Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Enterprise Resource Planning (ERP)

Solicitation No. - N° de l'invitation	**Date**
E60ZR-202994/B	2021-09-14

Client Reference No. - N° de référence du client
20202994

GETS Reference No. - N° de référence de SEAG
PW-$$EL-629-39889

File No. - N° de dossier	**CCC No./N° CCC - FMS No./N° VME**
629el.E60ZR-202994	

Solicitation Closes - L'invitation prend fin

at - à 02:00 PM Eastern Daylight Saving Time EDT
on - le 2021-10-05 Heure Avancée de l'Est HAE

F.O.B. - F.A.B.
Plant-Usine: ☐ **Destination:** ☑ **Other-Autre:** ☐

Address Enquiries to: - Adresser toutes questions à:	**Buyer Id - Id de l'acheteur**
Morin, Sylvie	629el

Telephone No. - N° de téléphone	**FAX No. - N° de FAX**
(613) 859-0761 ( )	( ) -

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA
PORTAGE 111
11 RUE LAURIER
National Capital Area (Ottawa)
GATINEAU
Quebec
K1A0S5
Canada

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Delivery Required - Livraison exigée	**Delivery Offered - Livraison proposée**
See Herein – Voir ci-inclus	

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Telephone No. - N° de téléphone
Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature **Date**

Issuing Office - Bureau de distribution
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floo
10 Wellington Street
Gatineau
Québec
K1A 0S5

Canada

BID SOLICITATION

FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)

VARIOUS INFORMATICS PROFESSIONAL SERVICES CATEGORIES (SEE HEREIN)

FOR

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

Table of Contents

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

PART 7 - RESULTING CONTRACT CLAUSES

List of Annexes to the Resulting Contract:

Annex A Statement of Work

Appendix A to Annex A –Tasking Assessment Procedure;
Appendix B to Annex A –Task Authorization (TA) Form;
Appendix C to Annex A – Resource Assessment Criteria and Response Table;
Appendix D to Annex A – Certifications at the TA stage;

Annex B Basis of Payment

Annex C Security Requirements Check List (SRCL)

List of Attachments to the bid solicitation:

Attachment 1: Bid Submission Form
Attachment 2: Mandatory Technical Criteria
Attachment 3: Point-Rated Technical Criteria

List of Attachments to Part 5:

Attachment 5.1: Federal Contractors Program for Employment Equity – Certification

Forms:

-Form 4 – Electronic Payment Instruments

BID SOLICITATION

FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)

VARIOUS INFORMATICS PROFESSIONAL SERVICES CATEGORIES (SEE HEREIN)

FOR

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to this bid solicitation. It is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the Basis of Payment, the Security Requirement Check List and any other annexes.

1.2 Summary

(a) This bid solicitation cancels and supersedes previous bid solicitation number E60ZR-202994/A dated 2021/04/26 with a bid closing date of 2021/06/14 at 14:00 Eastern Daylight Time (EDT); A debriefing or feedback session will be provided upon request to bidders who bid on the previous solicitation.

(b) This bid solicitation is being issued to satisfy the requirement of Public Works and Government Services Canada (TPSGC) (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.

(c) It is intended to result in the award of up to two contracts in each of the two Workstreams, with each contract purchasing Work from only one Workstream. Each contract will be for two years plus two *one-year* irrevocable options allowing Canada to extend the term of the contract. Bidders do not have to submit a bid for each Workstream. In the event that a Bidder wants to bid on more than one Workstream, a separate technical bid should be submitted for each Workstream.

(d) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website.

(e) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CColFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canadian Free Trade Agreement (CFTA), the Canada-Ukraine Free Trade Agreement (CUFTA) and the Canada-Korea Free Trade Agreement (CKFTA).

(f) The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractors Program for Employment Equity – Certification."

(g) This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled "Bidder Instructions, and Part 3 entitled "Bid Preparation Instructions", of the bid solicitation, for further information.

(h) Only TBIPS SA Holders holding a TBIPS SA for Tier 2 at the time of bid closing, in the required resource categories of a given Workstream in this solicitation and in the National Capital Region under the EN578-170432 series of SAs are eligible to compete. The TBIPS SA EN578-170432 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.

(i) For each Workstream, the Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

WORKSTREAM 1

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
A.1 Application/Software Architect	Level 3	3.5
A.3 ERP Programmer Analyst	Level 2 & 3	4
A.4 ERP System Analyst	Level 2 & 3	2.5
A.5 ERP Technical Analyst	Level 2 & 3	11
A.11 Tester	Level 2 & 3	4.5
I.1 Data Conversion Specialist	Level 2 & 3	.2
I.11 Technology Architect	Level 3	2

P.9 Project Manager	Level 2 & 3	1.8

WORKSTREAM 2

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
A.2 ERP Functional Analyst	Level 2 & 3	16
B.1 Business Analyst	Level 2 & 3	1
B.2 Business Architect	Level 3	1
B.3 Business Consultant	Level 3	1
B.7 Bus Transformation Architect	Level 3	2
P.1 Change Management Consultant	Level 3	2
P.6 Project Administrator	Level 3	1
P.7 Project Coordinator	Level 2 & 3	2
P.9 Project Manager	Level 2 & 3	1.8
P.11 QA Specialist/Analyst	Level 2 & 3	2.2

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

(a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract(s).

(c) The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.

(d) Subsection 3.a. of Section 01, Integrity provisions - bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

a. at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

(e) Subsection 4 of Section 05, Submission of bids of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days

Insert: 180 days

(f) Subsection 1 of Section 08, Transmission by facsimile or by epost Connect of Standard Instructions 2003 incorporated by reference above, is deleted and replaced by the following:

1. Facsimile

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

2.2 Submission of Bids

(a) 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.

Note: For bidders needing to register with epost Connect the email address is: tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca. **Interested Bidders must register a few days prior to solicitation closing date.**

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

(b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

(a) All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

(b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as “proprietary” will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Former Public Servant

(a) Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada’s request and meet the requirement within the prescribed time frame will render the bid non-responsive.

(b) **Definitions**

For the purposes of this clause,"*former public servant*" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

(i) an individual;

(ii) an individual who has incorporated;

(iii) a partnership made of former public servants; or

(iv) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act* , 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

(c) **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

(i) name of former public servant;

(ii) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

(d) **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

(i) name of former public servant;

(ii) conditions of the lump sum payment incentive;

(iii) date of termination of employment;

(iv) amount of lump sum payment;

(v) rate of pay on which lump sum payment is based;

(vi) period of lump sum payment including start date, end date and number of weeks;

(vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is $5,000, including Applicable Taxes.

2.5 Applicable Laws

(a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Note to Bidders: *Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.*

2.6 Volumetric Data

The estimated number of resources required per resource category has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

2.7 Bid Challenge and Recourse Mechanisms

a. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

b. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's Buy and Sell website, under the heading "Bid Challenge and Recourse Mechanisms" contains information on potential complaint bodies such as:

i. Office of the Procurement Ombudsman (OPO)
ii. Canadian International Trade Tribunal (CITT)

c. Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

(a) Epost Connect Bid Submission

(i) Canada requires that the Bidder submit their electronic bid in accordance with section 08 of the 2003 Standard Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

(ii) The bid must be gathered per section and separated as follows:

(A) Section I: Technical Bid

(B) Section II: Financial Bid

(C) Section III: Certifications

(iii) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

(iv) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile.

(b) Format for Bid: Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

(i) use 8.5 x 11 inch (216 mm x 279 mm) page size;

(ii) use a numbering system that corresponds to the bid solicitation;

(iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and

(iv) include a table of contents.

(c) Canada's Policy on Green Procurement: In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement (http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, Bidders should:

(i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and

(ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, and using staples or clips instead of cerlox, duotangs or binders.

(d) Submission of Only One Bid:

(i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified. A single bid may contain bids to be awarded a contract in one or more Workstreams. However, a bid may not contain a bid from the Bidder, including related entities to be awarded more than one contract in any given Workstream.

(ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:

(A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);

(B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;

(C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or

(D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

(iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. .

(e) Joint Venture Experience:

(i) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

(ii) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

(iii) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

(iv) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

3.2 Section I: Technical Bid

(a) The technical bid consists of the following:

(i) **Bid Submission Form**: Bidders are requested to include the Bid Submission Form – Attachment “1” with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

(ii) **Security Clearance**: Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

SECURITY INFORMATION	
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

If the Bidder has not included the security information in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

(iii) **Substantiation of Technical Compliance**:

(A) **Mandatory Technical Criteria**: The technical bid must substantiate the compliance with the specific articles of Attachment "2", which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment "2", where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

(B) **Point-Rated Technical Criteria**: The technical bid must substantiate the compliance with the specific articles of Attachment "3", which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be rated accordingly. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment "3", where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

(iv) **Customer Reference Contact Information**:

(A) The Bidder must provide customer references. The customer reference must each confirm, if requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment 2 and Attachment 3.

(B) The form of question to be used to request confirmation from customer references is as follows:

[Sample Question to Customer Reference: "Has [the Bidder] provided your organization with [describe the services and, if applicable, describe any required time frame within which those services must have been provided]?"

___ Yes, the Bidder has provided my organization with the services described above.

___ No, the Bidder has not provided my organization with the services described above.

___ I am unwilling or unable to provide any information about the services described above.

(C) For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

3.3 Section II: Financial Bid

(a) **Pricing**: Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex "B". The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.

(b) **Variation in Resource Rates By Time Period**: For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:

(i) the rate bid must not increase by more than 5% from one time period to the next, and

(ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.

(c) **Variation in Resource Rates By Level:** Where the financial tables provided by Canada allow different firm rates to be charged for different levels of experience within the same resource category and time period, for any such resource category and time period:

(i) the rate bid for level three must be the same or higher than that bid for level two, and

(ii) the rate bid for level two must be the same or higher than the rate bid for level one.

(d) **All Costs to be Included**: The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

(e) **Blank Prices**: Bidders are requested to insert "$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, $0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is $0.00 will be declared non-responsive.

Note to Bidders: *If Canada receives 4 or fewer Bids by the bid solicitation closing date, the above sub-article entitled “Blank Prices” will not apply.*

(f) **Electronic Payment of Invoices – Bid:** If you are willing to accept payment of invoices by Electronic Payment Instruments, complete *Form 4* Electronic Payment Instruments, to identify which ones are accepted. If *Form 4* Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.4 Section III: Certifications

It is a requirement that bidders submit the certifications and additional information identified under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.

(b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.

(c) In addition to any other time periods established in the bid solicitation:

(i) **Requests for Clarifications**: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.

(ii) **Requests for Further Information**: If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:

(A) verify any or all information provided by the Bidder in its bid; or

(B) contact any or all references supplied by the Bidder to verify and validate any information submitted by the Bidder,

the Bidder must provide the information requested by Canada within 3 working days of a request by the Contracting Authority.

