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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> 008
<b>Client Reference No. - N° de référence du client</b> 20192985	<b>Date</b> 2020-12-10
<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>

\*\*\*\*\*  
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.

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The purpose of Amendment number 008 is to:

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

### **QUESTION AND ANSWER**

#### **Question 43**

At Attachment 4.1 – Workstream 1, Corporate Mandatory Evaluation Criteria M.1, the combination of categories, combined with the years when the work can be accounted for, as well as the limiting of the contract award date, is challenging. Can we ask for just a little latitude from the Crown?

Our company can demonstrate it has the expertise required to deliver the resources required for this contract. We have done so within the timeframe the client was seeking for us to demonstrate (6 years). However the desired combination of number of contracts and award dates is just a little too restrictive as it currently stands. Would the crown consider allowing the use of just 2 of the 7 contracts to have an awarded date beyond 8 years, but still restricting the billable days required for evaluation purposes to within the last 6 years, this would make the playing field fair and would recognize the entire body of work truly delivered by our company.

#### **Answer 43**

The following requirement remains unchanged for M.1, R.1 and R.2 under Workstream 1 and 2:

*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*

However, please refer to the RFP Amendment for the modification in the minimum number of resource categories to be demonstrated for M.1; and the modification in R.1 and the 2 Bidder Response Tables for Workstream 1 and 2.

#### **Question 44**

In our opinion, the Mandatory Requirement for Call Centre experience is prohibitive to a competitive process. According to BuyandSell, less than 20 contracts have been awarded for Call Centre resources. As such, it being Mandatory eliminates nearly every vendor from being able to bid, even if they meet all other requirements.

We acknowledge that Canada has considered this question already, as it has been asked by a number of vendors, but multiple similar requests evidence that there is significant concern with this mandatory, in particular Call Centre consultant.

We understand that it can be a rated requirement, but ask that it be removed from the mandatory requirements for the reasons mentioned above.

**Answer 44**

Canada has reviewed the request, please refer to the RFP Amendment for the modification in the minimum number of resource categories to be demonstrated for M.1; and the modification in R.1 and the 2 Bidder Response Tables for Workstream 1 and 2.

**Question 45**

Due to the holiday season many of our clients are not available to provide email attestation to the tasks that we provided on contracts, therefore we are requesting an extension until January 15th to allow our clients time to review the information we provide them and return from holidays.

**Answer 45**

The closing date of this Solicitation remains unchanged.

**Question 46**

WKS 1: There are the same set of categories that continue to cause an issue: Business Continuity and Call Centre consultant. The reason for this is these roles are often 1-offs, meaning there may only be 1 person in that role for the length of the assignment. Supporting this, a review of TBIPS categories call-ups show that 10% of the categories are called up 90% of the time; whereas 90% (including categories such as Business Continuity or Call Centre) only are called up 10% of the time. The days needed by all companies bidding simply aren't supported without major mapping from other categories. We ask the Crown to eliminate the burden of proof on these categories.

**Answer 46**

Canada has reviewed the request, please refer to the RFP Amendment for the modification in the minimum number of resource categories to be demonstrated for M.1; and the modification in R.1 and the 2 Bidder Response Tables for Workstream 1 and 2.

**Question 47**

WKS 2: Database Administrator is ongoing operational in nature, often with only one or a small team providing this service. It is also normally filled by an FTE, not contracted out. We ask the Crown to eliminate the burden of proof on this category due to its misfit with the rest of the categories.

**Answer 47**

Canada has reviewed the request, please refer to the RFP Amendment for the modification in the minimum number of resource categories to be demonstrated for M.1; and the modification in R.1 and the 2 Bidder Response Tables for Workstream 1 and 2.

**Question 48**

In regards to solicitation #E60ZR-192985/A, Work Stream 1 consists of multiple resources categories from different TBIPS streams (six (6) categories from the Project Management Services Stream and five (5) categories from the Business Services Stream). Given the Crowns unwillingness to reduce the number of categories for which Bidders need to demonstrate billed days, we request that Work Stream 1 be separated into two (2) distinct and separate work streams following the TBIPS services streams. Work Stream 1 would become: Work Stream 1 (Business Services) and Work Stream 2 (Project Management Services). This would give more qualified Bidders the opportunity to submit a proposal while also ensuring that the Crown receives the demonstrated experience it requires for each resource category.

**Answer 48**

The 2 workstreams under this Solicitation remain unchanged. However, please refer to the RFP Amendment for the modification in the minimum number of resource categories to be demonstrated for M.1; and the modification in R.1 and the 2 Bidder Response Tables for Workstream 1 and 2.

