



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC

11 Laurier St., / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

**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> Informatics Professional Serv PSB Services professionnels en informatique pour DSB	
<b>Solicitation No. - N° de l'invitation</b> E60ZR-210495/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> 20210495	<b>Date</b> 2021-02-09
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$EL-606-38962	
<b>File No. - N° de dossier</b> 606el.E60ZR-210495	<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 2021-03-02</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 checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mansour, Silvana	<b>Buyer Id - Id de l'acheteur</b> 606el
<b>Telephone No. - N° de téléphone</b> (613) 858-9935 ( )	<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>

This amendment is raised to provide answers to questions raised by potential bidders and an amendment.

**Question 17:**

With the modifications to requirement M2, the bid now states that “Each of the 7 identified contracts demonstrating billable days experience, must have been awarded within 5 years prior to the solicitation posting date.”

Many Tier 2 contracts have durations that exceed 5 years once the option periods have been exercised and as a result vendors may have many viable contracts/assignments with extensive billables days within the last 5 years that would not be counted. We would ask that the Crown please consider:

Accepting identified/referenced contract that were awarded before 5 years period prior to the solicitation posting date as long as the demonstrated billable days fall within the 5 years period prior to the solicitation posting date?

**Or**

Accepting contracts that were awarded in the 8 years prior to solicitation posting date; and the demonstrated billable days must fall within the 5 years prior to the solicitation posting date.

**Answer 17:**

M2 is amended so that 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 5 years prior to the solicitation posting date. See amendment below

**Question 18:**

M1 states “The bidder must provide one or more corporate reference contracts that total(s) a **billed value\* of \$5,000,000.00** or more (Canadian including applicable taxes)...”

To demonstrate this requirement vendors must complete Appendix A to Attachment. Appendix A is a “RFP BILLABLE DAYS RESPONSE TABLE” and does not offer the opportunity to demonstrate the billed value of the contract.

Can the Crown please provide a separate table for M1 to demonstrate billed value of one or more corporate references? And also confirm that Appendix A is not required to be completed for the M1 requirement.

**Answer 18:**

Regarding M1, both Appendix A and Appendix B to Attachment 4.1 must be completed in order to qualify. Appendix A is to demonstrate the total value of the billable days and Appendix B is to provide the particulars and details of each contract used to demonstrate compliance with M1.

See Amendment below to Appendix A

**Question 19:**

M2 states "The Bidder must demonstrate contract experience in supplying ALL of the following resource categories, for the required Minimum Billable Days per category, over a total period of 24-month within the past five (5) years prior to the solicitation posting date.'

If a vendor uses more than one contract to demonstrate this experience, can the Crown please confirm that the billable days for each contract must be demonstrated in the **same** 24-month period within the past five (5) years?

**Answer 19:**

Bidders should refer to solicitation amendment 001 and the response to question 6.

**Question 20:**

To demonstrate compliance to criterion M1, bidders are required to provide "1. A letter signed by the client, not by the bidder, to certify the information provided in the Bidder's Response Table (Appendix A to Attachment 4.1) is accurate". Could the Crown please confirm that this should read as "...(Appendix B to Attachment 4.1)..", as Appendix B contains the requested Response Table to be completed, detailing the contract reference information?

**Answer 20:**

That is correct. Please see amendment below.

**Question 21:**

Changes made to M2 in amendment 001 allow bidders to demonstrate billable days experience in providing a minimum of twelve (12) specific resource categories/levels under a maximum of seven (7) contracts. Will the Crown be providing an amended Appendix A to Attachment 4.1 to reflect these changes?

**Answer 21:**

See amendment below.

**Question 22:**

Amendment 001 introduced several new elements to the requirements in M2, one of which is that the contracts used to demonstrate billable days experience must be awarded within the past five (5) years. Bidders have spent considerable time gathering and compiling billable days information and writing client references since the bid was issued, and must now re-assess all information gathered due to the change to this critical element. Would the Crown consider revising this requirement back to the original request so that bidders may demonstrate experience providing the required services within the past five (5) years, although the contract award date may be outside of the five-year period?

**Answer 22:**

Please refer to the response to Question 17 above and the amendment below.

**Question 23:**

Would the Government please consider amending M2 to state:

“Each of the 7 identified contracts, demonstrating billable days experience, must have been awarded, **or on-going**, within 5 years prior to the solicitation posting date. **Only billable days within 5 years prior to the solicitation posting date can be used to qualify.**”

**Answer 23:**

Please refer to the response to Question 17 above and the amendment below.

**Question 24:**

Section 3 of Appendix B Attachment 4.1 states that “The substantiation must explain responsibilities and demonstrate how the **Bidder** carried out the work while performing tasks”. Would the Crown please confirm that this should refer to “how the **Resource** carried out the work while performing tasks.” Would the Crown also confirm that relevant deliverable can be used for substantiation?