(iii) **Extension of Time**: If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

(a) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for each Workstream of this requirement ONLY if Canada receives four or fewer bids in response to *a given Workstream* by the bid solicitation closing date.

(b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE

TO OTHER MANDATORY REQUIREMENTS.

(c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

(d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

(e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

(a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements

(b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.

(c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.

(d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.

(e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

(f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

(g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.

(h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.

(i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

(a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.

(b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.

(c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.

(d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

(e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.

(f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.

(g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.

(h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.

(i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

(a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.2 Technical Evaluation

A separate technical evaluation will be conducted for each Workstream.

(a) **Mandatory Technical Criteria:**

(i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

(ii) The mandatory technical criteria are described in Attachment *2*.

(iii) If the Phased Bid Compliance Process applies, it will apply to all mandatory technical criteria.

(b) **Point-Rated Technical Criteria:**

(i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

(ii) The rated requirements are described in Attachment 3.

(c) **Resources Evaluated at TA Stage**

Resources will not be evaluated as part of this bid solicitation.

Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form’s Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract’s Statement of Work in accordance with Appendix C of Annex A.

(d) **Reference Checks**:

(i) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.

(ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.

(iii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.

(iv) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.

(v) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

4.3 Financial Evaluation

(a) The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s). A separate financial evaluation will be conducted for each Workstream.

(b) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (c) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (d) Financial Evaluation - Method B below).

(c) **Financial Evaluation - Method A**: The following financial evaluation method will be used if three or more bids are determined responsive:

(i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY**: The Contracting Authority will establish, for each period and each Resource Category of each Workstream, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each such Resource Category the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 20% of the median, and an upper median rate to a value of plus (+) 30% of the median. When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.

(ii) **STEP 2 - POINTS ALLOCATION**: For each period and each Resource Category of each Workstream points will be allocated as follows:

(A) A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.

(B) A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate within the median band limits}} \times \text{Maximum Points Assigned at Table 1 below}$$

(C) A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 below.

WORKSTREAM 1

TABLE 1 - MAXIMUM POINTS ASSIGNED				
RESOURCE CATEGORIES	INITIAL (2 YEARS) CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
A.1 Application/Software Architect – **Level 3**	100	50	50	200
A.3 ERP Programmer Analyst – **Level 2**	100	50	50	200
A.3 ERP Programmer Analyst – **Level 3**	100	50	50	200
A.4 ERP System Analyst – **Level 2**	100	50	50	200
A.4 ERP System Analyst – **Level 3**	100	50	50	200

A.5 ERP Technical Analyst – **Level 2**	100	50	50	200
A.5 ERP Technical Analyst – **Level 3**	100	50	50	200
A.11 Tester – **Level 2**	100	50	50	200
A.11 Tester – **Level 3**	100	50	50	200
I.1 Data Conversion Specialist – **Level 2**	100	50	50	200
I.1 Data Conversion Specialist – **Level 3**	100	50	50	200
I.11 Technology Architect – **Level 3**	100	50	50	200
P.9 Project Manager- **Level 2**	100	50	50	200
P.9 Project Manager- **Level 3**	100	50	50	200
TOTAL	**1400**	**700**	**700**	**2,800**

WORKSTREAM 2

TABLE 1 - MAXIMUM POINTS ASSIGNED				
RESOURCE CATEGORIES	INITIAL (2 YEARS) CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
A.2 ERP Functional Analyst – **Level 2**	100	50	50	200
A.2 ERP Functional Analyst – **Level 3**	100	50	50	200
B.1 Business Analyst – **Level 2**	100	50	50	200
B.1 Business Analyst – **Level 3**	100	50	50	200
B.2 Business Architect – **Level 3**	100	50	50	200
B.3 Business Consultant – **Level 3**	100	50	50	200
B.7 Bus Transformation Architect- **Level 3**	100	50	50	200
P.1 Change Management Consultant - **Level 3**	100	50	50	200
P.6 Project Administrator- **Level 3**	100	50	50	200
P.7 Project Coordinator – **Level 2**	100	50	50	200
P.7 Project Coordinator – **Level 3**	100	50	50	200
P.9 Project Manager – **Level 2**	100	50	50	200
P.9 Project Manager – **Level 3**	100	50	50	200
P.11 QA Specialist/Analyst – **Level 2**	100	50	50	200
P.11 QA Specialist/Analyst – **Level 3**	100	50	50	200
TOTAL	**1500**	**750**	**750**	**3,000**

(iii) **STEP 3 - FINANCIAL SCORE**: Points allocated under STEP 2 for each period and Resource Category of each Workstream will be added together and rounded to two decimal places to produce the Financial Score. Bidders will find below an example of a financial evaluation using Method A.

(iv) EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A

TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A:

Resource Category	Max. Points	Bidder 1		Bidder 2		Bidder 3	
		Year 1	**Year 2**	**Year 1**	**Year 2**	**Year 1**	**Year 2**
Programmer	150 (75 pts. per year)	$400.00	$400.00	$420.00	$450.00	$450.00	$450.00
Business Analyst	100 (50 pts. per year)	$600.00	$600.00	$600.00	$620.00	$650.00	$820.00
Project Manager	50 (25 pts. per year)	$555.00	$900.00	$750.00	$800.00	$700.00	$800.00
TOTAL	300						

STEP 1 - Establishing the lower and upper median band limits for each year and each resource category

(Median 1) For the Programmer Resource Category, the year 1 median would be $420.00. The lower median band limit would be $336.00 and higher median band limit would be $546.00.

(Median 2) For the Programmer Resource Category, the year 2 median would be $450.00. The lower median band limit would be $360.00 and higher median band limit would be $585.00.

(Median 3) For the Business Analyst Resource Category, the year 1 median would be $600.00. The lower median band limit would be $480.00 and higher median band limit would be $780.00.

(Median 4) For the Business Analyst Resource Category, the year 2 median would be $620.00. The lower median band limit would be $496.00 and higher median band limit would be $806.00.

(Median 5) For the Project Manager Resource Category, the year 1 median would be $700.00. The lower median band limit would be $560.00 and higher median band limit would be $910.00.

(Median 6) For the Project Manager Resource Category, the year 2 median would be $800.00. The lower median band limit would be $640.00 and higher median band limit would be $1,040.00.

STEP 2 - Points Allocation:

Bidder 1:

Programmer Year 1 = 75 points (lowest rate within the lower and upper median band limits)
Programmer Year 2 = 75 points (lowest rate within the lower and upper median band limits)

Business Analyst Year 1 = 50 points (lowest rate within the lower and upper median band limits)
Business Analyst Year 2 = 50 points (lowest rate within the lower and upper median band limits)

Project Manager Year 1 = 0 points (outside the lower and higher median band limits)
Project Manager Year 2 = 22.22 points (based on the following calculation = (Lowest rate of $800.00 / Bidder's proposed rate of $900.00) Multiplied by 25 pts)

Bidder 2:

Programmer Year 1 = 71.43 points (based on the following calculation = (Lowest rate of $400.00 / Bidder's proposed rate of $420.00) Multiplied by 75 pts)
Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of $400.00 / Bidder's proposed rate of $450.00) Multiplied by 75 pts)

Business Analyst Year 1 = 50 points (lowest price within the lower and upper median band limits)

Business Analyst Year 2 = 48.39 points (based on the following calculation = (Lowest rate of $600.00 / Bidder's proposed rate of $620.00) Multiplied by 50 pts)

Project Manager Year 1 = 23.33 points (based on the following calculation = (Lowest rate of $700.00 / Bidder's proposed rate of $750.00) Multiplied by 25 pts)
Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

Bidder 3:

Programmer Year 1 = 66.67 points (based on the following calculation = (Lowest rate of $400.00 / Bidder's proposed rate of $450.00) Multiplied by 75 pts)
Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of $400.00 / Bidder's proposed rate of $450.00) Multiplied by 75 pts)

Business Analyst Year 1 = 46.15 points (based on the following calculation = (Lowest rate of $600.00 / Bidder's proposed rate of $650.00) Multiplied by 75 pts)
Business Analyst Year 2 = 0 points (outside the lower and higher median band limits)

Project Manager Year 1 = 25 points (lowest price within the lower and upper median band limits)
Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

STEP 3 - Financial Score:

Bidder 1: 75 + 75 + 50 + 50 + 0 + 22.22 = Total Financial Score of 272.22 points out of a possible 300 points

Bidder 2: 71.43 + 67.67 + 50 + 48.39 + 23.33 + 25 = Total Financial Score of 284.82 points out of a possible 300 points

Bidder 3: 66.67 + 66.67 + 46.15 + 0 + 25 + 25 = Total Financial Score of 229.49 points out of a possible 300 points

(d) **Financial Evaluation - Method B**: The following financial evaluation method will be used if less than three bids are determined responsive:

(i) **STEP 1 - POINTS ALLOCATION**: For each period and each Resource Category of each Workstream points will be allocated as follows:

(A) Points will be established based on the following calculation, with points rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate}}{\text{Bidder's proposed firm per diem rate}} \times \text{Maximum Points Assigned at Table 3 below}$$

The Bidder with the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 3 below.

WORKSTREAM 1

TABLE 3 - MAXIMUM POINTS ASSIGNED				
RESOURCE CATEGORIES	INITIAL (2 YEARS) CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
A.1 Application/Software Architect – **Level 3**	100	50	50	200
A.3 ERP Programmer Analyst – **Level 2**	100	50	50	200
A.3 ERP Programmer Analyst – **Level 3**	100	50	50	200
A.4 ERP System Analyst – **Level 2**	100	50	50	200

A.4 ERP System Analyst – **Level 3**	100	50	50	200
A.5 ERP Technical Analyst – **Level 2**	100	50	50	200
A.5 ERP Technical Analyst – **Level 3**	100	50	50	200
A.11 Tester – **Level 2**	100	50	50	200
A.11 Tester – **Level 3**	100	50	50	200
I.1 Data Conversion Specialist – **Level 2**	100	50	50	200
I.1 Data Conversion Specialist – **Level 3**	100	50	50	200
I.11 Technology Architect – **Level 3**	100	50	50	200
P.9 Project Manager- **Level 2**	100	50	50	200
P.9 Project Manager- **Level 3**	100	50	50	200
TOTAL	**1400**	**700**	**700**	**2,800**

WORKSTREAM 2

TABLE 3 - MAXIMUM POINTS ASSIGNED				
RESOURCE CATEGORIES	INITIAL (2 YEARS) CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
A.2 ERP Functional Analyst – **Level 2**	100	50	50	200
A.2 ERP Functional Analyst – **Level 3**	100	50	50	200
B.1 Business Analyst – **Level 2**	100	50	50	200
B.1 Business Analyst – **Level 3**	100	50	50	200
B.2 Business Architect – **Level 3**	100	50	50	200
B.3 Business Consultant – **Level 3**	100	50	50	200
B.7 Bus Transformation Architect- **Level 3**	100	50	50	200
P.1 Change Management Consultant - **Level 3**	100	50	50	200
P.6 Project Administrator- **Level 3**	100	50	50	200
P.7 Project Coordinator – **Level 2**	100	50	50	200
P.7 Project Coordinator – **Level 3**	100	50	50	200
P.9 Project Manager – **Level 2**	100	50	50	200
P.9 Project Manager – **Level 3**	100	50	50	200
P.11 QA Specialist/Analyst – **Level 2**	100	50	50	200
P.11 QA Specialist/Analyst – **Level 3**	100	50	50	200
TOTAL	**1500**	**750**	**750**	**3,000**

(ii) **STEP 2 - FINANCIAL SCORE**: Points allocated under STEP 1, for each period and each Resource Category, will be added together and rounded to two decimal places to produce the Financial Score.