Solicitation Number:  
E6OZR-192985/A

Amendment Number:  
008

Buyer ID:  
640EL

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**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 <b>a minimum of 10 resource categories</b> (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="565 919 943 1812"> <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																										
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P.7 Project Coordinator – Level 2	550																										
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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 a minimum of 10 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	<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> <p><b>The Bidder will score 0 point in column (D) for the resource category with no minimum billable days demonstrated in M.1. Bidder Score is calculated as follows:</b>  <b>BIDDER SCORE = SUM of (D) for all 11 categories / 11</b></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	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.				

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:</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>	

Criteria ID	Criteria for Work Stream 1: Business Management	Max Points	Bidder's Response																																																																						
			Points	Reference to Additional Documentation within the Bid																																																																					
R.3	<p>The Bidder should demonstrate its experience in providing a peak team size of at least 12 resources concurrently for a period of six (6) consecutive months. The team can be a combination of any categories and level.</p> <p>To demonstrate compliance with this criterion, the Bidder should:</p> <p>a) Complete the following table for each referenced contract to identify the resources (minimum of 12); and</p> <p>b) Submit a signed letter by the client, not by the Bidder, certifying that the Bidder supplied a minimum of twelve (12) resources concurrently for the referenced contract during the period used to demonstrate.</p> <table border="1" data-bbox="646 1108 1141 1885"> <thead> <tr> <th colspan="3">Reference Contract No.:</th> </tr> <tr> <td colspan="3">Period used to demonstrate: From dd/mm/yy to dd/mm/yy (at least 6 consecutive months)</td> </tr> <tr> <th colspan="3">Total number of Resources (minimum 12):</th> </tr> <tr> <th>Resource Category</th> <th>Name of Resource</th> <th>Level</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Reference Contract No.:			Period used to demonstrate: From dd/mm/yy to dd/mm/yy (at least 6 consecutive months)			Total number of Resources (minimum 12):			Resource Category	Name of Resource	Level																																																										30	<p>1 contract: 10 points</p> <p>2 contracts: 20 points</p> <p>3 or more contracts: 30 points</p>	
Reference Contract No.:																																																																									
Period used to demonstrate: From dd/mm/yy to dd/mm/yy (at least 6 consecutive months)																																																																									
Total number of Resources (minimum 12):																																																																									
Resource Category	Name of Resource	Level																																																																							
<b>BIDDER TOTAL POINTS ACHIEVED</b>																																																																									
<b>MAX. AVAILABLE POINTS</b>		155																																																																							
<b>MIN. POINTS REQUIRED TO BE DECLARED RESPONSIVE</b>		93																																																																							



**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 a **minimum of 10 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 fall within the 6 years prior to the solicitation posting date for a **minimum of 10 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: ____/____/____ To ____/____/____ (dd/mm/yy) (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: ____/____/____ To ____/____/____ (dd/mm/yy) (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: ____/____/____ To ____/____/____ (dd/mm/yy) (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: ____/____/____ To ____/____/____ (dd/mm/yy) (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: ____/____/____ To ____/____/____ (dd/mm/yy) (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: ____/____/____ To ____/____/____ (dd/mm/yy) (dd/mm/yy)	Cross Reference to Contract Reference # _____ Billing Period: ____/____/____ To ____/____/____ (dd/mm/yy) (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 (a minimum of 10 categories) demonstrated under compliant contracts will be used to evaluate Point-rated Criteria ID R.1**  
**Dollar Value of Total Billable Days for a minimum of 10 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 a **minimum of 10 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.

It is acceptable to use email confirmation from the client in lieu of a letter signed by the client for any referenced contract(s) for Workstream 1 provided:

- 1) The Bidder must complete Section 1, Section 2, and brief description of the key scope and responsibilities; and submit this Bidder Response Table with the bid;
- 2) The email confirmation from the client must include the information identified in Section 1, 2 and 3 under this Bidder Response Table (except for brief description of the key scope and responsibilities of the referenced contract(s)), and be submitted with the bid; and
- 3) The client who certifies using email confirmation must match the information provided in Section 1 (Client Information).