**Answer 24:**

Confirmed. The substantiation must explain responsibilities and demonstrate how the Resource carried out the work while performing the tasks. No deliverables are required for the substantiation.

**Question 25:**

Corporate criteria M2/R1 require bidders to demonstrate a large number of billable days under twelve (12) separate resource categories across a maximum of seven (7) contracts. Given the volume of billable days required, would PSPC permit bidders to count billable days billed under contracts awarded within the last ten (10) years prior to the solicitation closing date to meet these criteria?

**Answer 25:**

Please refer to the response to Question 17 above and the amendment below.

**Question 26:**

**Reference R2, R3, R4, R5, and R6:**

We have several large-scale, long-term Omnibus Contracts, with multiple resource categories that service some of the largest GoC departments and agencies. These Omnibus Contracts are used to service various multiple systems like (HR, Finance, etc.) throughout the department. Please confirm that Omnibus Contracts can be used to address more than one of the rated requirements R2, R3, R4, R5, and R6?

**Answer 26:**

Yes, the same contract can be used to demonstrate compliance with more than one criteria (R2 to R6) provided all the components of each criteria are demonstrated.

**Question 27:**

**Reference R2, R3, R4, R5, and R6:**

Is it the intent of PSPC to award a contract to a successful Bidder(s) to support all of the different types of systems identified in R2 to R6?

**Answer 27:**

Yes, the successful bidder will support all of the different types of systems identified in R2 to R6.

**Question 28:**

Mandatory Corporate Criteria M2 states that the contracts being utilized to demonstrate billable days experience "must have been awarded within 5 years prior to the solicitation posting date". Would the Crown please allow bidders to cite contracts that were awarded over 5 years ago in response to M2 as long as demonstrated billed days occurred within the last 5 years.

**Answer 28:**

Please refer to the response to Question 17 above and the amendment below.

**AMENDMENT:**

**AT ATTACHMENT 4.1 Corporate Mandatory Technical Criteria**

**DELETE:**

<b>Criteria</b>	<b><i>Mandatory Criteria</i></b>	<b><i>Met Y/N</i></b>	<b>Demonstrated Experience (Bidders to insert data)</b>
<b>M1 (PB)</b>	<p>The bidder must provide one or more corporate reference contracts that total(s) a billed value* of \$5,000,000.00 or more (Canadian including applicable taxes) for services rendered within the last 5 years from this RFP publishing date, where the contract(s) provided information technology resources responsible for Informatics professional services.</p> <p>A summary of the scope, resource categories provided and key responsibilities specific to the development and operational support of the Informatics professional services under each contract must be provided.</p> <p>Note: To demonstrate compliance with this criterion, the bidder should submit the following for each corporate reference contract:</p> <ol style="list-style-type: none"><li>1. A letter signed by the client, not by the bidder, to certify the information provided in the Bidder's Response Table (Appendix A to Attachment 4.1) is accurate; and</li><li>2. A completed Bidder Response Table in Appendix B to Attachment 4.1.</li></ol>		

**INSERT:**

<b>Criteria</b>	<b>Mandatory Criteria</b>	<b>Met Y/N</b>	<b>Demonstrated Experience (Bidders to insert data)</b>
<b>M1 (PB)</b>	<p>The bidder must provide one or more corporate reference contracts that total(s) a billed value* of \$5,000,000.00 or more (Canadian including applicable taxes) for services rendered within the last 5 years from this RFP publishing date, where the contract(s) provided information technology resources responsible for Informatics professional services.</p> <p>A summary of the scope, resource categories provided and key responsibilities specific to the development and operational support of the Informatics professional services under each contract must be provided.</p> <p>Note: To demonstrate compliance with this criterion, the bidder should submit the following for each corporate reference contract:</p> <ol style="list-style-type: none"> <li>1. A letter signed by the client, not by the bidder, to certify the information provided in the Bidder's Response Tables (<b>Appendix B to Attachment 4.1</b>) is accurate; and</li> <li>2. A completed Bidder Response Tables in <b>Appendices A and B to Attachment 4.1</b>.</li> </ol>		

