(A)-(B)</b>	<b>BIDDER % INCREASE TO A MAXIMUM OF 100 (D)=((C)/(B))*100</b>
B1 Business Analyst – Level 3	1,200	880	320	36
B2 Business Architect – Level 3	1,475	880	595	68
B4 Business Continuity/Disaster Recovery Specialist – Level 3	1,350	880	470	53
B.5 Business Process Re-engineering (BPR) Consultant – Level 3	1,125	880	245	28
B.8 Call Centre Consultant – Level 2	832	440	392	89
P1 Change Management Consultant - Level 2	1,200	770	430	56
P.7 Project Coordinator – Level 2	625	550	75	14
P.9 Project Manager – Level 2	1,134	550	584	106
P.9 Project Manager – Level 3	1,745	880	865	98
P.10 Project Scheduler – Level 3	1,015	660	355	54
P.11 Quality Assurance Specialist/Analyst – Level 3	985	880	105	12
<b>BIDDER SCORE = SUM OF (D) FOR ALL 11 CATEGORIES / 11</b>				<b>56</b>
In this example, the Bidder would score 56 points out of a possible 100 points.				

Criteria ID	Criteria for Work Stream 1: Business Management	Max Points	Bidder's Response	
			Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
R.2	<p>The Bidder should use the same 7 contracts (maximum) identified in Criteria ID M.1 to demonstrate its billable days experience in dollar values by using the Bidder Response Table - Appendix A to Attachment 4.1. The Bidder's demonstrated Total Billable Days and Dollar Value of Total Billable Days provided in response to Criteria ID M.1 will be used to evaluate this criterion.</p> <p>The Bidder will be awarded points as follows for the sum of value of total billable days demonstrated for all Resource Categories:</p> <ul style="list-style-type: none"> <li>\$3 million to &lt; \$6 million - 10 points</li> <li>\$6 million to &lt; \$9 million - 15 points</li> <li>\$9 million to &lt; \$12 million - 20 points</li> <li>\$12 million and over - 25 points</li> </ul>	25	<p>The Bidder's substantiation of technical compliance with Criteria ID R.2 should be demonstrated using the 2 Bidder Response Tables - Appendix A and B to Attachment 4.1, completed by the Bidder to substantiate its compliance with Criteria ID M.1.</p> <p>Any referenced contract that does not meet the requirements established in Criteria ID M.1 will not be considered and evaluated for Criteria ID R.2.</p> <p>Criteria ID R.2 will be evaluated using the information contained in the completed Bidder Response Tables - Appendix A and B to Attachment 4.1.</p>	



**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 7 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 8 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							Total Billable Days For Each Resource Category	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)	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									
<b>Total :</b>									\$ _____

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



**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 7) 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.

Experience levels

Level 2: 5- < 10 years of experience

Level 3: 10+ years of experience

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	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="532 892 917 1822"> <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>	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																										
	<p>To qualify:</p> <ul style="list-style-type: none"> <li>The Bidder must use a maximum of 7 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 7 contracts. If more than 7 contracts are provided, only the first 7 contracts, in order of presentation, will be evaluated;</li> <li>Each of the 7 identified contracts, demonstrating billable days experience, must have been awarded within the 8 years prior to the solicitation posting date; and the demonstrated billable days must fall within the 6 years prior to the solicitation posting date;</li> <li>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</li> <li>Complete the 2 Bidder Response Tables – Appendix C and D to Attachment 4.1 to provide information identified in the 2 tables.</li> </ul>																										