(e) **Substantiation of Professional Services Rates**

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:

(i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the National Capital Region in the relevant resource category, where those services were provided for at least three months within the eighteen months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;

(ii) in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation; and

(iii) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

(f) **Formulae in Pricing Tables**

If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

4.4 Basis of Selection

(a) Evaluation of Bid – Multiple Contracts Awarded for Multiple Workstreams

Selection Process: The following selection process will be conducted for each Workstream:

(i) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.

(ii) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 70 while the greatest possible Total Financial Score is 30.

(A) Calculation of Total Technical Score: For each Workstream the Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (Bidders, please refer to the maximum technical points for each Workstream at Attachment 3)}} \times 70 = \text{Total Technical Score}$$

(B) Calculation of Total Financial Score: For each Workstream the Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$$\frac{\text{Financial Score}}{\text{Total Maximum Points Assigned (Bidders, please refer to the total maximum points assigned for each Workstream).}} \times 30 = \text{Total Financial Score}$$

(C) Calculation of the Total Bidder Score: For each Workstream the Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

Total Technical Score + Total Financial Score = Total Bidder Score

(iii) In the event of identical Total Bidder Scores occurring within a given Workstream, then the bid with the highest Total Technical Score will become the top-ranked bidder.

(b) **Contract Funding Allocation**: Where for a Workstream more than one contract is awarded, each contract issued for that particular Workstream will be issued with an amount of funding specified in the article titled "Limitation of Expenditure" calculated based on the following:

(i) in the event that only one contract is awarded, the amount of the Limitation of Expenditure will be determined at Canada's discretion;

(ii) where for a Workstream two contracts are awarded, the amount of the Limitation of Expenditure of each contract will be determined in accordance with the following:

(A) the Bidder with the highest Total Bidder Score will receive 55% of the funding initially allocated for that Workstream; and

(B) the Bidder with the next highest Total Bidder Score will receive 45% of the funding initially allocated for that Workstream.

(c) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

(a) Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website.(https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Attachment 5.1, Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment 5.1 Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

(b) Submission of Only One Bid

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

(a) Before award of a contract, the following conditions must be met:

(i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

(ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses

(b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

(c) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (*http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html*) website.

(d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

(a) SACC Manual clause A9033T (2012-07-16) Financial Capability applies, except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."

(b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

PART 7 - RESULTING CONTRACT CLAUSES

Note to Bidders: *Any resulting contract would only list the applicable Workstream(s) above that are awarded to the successful bidder(s) in accordance with the evaluation methodology set out in this bid solicitation. If a bidder is selected for award of more than one Workstream, Canada reserves the right to award one contract for all the Workstreams awarded to that bidder.*

The following clauses apply to and form part of any contract resulting from the bid solicitation.

7.1 Requirement

(a) _______________________________ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Public Works and Government Services Canada.

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Project Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

7.2 Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Allocation of Task Authorizations**: More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

  (i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.

  (ii) When a Task Authorization is issued, Canada will use a rotational method to allocate the draft Task Authorizations where the rotation is based on the ranking obtained by the Contractor during the Bid Solicitation.

(iii) Canada will send the first TA to the first ranked Contractor, the second TA to the second ranked Contractor. This rotational process will be repeated for each subsequent series of TAs issued by Canada.

(iv) The Contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

(v) If the Contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the next-ranked Contractor. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada may, at its entire discretion request that the Contractor propose another resource and the Contractor will have the time set out in the subparagraph “Contractor’s Response to Draft Task Authorization” to respond. If the Contractor fails to respond on time or Canada determines that the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, the draft TA will be forwarded to the next-ranked Contractor.

(vi) If the Contractor refuses a TA or fails to submit a valid response, the dollar value of the TA may be subtracted from the dollar value of the Contractor’s Contract and may be re-allocated, at the Contracting Authority’s sole discretion, in whole or in part, to the other contractor in that same Workstream.

(vii) The process of sending out a draft TA will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

(viii) Any of the contractors may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more TAs issued under this series of contracts, and no draft TA will be sent to that contractor until that contractor has given notice in writing to the Project Authority and the Contracting Authority that it is again available to perform additional tasks.

(ix) If it is found that the allocation process described at part (ii) above has resulted in the award of a disproportionate dollar value of work between the Contractors, the Contractors agree that Canada, in its sole discretion, may deviate from the allocation process and issue TAs in the manner required to re-establish a proportional allocation.

(c) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(d) **Form and Content of draft Task Authorization**:

(i) The Project Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.

(ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A) the contract number;

(B) the task number;

(C) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(D) the categories of resources and the number required;

(E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(F) the start and completion dates;

(G) any option(s) to extend initial end date (if applicable);

(H) milestone dates for deliverables and payments (if applicable);

(I) the number of person-days of effort required;

(J) whether the work requires on-site activities and the location;

(K) the language profile of the resources required;

(L) the level of security clearance required of resources;

(M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(N) any other constraints that might affect the completion of the task.

(e) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Project Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $250,000.00 (excluding Applicable Taxes), the TA must be signed by the Project Authority and the Contractor; and

(ii) for any TA with a value greater than this amount, a TA must be signed by the Project Authority, the Contracting Authority and the Contractor.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) 1st quarter: April 1 to June 30;

(B) 2nd quarter: July 1 to September 30;

(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 20 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of each authorized task;

(C) the name, Resource and level of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F) the start and completion date for each authorized task; and

(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

(A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h) **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

(i) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

7.3 Minimum Work Guarantee

(a) In this clause,

(i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

(ii) "**Minimum Contract Value**" means $20,000.00 (excluding Applicable Taxes).

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

(i) for default;

(ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

(iii) for convenience within ten business days of Contract award.

7.4 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

(i) 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

   (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

   (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

The following Supplemental General Conditions:

(i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

apply to and form part of the Contract.

7.5 Security Requirement

(a) The following security requirements (SRCL Common #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement EN578-170432, applies to and forms part of the Contract.

Security requirement for Canadian supplier: Public Works and Government Services Canada file #Common-Professional Services Security Requirement Check List #19

1. The contractor must, at all times during the performance of the contract, hold a valid facility security clearance at the level of **secret**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The contractor personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **reliability status or secret** as required, granted or approved by the CSP, PWGSC
3. The contractor **must not** remove any **protected/classified** information from the identified work site(s), and the contractor must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor must comply with the provisions of the:
    1. Security Requirements Check List and security guide (if applicable), attached at Annex C
    2. Contract Security Manual (latest edition)

7.6 Use of individual protective equipment and Occupational Health and Safety (OHS) guideline(s)

a. The Contractor must comply with Government of Canada onsite requirements in respect of Personal Protective Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.

b. The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.

c. The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

7.7 Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two years later; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional one-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.8 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Sylvie Morin
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington St., Gatineau, Québec
Telephone: (613) 859-0761
E-mail address: Sylvie.morin@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Project Authority *(to be completed at contract award)*

The Project Authority for the Contract is:

Name: ______________________
Title: ______________________
Organization: ______________________
Address: ______________________
Telephone: ______________________
Facsimile: ______________________
E-mail address: ______________________

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) Contractor's Representative *(to be completed at contract award)*

7.9 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.10 Payment

(a) **Basis of Payment**

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(iv) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(v) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work delivered has been accepted by Canada.

(e) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(i) Visa Acquisition Card;

(ii) MasterCard Acquisition Card;

(iii) Direct Deposit (Domestic and International);

(iv) Electronic Data Interchange (EDI);

(v) Wire Transfer (International Only);

(vi) Large Value Transfer System (LVTS) (Over $25M)

Note to Bidders: *If applicable, the Electronic Payment Instrument(s) indicated by the Bidder in Form “4” will be included in any resulting contract.*

(f) **Time Verification**

Time charged and the accuracy of the Contractor’s time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada’s request.

(g) **Payment Credits**

(i) **Failure to Provide Resource**:

(A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

(1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

(2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(h) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure or there are enhanced measures to restrict access to government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or restricted access.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

7.11 Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original and two copies of each invoice to the Project Authority, and a copy to the Contracting Authority.

7.12 Certifications and Additional Information

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

7.13 Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.14 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.15 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

(i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

(c) General Conditions 2035 (2020-05-28), Higher Complexity - Services;

(d) Annex A, Statement of Work, including its Appendices as follows;

(i) Appendix A to Annex A - Tasking Assessment Procedure;

(ii) Appendix B to Annex A - Task Authorization (TA) Form;

(iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

(iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated ______ , as clarified on ________ "or" as amended _______ .

7.16 Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

Note to Bidders: *Either this clause or the one that follows, whichever applies (based on whether the successful Bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

7.17 Foreign Nationals (Foreign Contractor)

(a) SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.18 Insurance Requirements

(a) **Compliance with Insurance Requirements**

(i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

(ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

(iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.19 Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

7.20 Joint Venture Contractor

(a) The Contractor confirms that the name of the joint venture is ____________ and that it is comprised of the following members:

- ___________________

-___________________.

(b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:

(i) ______________ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;

(ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and

(iii) all payments made by Canada to the representative member will act as a release by all the members.

(c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

(d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.

(e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.

(f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: *This Article will be deleted if the Bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

7.21 Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the

Project Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the “Excusable Delay” Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.22 Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.23 Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.24 Dispute Resolution

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada’s Buy and Sell website under the heading “Dispute Resolution”.