**DELETE:**

Criteria	<i>Mandatory Criteria</i>	<i>Met Y/N</i>	<b>Demonstrated Experience (Bidders to insert data)</b>												
<b>M2</b>	<p>The Bidder must demonstrate contract experience in supplying a minimum of 12 of the following resource categories (or equivalent resource categories under a different title), listed in the table below for the required Minimum Billable Days per category and level.</p> <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 12 Resource Categories identified in the table below. 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 5 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 a minimum of 50% of the tasks identified in Article 4.0 of Annex A – Statement of Work; and</li> <li>The Bidder must provide the completed Appendices A and B of Attachment 4.1</li> </ul> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 65%;">RESOURCE CATEGORY</th> <th style="width: 30%;">MINIMUM BILLABLE DAYS PER CATEGORY</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Applications Software Architect (Level 2)</td> <td style="text-align: center;">440</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Programmer/Software Developer (Level 2)</td> <td style="text-align: center;">880</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Programmer/Analyst (Level 2)</td> <td style="text-align: center;">880</td> </tr> </tbody> </table>	#	RESOURCE CATEGORY	MINIMUM BILLABLE DAYS PER CATEGORY	1	Applications Software Architect (Level 2)	440	2	Programmer/Software Developer (Level 2)	880	3	Programmer/Analyst (Level 2)	880		
#	RESOURCE CATEGORY	MINIMUM BILLABLE DAYS PER CATEGORY													
1	Applications Software Architect (Level 2)	440													
2	Programmer/Software Developer (Level 2)	880													
3	Programmer/Analyst (Level 2)	880													

Criteria	<i>Mandatory Criteria</i>		<i>Met Y/N</i>	<b>Demonstrated Experience (Bidders to insert data)</b>
	4	Systems Analyst (Level 2)	880	
	5	Tester (Level 2)	440	
	6	Web Developer (Level 2)	880	
	7	Business Analyst (Level 2)	352	
	8	Technical Writer (Level 2)	440	
	9	Database Administrator (Level 2 or 3)	440	
	10	Database Analyst/IM Administrator (Level 2 or 3)	220	
	11	Technology Architect (Level 2)	440	
	12	Project Administrator (Level 2)	176	
	13	Project Manager (Level 2)	1,320	
	14	Project Scheduler (Level 2)	44	
	15	Quality Assurance Specialist/Analyst (Level 2)	132	

**INSERT:**

Criteria	<i>Mandatory Criteria</i>	<i>Met Y/N</i>	<b>Demonstrated Experience (Bidders to insert data)</b>									
<b>M2</b>	<p>The Bidder must demonstrate contract experience in supplying a minimum of 12 of the following resource categories (or equivalent resource categories under a different title), listed in the table below for the required Minimum Billable Days per category and level.</p> <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 12 Resource Categories identified in the table below. 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 8 years prior to the solicitation posting date, and the demonstrated billable days must fall within the 5 years prior to the solicitation posting date. <b>Only billable days within 5 years prior to the solicitation posting date can be used to qualify.</b></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 a minimum of 50% of the tasks identified in Article 4.0 of Annex A – Statement of Work; and</li> <li>• The Bidder must provide the completed Appendices A and B of Attachment 4.1</li> </ul> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 40%;">RESOURCE CATEGORY</th> <th style="width: 55%;">MINIMUM BILLABLE DAYS PER CATEGORY</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Applications Software Architect (Level 2)</td> <td style="text-align: center;">440</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Programmer/Software Developer (Level 2)</td> <td style="text-align: center;">880</td> </tr> </tbody> </table>	#	RESOURCE CATEGORY	MINIMUM BILLABLE DAYS PER CATEGORY	1	Applications Software Architect (Level 2)	440	2	Programmer/Software Developer (Level 2)	880		
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Criteria	<i>Mandatory Criteria</i>		<i>Met Y/N</i>	<b>Demonstrated Experience (Bidders to insert data)</b>
	3	Programmer/Analyst (Level 2)	880	
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	14	Project Scheduler (Level 2)	44	
	15	Quality Assurance Specialist/Analyst (Level 2)	132	

**DELETE:**

**APPENDIX A TO ATTACHMENT 4.  
RFP BILLABLE DAYS RESPONSE TABLE**

Bidder Name: \_\_\_\_\_

By providing a response, the bidder certifies that billable days provided occurred during the billing period indicated above for ALL of the resource categories listed.

	NUMBER OF BILLABLE DAYS					Total
	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 #	
<b>RESOURCE CATEGORY</b>						
Applications Software Architect (Level 2)						
Programmer/Software Developer (Level 2)						
Programmer/Analyst (Level 2)						
Systems Analyst (Level 2)						

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Technology Architect (Level 2)									
Project Administrator (Level 2)									
Project Manager (Level 2)									
Project Scheduler (Level 2)									
Quality Assurance Specialist/Analyst (Level 2)									

**INSERT:**

**APPENDIX A OF ATTACHMENT 4.1  
RFP BILLABLE DAYS RESPONSE TABLE**

Bidder Name: \_\_\_\_\_

**The Bidder must use a maximum of 7 contracts to demonstrate the number of billable days for a minimum of 12 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 5 years prior to the solicitation posting date for the minimum of 12 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)					
Applications Software Architect (Level 2)						
Programmer/Software Developer (Level 2)						