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 #: _____
<b>SECTION 1: CLIENT INFORMATION</b>	
Client Organization Name	
Client Contact Name	Title
Address	

Telephone	E-mail Address
<b>SECTION 2: CONTRACT INFORMATION</b>	
Contract Title	Contract Value
Award Date	Expiry Date
<p>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:</p>	
<b>SECTION 3: TASKS PERFORMED – TO BE CERTIFIED BY THE CLIENT</b>	
<p>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 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.</p> <p>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:</p> <p><u>The following is an example only</u></p> <p><i>Resources for the following 2 categories and level were provided in this referenced contract. Tasks performed include the following:</i></p> <p><i><u>Business Analyst – Level 3</u></i></p> <ol style="list-style-type: none"> <li><i>1. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;</i></li> <li><i>2. Perform business analyses of functional requirements to identify information, procedures, and decision flows;</i></li> </ol>	

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 <b>a minimum of 10 resource categories</b> (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>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> <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 a <b>minimum of 10 Resource Categories</b> 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>	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																										
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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																										

**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> <p><b>The Bidder will score 0 point in column (D) for the resource category with no minimum billable days demonstrated in M.1. Bidder Score is calculated as follows:</b>  <b>BIDDER SCORE = SUM of (D) for all 11 categories / 11</b></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		BILLABLE DAYS	(A)	(B)	(C)	(D)
Resource Category	ERP Systems	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	1150	880	$(C)=(A)-(B)$	$(D)=(C)/(B)*100$	31
A.2	Enterprise Resource Planning (ERP) Functional Analyst – Level 2	1575	750			110
A.2	Enterprise Resource Planning (ERP) Functional Analyst – Level 3	1,200	880			36
A4	ERP System Analyst – Level 3	1864	880			112
A5	ERP Technical Analyst – Level 3	1945	880			121
B.5	Business Process Re-engineering (BPR) Consultant – Level 3	682	480			42
I.1	Data Conversion Specialist – Level 3	1,200	880			36
I.2	Database Administrator – Level 3	900	880			2
I.4	Database Modeller / IM Modeller – Level 3	1,015	880			15
I.5	IM Architect – Level 3	985	880			12
I.11	Technology Architect – Level 3	900	550			64
BIDDER SCORE = SUM OF (D) FOR ALL 11 CATEGORIES / 11						58
In this example, the Bidder would score 58 points out of a possible 100 points.						

		Bidder's Response	
Criteria ID	Criteria for Work Stream 2: ERP Systems	Max Points	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 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>

Criteria for Work Stream 2: ERP Systems		Bidder's Response																																																																
Criteria ID	Max Points	Points	Reference to Additional Documentation within the Bid																																																															
R.3	30	1 contract: 10 points 2 contracts: 20 points 3 or more contracts: 30 points																																																																
<p>Reference Contract No.:</p> <p>Period used to demonstrate: From dd/mm/yy to dd/mm/yy (at least 6 consecutive months)</p> <p>Total number of Resources (minimum 12):</p> <table border="1" data-bbox="1295 1108 1461 1885"> <thead> <tr> <th>Resource Category</th> <th>Name of Resource</th> <th>Level</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>				Resource Category	Name of Resource	Level																																																												
Resource Category	Name of Resource	Level																																																																
BIDDER TOTAL POINTS ACHIEVED																																																																		
MAX. AVAILABLE POINTS																																																																		
MIN. POINTS REQUIRED TO BE DECLARED RESPONSIVE																																																																		
155																																																																		
93																																																																		



**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 a **minimum of 10 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 fall within the 6 years prior to the solicitation posting date for a **minimum of 10 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							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)	
ERP Systems								
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 (a minimum of 10 categories) demonstrated under compliant contracts will be used to evaluate Point-rated Criteria ID R.1</b>								
<b>Dollar Value of Total Billable Days for a minimum of 10 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 a **minimum of 10 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.

It is acceptable to use email confirmation from the client in lieu of a letter signed by the client for any referenced contract(s) for Workstream 2 provided:

- 1) The Bidder must complete Section 1, Section 2, and brief description of the key scope and responsibilities; and submit this Bidder Response Table with the bid;
- 2) The email confirmation from the client must include the information identified in Section 1, 2 and 3 under this Bidder Response Table (except for brief description of the key scope and responsibilities of the referenced contract(s)), and be submitted with the bid; and
- 3) The client who certifies using email confirmation must match the information provided in Section 1 (Client Information).

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	
<p>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:</p>			
<p><b>SECTION 3: TASKS PERFORMED – TO BE CERTIFIED BY THE CLIENT</b></p> <p>The Bidder must provide a letter signed by the client, or an email confirmation from 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.</p> <p>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:</p> <p>The following is an <u>example only</u></p> <p><i>Resources for the following 2 categories and level were provided in this referenced contract. Tasks performed include the following:</i></p> <p><i>Application/Software Architect – Level 3</i></p> <ol style="list-style-type: none"> <li><i>Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;</i></li> </ol>			

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.