7.25 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(e) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(f) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(g) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(h) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(i) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A

STATEMENT OF WORK

(See attached document)

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Project Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 2 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. A mandatory criteria will not be considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). A mandatory criteria will not be considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive

5. Once the quotation has been accepted by the Project Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A

(See attached document)

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

(See Attached Documents)

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

____ ____________________

Print name of authorized individual & sign above Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

____ ____________________

Print name of authorized individual & sign above Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

____ ____________________

Print name of authorized individual & sign above Date

4. CERTIFICATION OF LANGUAGE – English or Bilingual or French

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are, as the case may be,

fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

OR

fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

OR

fluent in French. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

____________________________________ __________________

Print name of authorized individual & sign above Date

ANNEX B
BASIS OF PAYMENT

WORKSTREAM 1

INITIAL CONTRACT PERIOD:

Initial Contract Period (2 years) (Date of Contract award to _________)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 Application/Software Architect	Level 3	
A.3 ERP Programmer Analyst	Level 2	
A.3 ERP Programmer Analyst	Level 3	
A.4 ERP System Analyst	Level 2	
A.4 ERP System Analyst	Level 3	
A.5 ERP Technical Analyst	Level 2	
A.5 ERP Technical Analyst	Level 3	
A.11 Tester	Level 2	
A.11 Tester	Level 3	
I.1 Data Conversion Specialist	Level 2	
I.1 Data Conversion Specialist	Level 3	
I.11 Technology Architect	Level 3	
P.9 Project Manager	Level 2	
P.9 Project Manager	Level 3	

OPTION PERIODS:

Option Period 1 (1 year) (Date of Contract award to _________)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 Application/Software Architect	Level 3	
A.3 ERP Programmer Analyst	Level 2	
A.3 ERP Programmer Analyst	Level 3	
A.4 ERP System Analyst	Level 2	
A.4 ERP System Analyst	Level 3	
A.5 ERP Technical Analyst	Level 2	

A.5 ERP Technical Analyst	Level 3	
A.11 Tester	Level 2	
A.11 Tester	Level 3	
I.1 Data Conversion Specialist	Level 2	
I.1 Data Conversion Specialist	Level 3	
I.11 Technology Architect	Level 3	
P.9 Project Manager	Level 2	
P.9 Project Manager	Level 3	

Option Period 2 (1 year) (Date of Contract award to __________)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 Application/Software Architect	Level 3	
A.3 ERP Programmer Analyst	Level 2	
A.3 ERP Programmer Analyst	Level 3	
A.4 ERP System Analyst	Level 2	
A.4 ERP System Analyst	Level 3	
A.5 ERP Technical Analyst	Level 2	
A.5 ERP Technical Analyst	Level 3	
A.11 Tester	Level 2	
A.11 Tester	Level 3	
I.1 Data Conversion Specialist	Level 2	
I.1 Data Conversion Specialist	Level 3	
I.11 Technology Architect	Level 3	
P.9 Project Manager	Level 2	
P.9 Project Manager	Level 3	

WORKSTREAM 2

INITIAL CONTRACT PERIOD:

Initial Contract Period (2 years) (Date of Contract award to _________)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.2 ERP Functional Analyst	Level 2	
A.2 ERP Functional Analyst	Level 3	
B.1 Business Analyst	Level 2	
B.1 Business Analyst	Level 3	
B.2 Business Architect	Level 3	
B.3 Business Consultant	Level 3	
B.7 Business Transformation Architect	Level 3	
P.1 Change Management Consultant	Level 3	
P.6 Project Administrator	Level 3	
P.7 Project Coordinator	Level 2	
P.7 Project Coordinator	Level 3	
P.9 Project Manager	Level 2	
P.9 Project Manager	Level 3	
P.11 Quality Assurance Specialist/Analyst	Level 2	
P.11 Quality Assurance Specialist/Analyst	Level 3	

OPTION PERIODS:

Option Period 1 (1 year) (Date of Contract award to _________)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.2 ERP Functional Analyst	Level 2	
A.2 ERP Functional Analyst	Level 3	
B.1 Business Analyst	Level 2	
B.1 Business Analyst	Level 3	
B.2 Business Architect	Level 3	
B.3 Business Consultant	Level 3	
B.7 Business Transformation Architect	Level 3	
P.1 Change Management Consultant	Level 3	
P.6 Project Administrator	Level 3	

P.7 Project Coordinator	**Level 2**	
P.7 Project Coordinator	**Level 3**	
P.9 Project Manager	**Level 2**	
P.9 Project Manager	**Level 3**	
P.11 Quality Assurance Specialist/Analyst	**Level 2**	
P.11 Quality Assurance Specialist/Analyst	**Level 3**	

Option Period 2 (1 year) **(Date of Contract award to _________)**		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.2 ERP Functional Analyst	**Level 2**	
A.2 ERP Functional Analyst	**Level 3**	
B.1 Business Analyst	**Level 2**	
B.1 Business Analyst	**Level 3**	
B.2 Business Architect	**Level 3**	
B.3 Business Consultant	**Level 3**	
B.7 Business Transformation Architect	**Level 3**	
P.1 Change Management Consultant	**Level 3**	
P.6 Project Administrator	**Level 3**	
P.7 Project Coordinator	**Level 2**	
P.7 Project Coordinator	**Level 3**	
P.9 Project Manager	**Level 2**	
P.9 Project Manager	**Level 3**	
P.11 Quality Assurance Specialist/Analyst	**Level 2**	
P.11 Quality Assurance Specialist/Analyst	**Level 3**	

ANNEX C

(See Attached Document)

ATTACHMENT 1

BID SUBMISSION FORM

BID SUBMISSION FORM		
Bidder's full legal name		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Company Security Officer (CSO) contact information:	Name:	
	Title:	
	Address:	
	Telephone #:	
	Fax #:	
	Email:	
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] **[Note to Bidders:** *Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder*.**]**		
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	

<table>
<tr><td></td><td colspan="2">Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?

Yes ____ No ____

If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</td></tr>
<tr><td>Security Clearance Level of Bidder

[include both the level and the date it was granted]

[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</td><td colspan="2"></td></tr>
<tr><td rowspan="3">Workstream covered by this bid: Bidders should indicate which Workstream they are proposing to supply in this bid (If the bidder has submitted bid for one or more Workstreams, please only indicate the Workstream covered by this bid).</td><td>Workstream</td><td>Yes/No</td></tr>
<tr><td>Workstream 1</td><td></td></tr>
<tr><td>Workstream 2</td><td></td></tr>
<tr><td colspan="3">On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;

2. This bid is valid for the period requested in the bid solicitation;

3. All the information provided in the bid is complete, true and accurate; and

4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</td></tr>
<tr><td>Signature of Authorized Representative of Bidder</td><td colspan="2"></td></tr>
</table>

ATTACHMENT 2

BID EVALUATION CRITERIA – MANDATORY REQUIREMENTS

(See Attached Document)

ATTACHMENT 3

BID EVALUATION CRITERIA – RATED REQUIREMENTS

(See Attached Document)

ATTACHMENT 5.1

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC) - Labour's website.

Date:___________ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

( ) A1. The Bidder certifies having no work force in Canada.

( ) A2. The Bidder certifies being a public sector employer.

( ) A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.

( ) A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

( ) A5.1 The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

( ) A5.2 The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

( ) B1. The Bidder is not a Joint Venture.

OR

( ) B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).

FORM 4

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

( ) VISA Acquisition Card;

( ) MasterCard Acquisition Card;

( ) Direct Deposit (Domestic and International);

( ) Electronic Data Interchange (EDI);

( ) Wire Transfer (International Only);

( ) Large Value Transfer System (LVTS) (Over $25M)

ANNEX A
STATEMENT OF WORK

1. INTRODUCTION

The Pay Solutions Branch (PSB) of Public Works and Government Services Canada (PWGSC) provides technical expertise on infrastructure, architecture and database support, as well as custom development, roles and authorizations, system security, quality assurance and service management of all PeopleSoft Enterprise Resource Planning (ERP) solutions maintained by PSB.

2. SCOPE OF WORK

The Contractor will provide IT professional services to support the PSB solutions, the technical and functional managers and their staff involved in the development, support and maintenance of ERP software applications on behalf of their clients.

3. REQUIREMENT

Summary of Services
The Pay Solutions Branch (PSB) requires the services of IM/IT professional resources with specialized knowledge of Enterprise Resource Planning (ERP) technologies, on an "as and when requested" basis in the National Capital Region (NCR), including:

- **PeopleSoft ERP Systems (Technical):** Technical support for Oracle PeopleSoft Human Capital Management (HCM) and Oracle PeopleSoft North America (NA) Payroll; and
- **PeopleSoft ERP Systems (Functional):** Functional and business support for Oracle PeopleSoft Human Capital Management (HCM) and Oracle PeopleSoft North America (NA) Payroll;

The required resources will support ERP systems and ERP-related projects, managed and controlled by The Pay Solutions Branch (PSB). Requirements may include, but are not limited to, projects related to:

- business transformation of existing ERP solutions;
- implementation of new ERP solutions;
- departmental onboarding to new common ERP solutions;
- integration of common ERP systems with departmental systems;
- modernization and evolution of existing ERP solutions (e.g. mobile technology); and
- promotion and support for the adoption of common solutions.

PSB's requirements are aligned by two workstreams:

3.1 Workstream 1: PeopleSoft ERP Systems Technical Professional Services

PeopleSoft ERP Systems Technical professional services are required to develop and implement the PeopleSoft application.

Current PeopleSoft versions include:
a) PeopleSoft HCM (versions 8.9, 9.1, 9.2 and future versions*); or
b) PeopleSoft NA Payroll (version 9.1, 9.2 and future versions*).

The TA will determine the specific PeopleSoft version in which the work will be conducted.

The following TBIPS Resource Categories will be required:

TBIPS RESOURCE CATEGORY		LEVEL OF EXPERTISE
1)	A.1 Application/Software Architect	Level 3
2)	A.3 ERP Programmer Analyst	Level 2 & 3
3)	A.4 ERP System Analyst	Level 2 & 3
4)	A.5 ERP Technical Analyst	Level 2 & 3
5)	A.11 Tester	Level 2 & 3
6)	I.1 Data Conversion Specialist	Level 2 & 3
7)	I.11 Technology Architect	Level 3
8)	P.9 Project Manager	Level 2 & 3

3.2 Workstream 2: PeopleSoft ERP Systems Functional Professional Services

PeopleSoft ERP Systems Functional professional services will be required, to onboard and support clients on the PeopleSoft application, in any of the categories and levels identified in the table below.

Current PeopleSoft versions include:
a) PeopleSoft HCM (versions 8.9, 9.1, 9.2 and future versions*); or
b) PeopleSoft NA Payroll (version 9.1, 9.2 and future versions*).

The TA will determine the specific PeopleSoft version in which the work will be conducted.

Note: (*) Future versions of PeopleSoft HCM or Payroll (as applicable) might include Software Publisher new versions up to n-1 of the major version and will be specified in the TA as applicable.

