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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

<b>Title - Sujet</b> TBIPS - Omnibus	
<b>Solicitation No. - N° de l'invitation</b> E60ZR-192985/A	<b>Amendment No. - N° modif.</b> 006
<b>Client Reference No. - N° de référence du client</b> 20192985	<b>Date</b> 2020-12-03
<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 006 is to:

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

### **QUESTION AND ANSWER**

#### **Question 38**

M.1/R.1 require bidders to demonstrate a large number of billable days within the last six (6) years, under a mix of 11 categories/specific levels, with each requiring demonstration of three (3) specific tasks contained in the Statement of Work, under a limited number (7) of contracts awarded within the last eight (8) years. With the multiple constraints surrounding the criteria, would the Crown allow bidders to use contracts awarded within the last ten (10) years, provided that the billable days occurred within the past six (6) years?

#### **Answer 38**

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

#### **Question 39**

As multiple vendors have pointed out, the Crown is requesting that Bidders demonstrate a significant number of billed days for resources that are not often tendered (i.e. Business Process Re-Engineering Consultant, Business Continuity/Disaster Recovery Specialist) and when they are, these resource are only retained for short periods of time to complete very specific projects. According to Government RFPs that have been released since 2012 there have been a total of roughly 100 Government of Canada RFPs for Business Process Re-Engineering Consultants and less than 50 Government RFPs for Business Continuity/Disaster Recovery Specialists (compared to over 1,200 for Business Analysts and over 21,000 for Project Managers).

Given the complete lack of opportunities for Vendors to provide Business Process Re-Engineering and Business Continuity/Disaster Recovery resources this requirement limits the field of competitors to a small handful of Bidders who would be able to demonstrate 880 billable days (and 1,760 billable days for R.1) for these Resource Categories. As such, we would like to request to Crown reconsider the multiple Vendor requests to reduce the number of resource categories that billable days must be demonstrated for, allowing for Vendors to demonstrate billable days for a minimum of 8 out of the 11 resource categories identified. Reducing the number of categories required to demonstrate billed days on will allow a larger number of well qualified vendors to compete, creating a more competitive process that will deliver greater value to the Crown.

#### **Answer 39**

The requirement remains unchanged. But please refer to RFP Amendment for the modification in M.1 and Example Evaluation Scenario for Criteria ID R.1 for Workstream 1 and 2, pertaining to minimum billable days for B.4 Business Continuity/Disaster Recovery Specialist – Level 3, and B.5 Business Process Re-engineering (BPR) Consultant – Level 3.

#### **Question 40**

For Appendix C to Attachment 4.1 for Workstream 2: Can you please confirm it should state 'ERP Systems' and not 'Business Management' as it is currently showing in the Bidder Response Table.

#### **Answer 40**

This is an error in the first column of Appendix C to Attachment 4.1 – Workstream 2 / the Bidder Response Table for Billable Days.

The RESOURCE CATEGORY should read 'ERP Systems', not 'Business Management'. Please refer to the RFP Amendment for the correction.

**RFP AMENDMENT**

**1. At Attachment 4.1 – Bid Evaluation Criteria – M.1 and Example Evaluation Scenario for Criteria ID R.1 for Workstream 1 and 2:**

**DELETE** in its entirety.

**INSERT:** See below

**2. At Appendix C to Attachment 4.1 – Workstream 2 / Bidder Response Table for Billable Days:**

**DELETE** in its entirety.

**INSERT:** See below

**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="423 730 711 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>480</td> </tr> <tr> <td>B.5 Business Process Re-engineering (BPR) Consultant – Level 3</td> <td>480</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	480	B.5 Business Process Re-engineering (BPR) Consultant – Level 3	480	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	480																										
B.5 Business Process Re-engineering (BPR) Consultant – Level 3	480																										
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, or an email confirmation from 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	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.  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.	100	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.  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.  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.	

**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	734	480	254	53
B.5 Business Process Re-engineering (BPR) Consultant – Level 3	614	480	134	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.				

**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 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>480</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	480	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	480																										
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, or an email confirmation from 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	270	31
A.2	Enterprise Resource Planning (ERP) Functional Analyst – Level 2	1,575	750	825	110
A.2	Enterprise Resource Planning (ERP) Functional Analyst – Level 3	1,200	880	320	36
A4	ERP System Analyst – Level 3	1,864	880	984	112
A5	ERP Technical Analyst – Level 3	1,945	880	1,065	121
B.5	Business Process Re-engineering (BPR) Consultant – Level 3	682	480	202	42
I.1	Data Conversion Specialist – Level 3	1,200	880	320	36
I.2	Database Administrator – Level 3	900	880	20	2
I.4	Database Modeller / IM Modeller – Level 3	1,015	880	135	15
I.5	IM Architect – Level 3	985	880	105	12
I.1.1	Technology Architect – Level 3	900	550	350	64
<b>BIDDER SCORE = SUM OF (D) FOR ALL 11 CATEGORIES / 11</b> In this example, the Bidder would score 58 points out of a possible 100 points.					

**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 <b>ERP Systems</b>	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)		
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>									