**ATTACHMENT 4.2 BID EVALUATION CRITERIA – WORK STREAM 2**

**CORPORATE POINT-RATED REQUIREMENTS**

**2.1 Corporate Point-Rated Evaluation Criteria**

Criteria ID	Criteria for Work Stream 2: ERP Systems	Max Points	Bidder's Response		Reference to Additional Documentation within the Bid
			Substantiation of Technical Compliance		
R.1	<p>The Bidder should use the same 7 contracts (maximum) identified in Criteria ID M.1 to demonstrate its billable days experience in excess of the minimum billable days required in Criteria ID M.1.</p> <p>The Bidder will be awarded points for billable days in excess of the minimum billable days identified in the table of Criteria ID M.1, as demonstrated in the example evaluation scenario below.</p>	100	<p>The Bidder's substantiation of technical compliance with Criteria ID R.1 should be demonstrated using the 2 Bidder Response Tables - Appendix C and D to Attachment 4.1, completed by the Bidder to substantiate its compliance with Criteria ID M.1.</p> <p>Any referenced contract that does not meet the requirements established in Criteria ID M.1 will not be considered and evaluated for Criteria ID R.1.</p> <p>Criteria ID R.1 will be evaluated using the information contained in the completed Bidder Response Tables - Appendix C and D to Attachment 4.1.</p>		

Example Evaluation Scenario for Criteria ID R.1					
Resource Category	ERP Systems	BILLABLE DAYS			
		(A)	(B)	(C)	(D)
		BILLABLE DAYS PROVIDED BY BIDDER	MINIMUM BILLABLE DAYS IDENTIFIED UNDER M1	BIDDER EXCESS	BIDDER % INCREASE TO A MAXIMUM OF 100
A.1 Application/Software Architect – Level 3		1,150	880	$(C)=(A)-(B)$	$(D)=(C)/(B)*100$
A.2 Enterprise Resource Planning (ERP) Functional Analyst – Level 2		1,575	750	270	31
A.2 Enterprise Resource Planning (ERP) Functional Analyst – Level 3		1,200	880	825	110
A4 ERP System Analyst – Level 3		1,864	880	320	36
A5 ERP Technical Analyst – Level 3		1,945	880	984	112
B.5 Business Process Re-engineering (BPR) Consultant – Level 3		1,250	880	1065	121
I.1 Data Conversion Specialist – Level 3		1,200	880	370	42
I.2 Database Administrator – Level 3		900	880	320	36
I.4 Database Modeller / IM Modeller – Level 3		1,015	880	20	2
I.5 IM Architect – Level 3		985	880	135	15
I.1.1 Technology Architect – Level 3		900	550	105	12
BIDDER SCORE = SUM OF (D) FOR ALL 11 CATEGORIES / 11					
In this example, the Bidder would score 58 points out of a possible 100 points.					

Bidder's Response		Reference to Additional Documentation within the Bid
Criteria ID	Criteria for Work Stream 2: ERP Systems	Max Points
R.2	<p>The Bidder should use the same 7 contracts (maximum) identified in Criteria ID M.1 to demonstrate its total billable days experience (in dollar values) by using the Bidder Response Table – Appendix C to Attachment 4.1. The Bidder's demonstrated Total Billable Days provided in response to Criteria ID M.1 will be used to evaluate this criterion.</p> <p>The Bidder will be awarded points as follows for the sum of value of total billable days demonstrated:</p> <ul style="list-style-type: none"> <li>\$3 million to &lt; \$6 million - 10 points</li> <li>\$6 million to &lt; \$9 million - 15 points</li> <li>\$9 million to &lt; \$12 million - 20 points</li> <li>\$12 million and over - 25 points</li> </ul>	25
		<p>The Bidder's substantiation of technical compliance with Criteria ID R.2 should be demonstrated using the 2 Bidder Response Tables - Appendix C and D to Attachment 4.1, completed by the Bidder to substantiate its compliance with Criteria ID M.1.</p> <p>Any referenced contract that does not meet the requirements established in Criteria ID M.1 will not be considered and evaluated for Criteria ID R.2.</p> <p>Criteria ID R.2 will be evaluated using the information contained in the completed Bidder Response Tables - Appendix C and D to Attachment 4.1.</p>



**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 7 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 8 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	NUMBER OF BILLABLE DAYS							Total Billable Days For Each Resource Category	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 #		
Business Management									
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									
<b>Total Billable Days For Each Resource Category demonstrated under compliant contracts will be used to evaluate Point-rated Criteria ID R.1</b>									
<b>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</b>									\$ _____
<b>Total :</b>									



**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 7) 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.

Experience levels

Level 2: 5- < 10 years of experience

Level 3: 10+ years of experience

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.*