The following TBIPS Resource Categories will be required:

TBIPS RESOURCE CATEGORY		LEVEL OF EXPERTISE
1)	A.2 ERP Functional Analyst	Level 2 & 3
2)	B.1 Business Analyst	Level 2 & 3
3)	B.2 Business Architect	Level 3
4)	B.3 Business Consultant	Level 3
5)	B.7 Business Transformation Architect	Level 3
6)	P.1 Change Management Consultant	Level 3
7)	P.6. Project Administrator	Level 3
8)	P.7 Project Coordinator	Level 2 & 3
9)	P.9 Project Manager	Level 2 & 3
10)	P.11 Quality Assurance Specialist/Analyst	Level 2 & 3

4. TASKS

Although a common task lists is presented for all categories, PWGSC recognizes that work assignments defined at the Task Authorization may warrant a higher level of resource as the work may be deemed more complex by the nature of the project or operational context. The TA will determine the level of the resource required.

4.1 Workstream 1: PeopleSoft ERP Technical Professional Services

A.1 Application/Software Architect

Responsibilities could include but are not limited to

- Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
- Identify the policies and requirements that drive out a particular solution;
- Analyze and evaluate alternative technology solutions to meet business problems;
- Ensure the integration of all aspects of technology solutions;
- Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
- Analyze functional requirements to identify information, procedures and decision flows;
- Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary;
- Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems;
- Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal; and,
- Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc.

A.3 Enterprise Resource Planning Programmer Analyst

Responsibilities could include but are not limited to

- Develop low-level detailed requirements, programming, and systems development of ERP Systems; and,
- System testing and implementation.

A.4 Enterprise Resource Planning System Analyst

Responsibilities could include but are not limited to

- Develop requirements, feasibility, cost, design, and specification documents for ERP systems;
- Implement ERP systems to support projects, departments, organizations or businesses;
- Translate ERP business requirements into systems design and specifications;
- Analyze and recommend alternatives and options for solutions; and,
- Develop technical specifications for ERP systems development, design and implementation.

A.5 Enterprise Resource Planning Technical Analyst

Responsibilities could include but are not limited to

- Develop or assist with business and functional requirements, project scope, estimates of effort and duration;
- Translate functional and business requirements into technical requirements;
- Develop and manage technical aspects of application software, user interfaces, and third-party components;
- Conduct, assist with, and/or manage unit and system tests; and,
- Establish technical standards for the technical framework.

A.11 Tester

Responsibilities could include but are not limited to

- Test planning and coordination;
- Supervise of testing in accordance with the plan;
- Manage and monitor test plans for all levels of testing;
- Manage of walkthroughs and reviews related to testing and implementation readiness
- Status reporting;
- Develop test scenarios and test scripts;
- Establish and maintain source and object code libraries for a multi-platform, multi-operating system environment;
- Establish software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures;
- Establish and operate "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure; and,
- Establish a validation and verification capability which assumes functional and performance compliance.

I.1 Data Conversion Specialist

Responsibilities could include but are not limited to

- Oversee all facilities of the conversion process;
- Complete mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data;
- Establish a strong working relationship with all clients, interact effectively with all levels of client personnel, and provide conversion support;
- Analyze and coordinate data file conversions; and,
- Work with imported files from heterogeneous platforms.

I.11 Technology Architect

Responsibilities could include but are not limited to

- Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;

- Identify the policies and requirements that drive out a particular solution;
- Analyze and evaluate alternative technology solutions to meet business problems;
- Ensure the integration of all aspects of technology solutions;
- Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
- Provide information, direction and support for emerging technologies;
- Perform impact analysis of technology changes;
- Provide support to applications and technical support teams in the proper application of existing infrastructure; and,
- Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements.

P.9 Project Manager

Responsibilities could include but are not limited to

- Manage several Project Managers, each responsible for an element of the project and its associated project team;
- Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters;
- Formulate statements of problems; establish procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtain approval thereof;
- Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team;
- Report progress of the project on an ongoing basis and at scheduled points in the life cycle;
- Meet with stakeholders and other project managers and state problems in a form capable of being solved;
- Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and,
- Project sign-off.

4.2 Workstream 2: PeopleSoft ERP Functional Professional Services

A.2 Enterprise Resource Planning Functional Analyst

Responsibilities could include but are not limited to

- Develop and document ERP functional, business, and system requirements specifications
- Develop and document screen, report and interface requirements
- Develop functional, business, and system interface or capability interaction
- Gather and analyze information to establish the functional needs of a system or project
- Design methods and procedures for computer systems, and sub-systems of larger systems
- Develop, test and implement small computer systems, and sub-systems of larger systems
- Document forms, manuals, programs, data files, and procedures

B.1 Business Analyst

Responsibilities could include but are not limited to

- Develop and document statements of requirements for considered alternatives;
- Perform business analyses of functional requirements to identify information, procedures, and decision flows;
- Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems;
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
- Establish acceptance test criteria with client; and,
- Support and use the selected departmental methodologies.

B.2 Business Architect

Responsibilities could include but are not limited to

- Develop policies and rules that allow an organization to carry out its mandate and functional responsibilities, and that govern the organization's actual and planned capabilities in terms of computers, data, information, human resources, communication facilities, software and management responsibilities; and,
- Develop the specifications for where, how and why the various organizational components fit together as they do, and how they support the organization's mandate.

B.3 Business Consultant

Responsibilities could include but are not limited to

- Analyze, evaluate, develop business processes (financial, operational, systems, etc.);
- Identify organizational and project business opportunities for improvement and streamlining of business processes;
- Identify and evaluate critical success parameters, factors and performance measurements; and,
- Assist other stakeholders in the development and implementation of business improvement processes and programs.

B.7 Business Transformation Architect

Responsibilities could include but are not limited to

- Analyze and develop business success "critical success factors";
- Analyze and develop architecture requirements design, process development, process mapping and training;
- Responsible for leading other functional staff to define business strategy and processes in support of transformation and change management activities;
- Participate in change impact analysis and change management activities;
- Participate in organizational realignment (job re-design organizational re-structuring);
- Coordinate development of training and coordination with other stakeholders; and,
- Create presentations and present to various stakeholders, and facilitate meetings and discussions.

P.1 Change Management Consultant

Responsibilities could include but are not limited to

- Analyze and develop business "critical success factors";
- Analyze and develop architecture requirements design, process development, process mapping and training;
- Responsible for leading other functional staff to define business strategy and processes in support of transformation and change management activities;
- Participate in change impact analysis and change management activities;
- Participate in organizational realignment (job re-design organizational re-structuring);
- Coordinate development of training and coordination with other stakeholders; and,
- Create presentations and present to various stakeholders, and facilitate meetings and discussions.

P.6 Project Administrator

Responsibilities could include but are not limited to

- Assist project management and data processing professionals, technical users and end users in simple routine tasks;
- Provide administrative and technical support of a clerical nature as required to projects;
- Assist in performing such tasks as maintaining project documentation and application/system libraries
- Act as the first point of contact in a "hot-line" situation by accepting incoming calls, logging calls, attempting to resolve simple problems and following established procedures for more difficult problems;
- Track project change requests;
- Maintain and update relevant project information in manual or electronic files; project information might include such things as project activity schedule, status reports, correspondence;
- Use computer tools, aids, system control languages on PCs, minis, or mainframes to perform work; and,
- Communicate with project management and data processing professionals, technical users and end users on administrative matters related to the project.

P.7 Project Coordinator

Responsibilities could include but are not limited to

- Assist project management and data processing professionals, technical users and end users in project coordination and synchronization tasks;
- Provide administrative and technical support of a clerical nature as required to a project team;
- Assist in performing such tasks as maintaining project documentation and application/system libraries;
- Act as the first or single point of contact in a "hot-line" situation by accepting incoming calls, logging calls, attempting to resolve simple problems and following established procedures for more difficult problems;
- Track project change requests;
- Maintain and update relevant project information in manual or electronic files; project information might include such things as project activity schedule, status reports, correspondence;
- Use computer tools, aids, system control languages on PCs, minis, or mainframes to perform work; and,
- Communicate with project management and data processing professionals, technical users and end users on administrative matters related to the project.

P.9 Project Manager

Responsibilities could include but are not limited to

- Manage several Project Managers, each responsible for an element of the project and its associated project team;
- Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters;
- Formulate statements of problems; establish procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtain approval thereof;
- Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team;
- Report progress of the project on an ongoing basis and at scheduled points in the life cycle;
- Meet with stakeholders and other project managers and state problems in a form capable of being solved;
- Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and,
- Project sign-off.

P.11 Quality Assurance Specialist/Analyst

Responsibilities could include but are not limited to

- Lead development of test plans, test scripts and test data;
- Participate in functional and technical design reviews, perform integration/functional and system testing, and verify test results;
- Identify and document software defects;
- Participate with other project resources to resolve defects; and,
- Perform regression testing of software applications.

5. DELIVERABLES

The Contractor must provide, at a minimum, the following deliverables in accordance with PWGSC Microsoft Suite standards and templates by the deadline specified in the Task Authorization. All deliverables are subject to the review and approval of the Technical Authority:

a) Written status reports in MS Word format on an as required frequency to be defined based on timelines, documenting the progress of the work described above, including any issues, risks, and challenges that may affect the overall schedule and planned tasks relating to the next reporting period;

b) Documented advice to the Technical Authority as requested;

c) Functional documentation for all modifications and enhancements to the Pay System (Change Requests (CR), Incident Reports (IR), Defects, Specs, etc.);

d) Transfer of functional knowledge to Canada through individual and group shadowing, coaching, demonstrations, and written instructions;

e) Test plans, test cases, test scripts, analysis, execution results and reports;

f) Status update reports; and

g) Any other deliverables related to the tasks identified in Section 6 above, on an “as and when requested” basis as specified by the Technical Authority.

Requirements for regular status reporting (e.g. weekly, monthly), as well as attendance at regular Project meetings will be identified in each TA as applicable.

All deliverables must be submitted in the English language.

6. LOCATION OF WORK

Based on the nature of the services required, the Contractor will work in the National Capital Region.

The resources will be expected to work 7.5 hours each day, Monday through Friday, between core office hours from 7 a.m. to 6 p.m.

During the Covid-19 pandemic period off site work and hours of work will be subject to departmental and government wide direction. The intent is for the majority of the work to be performed on site at PWGSC offices located in the National Capital Region while remote access may be permitted or required at the manager's discretion. Each Task Authorization will identify the work location(s). In the cases where the work is performed remotely, the resource(s) must be available for teleconference.

7. WORKING HOURS

The Task Authorization will stipulate if the resource is required on a full-time or part-time basis.

For resources required on a full-time basis, normal working hours will be from 07:00 to 17:00 EDT Monday through Friday where the Contractor resource will be expected to work 7.5 hours each day between those hours. A day is defined as 7.5 hours exclusive of meal breaks. If requested, Contractor resources will be required, on an occasional basis, to work outside normal working hours to support specific application activities (e.g. major releases).

Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked X applicable firm per diem rate}}{\text{7.5 hours}}$$

8. LANGUAGE REQUIREMENTS

The services will be required in various languages, including English, French or bilingual. The language requirement will be specified in each Task Authorization.

9. ACCESSIBILITY

PWGSC's on-site work location offers barrier-free access to, and use of, its facilities, including building entrances, elevators, washrooms, and signage.
PWGSC's software development standards for internal and external facing applications maintain adherence to WCAG Standards [i.e. Web Content Accessibility Guidelines developed by the World Wide Web Consortium (W3C)].

Appendix B to Annex A
Appendice B de l'Annexe A

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) **/ PARTIE 1** (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. Nº de l'autorisation de tâches (AT) :	Commitment No. Nº de l'engagement :	Financial Coding Code financier :	Date of Issuance Date d'émission :	Response required by Réponse requise d'ici le :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / Nº de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category and Level Catégorie et Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

Statement of Work (tasks, deliverables, reports, etc.) / Énonce des travaux (tâches, livrables, rapports, etc.)

See attached / Voir pièce jointe

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification):

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Optional End Date(s) / Date(s) de fin optionnelle(s)	Status / Statut
	O In Effect / en vigueur

Travel Requirement(s) / Exigence(s) de voyage :	n/a
Work Location(s) / Lieu(x) de travail :	

PART 2 (completed by the Contractor and/or the Technical/Project Authority) **/ PARTIE 2** (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

Contractor Resource(s) and Estimated Cost / Ressource(s) du Contracteur et Coût total estimatif

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT

Name / Nom Category and Level / Catégorie et Niveau	PWGSC Security File No. / Nº du dossier de sécurité TPSGC	Linguistic Profile / Profil linguistique	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Estimated Cost / Coût total estimatif

0					$0.00
0					$0.00
				Estimated Cost / Coût estimatif	**$0.00**
				Total Estimated Cost / Coût total estimatif	**$0.00**
Check applicable Basis of Payment / Cocher la Base de Paiement applicable :		Maximum Price / Prix Maximum :	☐	Firm Price / Prix Ferme :	☐

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the Technical Authority, the representative from the SPMMD of CBSA and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is $250,000. When the value of a TA and its amendments (excluding Applicable Taxes) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, l'autorité technique, le représentant de la DAGBS de l'ASFC et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est $250,000. Lorsque la valeur de l'AT et ses modifications (excluant les taxes applicables) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation,

Name of Technical Authority / Nom de l'autorité technique

Date

Signature

Name of Contracting Authority / Nom de l'autorité contractante

Date

Signature

Name of the representative from the SPMMD of CBSA /
Nom d'un représentant de la DAGBS de l'ASFC

Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor /
Nom et titre Signature de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

APPENDIX C to ANNEX A
Resource Assessment Criteria and Response Table (WS1)

Definitions

The following definitions apply to the assessment criteria that follows.

Term	Definition
Building	The process of executing the design to deliver the required functionality or solution.
Business Process Management Solution	Refers to commercial-off the shelf (COTS) software application that are implemented to manage Public and Private sector business processes in areas.
Customer Relationship Management (CRM) Solutions	A CRM Solution is defined as a widely implemented model for managing an organizations' interaction with customers, clients, and sales prospects. It involves using technology to organize, automate, and synchronize business processes - principally sales activities, but also those for marketing, customer service, and technical support.
Delivering	Carrying out something that was expected.
Designing	The process of defining software methods, functions, objects, and the overall structure and interaction of software code so that the resulting functionality will satisfy the requirements.
PeopleSoft HCM and PeopleSoft Pay	Refers to Oracle's PeopleSoft Human Capital Management (PeopleSoft HCM) software suite of products (version 9.1 or more recent) including but not limited to the following software modules / sub-modules licensed by the Government of Canada: • eCompensation, including: o eCompensation, eCompensation Manager Desktop • ePerformance • Human Resources, including: o eBenefits, eDevelopment, Core Human Resources, eProfile, eProfile Manager Desktop • Payroll, including: o Global Payroll, Payroll for North America, ePay, Absence Management • Payroll Interface • Recruiting Solutions, including: o Candidate Gateway, Talent Acquisition Manager • Succession Planning • Directory Interface • Benefits Administration
EDRMS	Electronic Document and Records Management System
ERP	An Enterprise Resource Planning (ERP) solution is business process management commercial-off the shelf (COTS) software that allows an organization to use a system of integrated applications to manage the business and automate many back office functions related to technology, services and human resources. An example of ERP software implemented with the GC is Oracle's PeopleSoft HCM.
Functional role	A functional role is one where an individual performs functional activities related to the management of an application. This could include: • troubleshooting; • eliciting, elaborating, analyzing and documenting business requirements; • identifying test scenarios/scripts; • creating testing scripts; • performing functional testing; • documenting communication material (for e.g. release notes);

Term	Definition
	• Business process analysis, mapping; • User interface design; and • Impact assessments (WBS elaboration of functional tasks) WBS=Work Breakdown Structure.
Implementation / Implementing	Completed and put into operation as part of the final solution.
Integrated end-to-end business process	Integrated end-to-end business process is the human resource (HR) lifecycle management process which commences with recruitment, concludes upon retirement, and includes all steps in between.
PeopleSoft Pay	Refers to Oracle's PeopleSoft North America (NA) Payroll Module
Performing	To carry out, accomplish, or fulfill an action, task, or function.
Providing	To supply or make available.
Software Integration (integrating)	Software integration means that the products work as one solution. Instead of passing information between the two systems over a bridge, the systems share the same code and database.
Software Interface	A software interface is a bridge that allows two programs to share information with each other, even though they may have been developed by different sources or use different programming languages. An interface will often use a standard file format such as XML to move information from one system to another.
Support / Supporting	Maintaining the hardware or software environment by troubleshooting and fixing a wide variety of issues.
Technical role	A technical role is one where an individual performs technical activities related to the development and the implementation of an application. This could include: • troubleshooting; • developing and communicating application architectures; • developing and maintaining codes(including application code changes, fixes and configuration) based on the specification that was given by the Functional team; • packaging and implementing the codes to different application environments; • providing application administration services, • administrating the application databases and the Data Base Management System; • providing application security services; and • unit testing and solution design.
Upgrade / Upgrading	A replacement of *software* with a newer version, in order to bring the system up to date or to improve its characteristics.
Using	The act of employing something for a specific purpose.

Mandatory Assessment Criteria (As and when requested Resources)

To facilitate resource assessment, the Contractor must prepare and submit a response to a draft Task Authorization using the tables provided in this Appendix. When completing the response tables, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

Workstream 1- PeopleSoft ERP Systems Technical Professional Services

1. A.1 Application / Software Architect (Level 3) (PeopleSoft)

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
M-1.1	A minimum of ten years of experience, within the twelve years preceding the issuance date of this TA, working as an Application / Software Architect performing a minimum of 4 of the 6 tasks listed below for a minimum of six months of experience per task: 1) Developing technical architectures, frameworks and strategies, for an application area, to meet the business and application requirements; 2) Analyzing functional requirements to identify information, procedures and decision flows. 3) Analyzing and evaluating alternative software solutions to meet business problems; 4) Ensuring the integration of all aspects of software solutions; 5) Creating an application component roadmap - roadmap to align business vision and functional coverage to IT vision; and 6) Creating an application architecture framework. The required experience can be demonstrated over one or more Customer Reference Projects.	Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.
M-1.2	A minimum of five years of experience, within the seven years preceding the issuance date of this TA, developing technical architectures, frameworks and strategies, for a PeopleSoft ERP solution (HCM or Payroll as applicable) to meet the business and application requirements: ☐ HCM ☐ Payroll	

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><th>Name of Proposed Resource:</th><td colspan="2"><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-1.3</td><td>At the time of issuing a Task Authorization (TA), the Technical Authority will identify which of the following specialized experience requirements are applicable to the specific TA.

The resource must have experience performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following:
☐ Self Service
☐ Manager Self Service
☐ Administer Pay Interface
☐ Manage Pay Interface
☐ Manage Priorities
☐ Recruiting Workforce Administration
☐ Labour Administration
☐ Workforce Development - Profile
☐ Management, Performance Management
☐ Organization Development - Position
☐ Management, Enterprise Learning
☐ Workforce Monitoring - Health & Safety
☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein).

To qualify, the resource must demonstrate having a minimum of one year of experience in each of the identified requirements listed above, as specified in the TA.

☐ HCM
☐ Payroll</td><td></td></tr>
</table>

2. A.3 ERP Programmer / Analyst (Level 2) (PeopleSoft)

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td>Name of Proposed Resource:</td><td colspan="2"><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-2.1</td><td>A minimum of five years of experience, within the eight years preceding the issuance date of this draft TA, working as an ERP Programmer / Analyst performing a minimum of 4 of the 6 tasks listed below for a minimum of six months of experience per task:

1) Analyzing the functional requirements leading to the execution of the design, development and implementation of changes to the application;
2) Developing and maintaining configuration and programs based on approved requirements working both independently and within a team;
3) Delivering technical specifications documents using the functional specifications provided by the functional and integration teams;
4) Creating and modifying configuration and code for software as per technical specifications;
5) Producing reports, manuals, programs, data files, and procedures for applications; and
6) Analyzing code and objects to determine functional fit.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource’s role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-2.2</td><td>The resource must have a minimum of two years of experience, within the five years preceding the issuance date of this draft TA, implementing or upgrading a PeopleSoft ERP solution (HCM or Payroll as applicable):

☐ HCM
☐ Payroll</td><td></td></tr>
</table>

3. A.3 ERP Programmer / Analyst (Level 3) (PeopleSoft)

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-3.1</td><td>A minimum of ten years of experience, within the twelve years preceding the issuance date of this TA, working as an ERP Programmer / Analyst performing a minimum of 4 of the 6 tasks listed below for a minimum of six months of experience per task:

1) Analyzing the functional requirements leading to the execution of the design, development and implementation of changes to the application;
2) Developing and maintaining configuration and programs based on approved requirements working both independently and within a team;
3) Delivering technical specifications documents using the functional specifications provided by the functional and integration teams;
4) Creating and modifying configuration and code for software as per technical specifications;
5) Producing reports, manuals, programs, data files, and procedures for applications;
6) Analyzing code and objects to determine functional fit.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource’s role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-3.2</td><td>The resource must have a minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, implementing or upgrading a PeopleSoft ERP solution (HCM or Payroll as applicable) :

☐ HCM
☐ Payroll</td><td></td></tr>
<tr><td>M-3.3</td><td>At the time of Task Authorization (TA) the Technical Authority will identify which of the following specialized experience requirements are applicable to the specific TA.

The resource must have experience performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following:
☐ Self Service
☐ Manager Self Service
☐ Administer Pay Interface</td><td></td></tr>
</table>

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
	☐ Manage Pay Interface ☐ Manage Priorities ☐ Recruiting Workforce Administration ☐ Labour Administration ☐ Workforce Development - Profile ☐ Management, Performance Management ☐ Organization Development - Position ☐ Management, Enterprise Learning ☐ Workforce Monitoring - Health & Safety ☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein). To qualify, the resource must demonstrate having a minimum of one year of experience in each of the identified requirements listed above, as specified in the TA. ☐ HCM ☐ Payroll	

4. A.4 ERP System Analyst (Level 2) (PeopleSoft)

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
M-4.1	A minimum of five years of experience, within the eight years preceding the issuance date of this draft TA, working as an ERP System Analyst performing a minimum of 5 of the 8 tasks listed below for a minimum of six months of experience per task: 1) Developing requirements, feasibility, cost, design, and specification documents for ERP systems; 2) Implementing ERP systems to support projects, departments, organizations or businesses; 3) Translating ERP business requirements into systems design and specifications; 4) Analyzing and recommending alternatives and options for solutions;	Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized,

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
	5) Developing technical specifications for ERP systems development, design and implementation; 6) Researching, analyzing and documenting user requirements, mapping interdependencies, and producing the required functional specifications and/or processing re-engineering recommendations; 7) Providing functional and technical expertise on applications; and 8) Reviewing Functional and Technical Design Documents to ensure that there is alignment across the application(s). The required experience can be demonstrated over one or more Customer Reference Projects.	outcome achieved, etc.) otherwise the experience will not be considered.
M-4.2	A minimum of two years of experience, within the five years preceding the issuance date of this draft TA, implementing or upgrading a PeopleSoft ERP solution (HCM or Payroll as applicable) : ☐ HCM ☐ Payroll	

5. A.4 ERP System Analyst (Level 3) (PeopleSoft)

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-5.1</td><td>A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as an ERP System Analyst performing a minimum of 5 of the 8 tasks listed below for a minimum of six months of experience per task:

1) Developing requirements, feasibility, cost, design, and specification documents for ERP systems;
2) Implementing ERP systems to support projects, departments, organizations or businesses;
3) Translating ERP business requirements into systems design and specifications;
4) Analyzing and recommending alternatives and options for solutions;
5) Developing technical specifications for ERP systems development, design and implementation;
6) Researching, analyzing and documenting user requirements, map interdependencies, and produce the required functional specifications and/or process re-engineering recommendations;
7) Providing functional and technical expertise on applications; and
8) Reviewing Functional and Technical Design Documents to ensure that there is alignment across the application(s).

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource’s role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-5.2</td><td>The resource must have a minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, implementing or upgrading a PeopleSoft ERP solution (HCM or Payroll as applicable) :

☐ HCM
☐ Payroll</td><td></td></tr>
<tr><td>M-5.3</td><td>At the time of Task Authorization (TA) the Technical Authority will identify which of the following specialized experience requirements are applicable to the specific TA.

a) The resource must have experience performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following:
☐ Self Service
☐ Manager Self Service</td><td></td></tr>
</table>

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
	☐ Administer Pay Interface ☐ Manage Pay Interface ☐ Manage Priorities ☐ Recruiting Workforce Administration ☐ Labour Administration ☐ Workforce Development - Profile ☐ Management, Performance Management ☐ Organization Development - Position ☐ Management, Enterprise Learning ☐ Workforce Monitoring - Health & Safety ☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein). To qualify, the resource must demonstrate having a minimum of one year of experience in each of the identified requirements listed above, as specified in the TA. ☐ HCM ☐ Payroll	

6. A.5 ERP Technical Analyst (Level 2) (PeopleSoft)

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-6.1</td><td>A minimum of 5 years of experience, within the twelve years preceding the issuance date of this draft TA, working as an ERP Technical Analyst performing a minimum of 5 of the 8 tasks listed below for a minimum of six months of experience per task:

1) Planning and providing recommendations to management regarding system landscape architectures including upgrade strategies;
2) Translating functional and business requirements into technical requirements;
3) Developing and/or managing technical aspects of application software, user interfaces, and third-party components;
4) Conducting, assisting with, and/or managing unit and system tests;
5) Establishing technical standards for the technical framework;
6) Analyzing and coordinating data file conversions;
7) Completing mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data; and
8) Importing files from heterogeneous platforms.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource’s role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-6.2</td><td>A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, using PeopleSoft to implement or upgrade a PeopleSoft ERP solution (HCM or Payroll as applicable) :

☐ HCM
☐ Payroll</td><td></td></tr>
</table>

7. A.5 ERP Technical Analyst (Level 3) (PeopleSoft)

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-7.1</td><td>A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as an ERP Technical Analyst performing a minimum of 5 of the 8 tasks listed below for a minimum of six months of experience per task:

1) Planning and providing recommendations to management regarding system landscape architectures including upgrade strategies;
2) Translating functional and business requirements into technical requirements;
3) Developing and/or managing technical aspects of application software, user interfaces, and third-party components;
4) Conducting, assisting with, and/or managing unit and system tests;
5) Establishing technical standards for the technical framework;
6) Analyzing and coordinating data file conversions;
7) Completing mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data; and
8) Importing files from heterogeneous platforms.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-7.2</td><td>A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, using PeopleSoft to implement or upgrade a PeopleSoft ERP solution (HCM or Payroll as applicable) :

☐ HCM
☐ Payroll</td><td></td></tr>
<tr><td>M-7.3</td><td>At the time of Task Authorization (TA) the Technical Authority will identify which of the following specialized experience requirements are applicable to the specific TA. The resource must demonstrate a minimum of one year of experience in each of the identified requirements below, as indicated in the TA. The requirements include, but are not limited to:

a) Installing PeopleSoft related software products (e.g. Weblogic, Tuxedo, PeopleSoft, Cobol, Oracle, Crystal) on both Windows and Linux platforms and on Oracle DBMS platform.</td><td></td></tr>
</table>

	b) Installing and configuring reverse proxy web server. c) Installing and configuring PeopleSoft Performance Monitor for monitoring PeopleSoft systems. d) Supporting interfaces to PeopleSoft using Integration Broker technology. e) Performing PeopleSoft upgrades and PeopleCode/Application Engine/SQR/SQL/Change Assistant. f) In a technical role providing upgrade kits for more than one database platform for PeopleSoft HCM. g) Designing and building a custom ETL solution within PeopleSoft to convert legacy PeopleSoft ERP systems from various organizations into a hosted multiple*-company environment within a single instance of PeopleSoft. h) Performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following: ☐ Self Service ☐ Manager Self Service ☐ Administer Pay Interface ☐ Manage Pay Interface ☐ Manage Priorities ☐ Recruiting Workforce Administration ☐ Labour Administration ☐ Workforce Development - Profile ☐ Management, Performance Management ☐ Organization Development - Position ☐ Management, Enterprise Learning ☐ Workforce Monitoring - Health & Safety ☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein).	

8. A.11 Tester (Level 2) (ERP)

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
M-8.1	A minimum of five years of experience, within the eight years preceding the issuance date of this draft TA, working as a Tester performing a minimum of 3 of the 5 tasks listed below for a minimum of six months of experience per task: 1) Developing the Test strategy; test planning and coordination; 2) Managing and monitoring test plans for all levels of testing; 3) Developing test scenarios and test scripts; 4) Establishing and maintaining test procedures and script libraries; and 5) Establishing a validation and verification capability which assumes functional and performance compliance. The required experience can be demonstrated over one or more Customer Reference Projects.	Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.
M-8.2	A minimum of two years of experience, within the five years preceding the issuance date of this draft TA, executing testing activities for an ERP application implementation or upgrade project.	

9. A.11 Tester (Level 3) (ERP)

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
M-9.1	A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as a Tester performing a minimum of 3 of the 5 tasks listed below for a minimum of six months of experience per task: 1) Developing the Test strategy; test planning and coordination; 2) Managing and monitoring test plans for all levels of testing; 3) Developing test scenarios and test scripts; 4) Establishing and maintaining test procedures and script libraries; and 5) Establishing a validation and verification capability which assumes functional and performance compliance. The required experience can be demonstrated over one or more Customer Reference Projects.	Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.
M-9.2	A minimum of five years of experience, within the seven years preceding the issuance date of this TA, conducting ERP application implementation or upgrade.	
M-9.3	At the time of Task Authorization (TA) the Technical Authority will identify which of the following specialized experience requirements are applicable to the specific TA. The resource must demonstrate a minimum of one year of experience in each of the identified requirements below, as indicated in the TA. The resource must have experience performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following: ☐ Self Service ☐ Manager Self Service ☐ Administer Pay Interface ☐ Manage Pay Interface ☐ Manage Priorities ☐ Recruiting Workforce Administration ☐ Labour Administration ☐ Workforce Development - Profile ☐ Management, Performance Management ☐ Organization Development - Position ☐ Management, Enterprise Learning	

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td></td><td>☐ Workforce Monitoring - Health & Safety
☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein).</td><td></td></tr>
</table>

10. I.1 Data Conversion Specialist (Level 2) (PeopleSoft)

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-10.1</td><td>A minimum of five years of experience, within the eight years preceding the issuance date of this draft TA, working as a Data Conversion Specialist performing a minimum of 3 of the 4 tasks listed below for a minimum of six months of experience per task:

1) Overseeing the data conversion process;
2) Completing mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data;
3) Analyzing and coordinating data file conversions; and
4) Importing files from heterogeneous platforms.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource’s role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-10.2</td><td>A minimum of two years of experience, within the five years preceding the issuance date of this draft TA, performing data conversions for a PeopleSoft ERP system (HCM or Payroll as applicable) :

☐ HCM
☐ Payroll</td><td></td></tr>
</table>

11. I.1 Data Conversion Specialist (Level 3) (PeopleSoft)

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-11.1</td><td>A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as a Data Conversion Specialist performing a minimum of 3 of the 4 tasks listed below for a minimum of six months of experience per task:

1) Overseeing the data conversion process;
2) Completing mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data;
3) Analyzing and coordinating data file conversions; and
4) Importing files from heterogeneous platforms.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource’s role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-11.2</td><td>A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, performing data conversions for a PeopleSoft ERP system (HCM or Payroll as applicable) :

☐ HCM
☐ Payroll</td><td></td></tr>
<tr><td>M-11.3</td><td>At the time of Task Authorization (TA) the Technical Authority will identify which of the following specialized experience requirements are applicable to the specific TA. The resource must demonstrate a minimum of one year of experience in each of the identified requirements below, as indicated in the TA.

a) The resource must have experience performing data conversion for multiple organizations into a single instance of PeopleSoft.

b) The resource must have experience performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following:
☐ Self Service
☐ Manager Self Service
☐ Administer Pay Interface
☐ Manage Pay Interface
☐ Manage Priorities
☐ Recruiting Workforce Administration</td><td></td></tr>
</table>

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
	☐ Labour Administration ☐ Workforce Development - Profile ☐ Management, Performance Management ☐ Organization Development - Position ☐ Management, Enterprise Learning ☐ Workforce Monitoring - Health & Safety ☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein).	

12. I.11Technology Architect (Level 3) (PeopleSoft)

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
M-12.1	A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as a Technology Architect performing a minimum of 5 of the seven tasks listed below for a minimum of six months of experience per task: 1) Developing technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements; 2) Identifying the policies and requirements that drive out a particular solution; 3) Analyzing and evaluating alternative technology solutions to meet business problems; 4) Ensuring the integration of all aspects of technology solutions; 5) Monitoring industry trends to ensure that solutions fit with government and industry directions for technology; 6) Providing support to applications and/or technical support teams in the proper application of existing infrastructure; and 7) Reviewing application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements. The required experience can be demonstrated over one or more Customer Reference Projects.	Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.
M-12.2	A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, assessing the feasibility of migrating from the current state to the target business architecture and enabling technologies and providing recommendations to mitigate risk associated with migrating to the target business architecture and technologies to support an organization-wide PeopleSoft HCM application implementation project.	
M-12.3	At the time of Task Authorization (TA) the Technical Authority will identify which of the following specialized experience requirements are applicable to the specific TA. The resource must demonstrate a minimum of one year of experience in each of the identified requirements below, as indicated in the TA.	

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td></td><td>The resource must have experience performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following:
☐ Self Service
☐ Manager Self Service
☐ Administer Pay Interface
☐ Manage Pay Interface
☐ Manage Priorities
☐ Recruiting Workforce Administration
☐ Labour Administration
☐ Workforce Development - Profile
☐ Management, Performance Management
☐ Organization Development - Position
☐ Management, Enterprise Learning
☐ Workforce Monitoring - Health & Safety
☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein).</td><td></td></tr>
</table>

13. P.9 Project Manager (Level 2) (ERP)

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
M-13.1	A minimum of five years of experience, within the eight years preceding the issuance date of this draft TA, working as a Project Manager performing a minimum of 4 of the seven tasks listed below for a minimum of six months of experience per task: 1) Managing other Project Management resources that are responsible for an element of the project and its associated project team; 2) Managing the project during the development, implementation and operations start up by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters; 3) Formulating statements of problems; establishing procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtain approval thereof; 4) Defining and documenting the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team; 5) Reporting progress of the project on an ongoing basis and at scheduled points in the life cycle; 6) Preparing plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and 7) Project sign-off. The required experience can be demonstrated over one or more Customer Reference Projects.	Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.
M-13.2	A minimum of two years of experience, within the five years preceding the issuance date of this draft TA, as a Project Manager on an ERP implementation project.	

14. P.9 Project Manager (Level 3) (ERP)

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
M-14.1	A minimum of ten years of experience, within the twelve years preceding the issuance date of this TA, performing each of the seven tasks listed below for a minimum of six months of experience per task: 1) Managing other Project Management resources that are responsible for an element of the project and its associated project team; 2) Managing the project during the development, implementation and operations start up by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters; 3) Formulating statements of problems; establish procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtain approval thereof; 4) Defining and documenting the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team; 5) Reporting progress of the project on an ongoing basis and at scheduled points in the life cycle; 6) Preparing plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and 7) Project sign-off. The required experience can be demonstrated over one or more Customer Reference Projects.	Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.
M-14.2	A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, as a Project Manager on an ERP implementation project.	
M-14.3	Experience as a Project Manager, on a minimum of one project, where the resource was responsible for a complex application development or application implementation project. A complex project is a project which includes multiple (i.e. three or more teams or sub-projects and includes multi-departmental stakeholders). For each project to be considered, the resource must have worked on the project for a minimum duration of twelve	

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
	months within the five years preceding the issuance date of this draft TA.	
M-14.4	A minimum of one year of experience in each of the identified requirements as indicated below. a) Experience as a Project Manager responsible for a PeopleSoft ERP system upgrade project. b) Experience performing the tasks identified in M-14.1 to support the evolution of the legacy PeopleSoft environment to a future version up to n-1 of the major version.	

APPENDIX C to ANNEX A
Resource Assessment Criteria and Response Table (WS2)

Definitions

The following definitions apply to the assessment criteria that follows.

Term	Definition
Building	The process of executing the design to deliver the required functionality or solution.
Business Process Management Solution	Refers to commercial-off the shelf (COTS) software application that are implemented to manage Public and Private sector business processes in areas.
Customer Relationship Management (CRM) Solutions	A CRM Solution is defined as a widely implemented model for managing an organizations' interaction with customers, clients, and sales prospects. It involves using technology to organize, automate, and synchronize business processes - principally sales activities, but also those for marketing, customer service, and technical support.
Delivering	Carrying out something that was expected.
Designing	The process of defining software methods, functions, objects, and the overall structure and interaction of software code so that the resulting functionality will satisfy the requirements.
PeopleSoft HCM and PeopleSoft Pay	Refers to Oracle's PeopleSoft Human Capital Management (PeopleSoft HCM) software suite of products (version 9.1 or more recent) including but not limited to the following software modules / sub-modules licensed by the Government of Canada: • eCompensation, including: o eCompensation, eCompensation Manager Desktop • ePerformance • Human Resources, including: o eBenefits, eDevelopment, Core Human Resources, eProfile, eProfile Manager Desktop • Payroll, including: o Global Payroll, Payroll for North America, ePay, Absence Management • Payroll Interface • Recruiting Solutions, including: o Candidate Gateway, Talent Acquisition Manager • Succession Planning • Directory Interface • Benefits Administration
EDRMS	Electronic Document and Records Management System
ERP	An Enterprise Resource Planning (ERP) solution is business process management commercial-off the shelf (COTS) software that allows an organization to use a system of integrated applications to manage the business and automate many back office functions related to technology, services and human resources. An example of ERP software implemented with the GC is Oracle's PeopleSoft HCM.
Functional role	A functional role is one where an individual performs functional activities related to the management of an application. This could include: • troubleshooting; • eliciting, elaborating, analyzing and documenting business requirements; • identifying test scenarios/scripts; • creating testing scripts; • performing functional testing; • documenting communication material (for e.g. release notes);

Term	Definition
	• Business process analysis, mapping; • User interface design; and • Impact assessments (WBS elaboration of functional tasks) WBS=Work Breakdown Structure.
Implementation / Implementing	Completed and put into operation as part of the final solution.
Integrated end-to-end business process	Integrated end-to-end business process is the human resource (HR) lifecycle management process which commences with recruitment, concludes upon retirement, and includes all steps in between.
PeopleSoft Pay	Refers to Oracle's PeopleSoft North America (NA) Payroll Module
Performing	To carry out, accomplish, or fulfill an action, task, or function.
Providing	To supply or make available.
Software Integration (integrating)	Software integration means that the products work as one solution. Instead of passing information between the two systems over a bridge, the systems share the same code and database.
Software Interface	A software interface is a bridge that allows two programs to share information with each other, even though they may have been developed by different sources or use different programming languages. An interface will often use a standard file format such as XML to move information from one system to another.
Support / Supporting	Maintaining the hardware or software environment by troubleshooting and fixing a wide variety of issues.
Technical role	A technical role is one where an individual performs technical activities related to the development and the implementation of an application. This could include: • troubleshooting; • developing and communicating application architectures; • developing and maintaining codes(including application code changes, fixes and configuration) based on the specification that was given by the Functional team; • packaging and implementing the codes to different application environments; • providing application administration services, • administrating the application databases and the Data Base Management System; • providing application security services; and • unit testing and solution design.
Upgrade / Upgrading	A replacement of *software* with a newer version, in order to bring the system up to date or to improve its characteristics.
Using	The act of employing something for a specific purpose.

Mandatory Assessment Criteria (As and when requested Resources)

To facilitate resource assessment, the Contractor must prepare and submit a response to a draft Task Authorization using the tables provided in this Appendix. When completing the response tables, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

Workstream 2 PeopleSoft ERP System Functional Professional Services

1. A.2 ERP Functional Analyst (Level 2) (PeopleSoft)

Mandatory Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Mandatory Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
M-1.1	A minimum of five years of experience, within the eight years preceding the issuance date of this draft TA, working as an ERP Functional Analyst performing a minimum of 5 of the seven tasks listed below for a minimum of six months of experience per task: 1) Researching, analyzing and documenting user requirements, mapping interdependencies, and producing the required functional specifications and/or processing re-engineering recommendations; 2) Performing and documenting fit/gaps; 3) Modelling/mapping administrative process and data requirements; 4) Reviewing functional/transaction design documents; 5) Helping to resolve various implementation issues; 6) Creating test scenarios and scripts according to business requirements; and 7) Participating in testing, monitoring and reconciliation work related to data quality, data integrity and reports. The required experience can be demonstrated over one or more Customer Reference Projects.	Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.
M-1.2	A minimum of two years of experience, within the five years preceding the issuance date of this draft TA, implementing or upgrading a PeopleSoft ERP solution (HCM or Payroll as applicable) : ☐ HCM ☐ Payroll	

2. A.2 ERP Functional Analyst (Level 3) (PeopleSoft)

Mandatory Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Mandatory Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
M-2.1	A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as an ERP Functional Analyst performing a minimum of 5 of the seven tasks listed below for a minimum of six months of experience per task: 1) Researching, analyze and document user requirements, map interdependencies, and produce the required functional specifications and/or process re-engineering recommendations; 2) Performing and documenting fit/gaps; 3) Modelling/mapping administrative process and data requirements; 4) Reviewing functional/transaction design documents; 5) Helping to resolve various implementation issues; 6) Creating test scenarios and scripts according to business requirements; and 7) Participating in testing, monitoring and reconciliation work related to data quality, data integrity and reports. The required experience can be demonstrated over one or more Customer Reference Projects.	Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.
M-2.2	A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, implementing or upgrading PeopleSoft ERP solution (HCM or Payroll as applicable) : ☐ HCM ☐ Payroll	
M-2.3	At the time of the issuance date of this draft Task Authorization (TA) the Technical Authority will identify if any of the following specialized experience requirements are applicable to the specific TA. The resource must demonstrate a minimum of one year of experience in each of the identified requirements below, as indicated in the TA.	

Mandatory Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Mandatory Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
	The resource must have experience performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following: ☐ Self Service ☐ Manager Self Service ☐ Administer Pay Interface ☐ Manage Pay Interface ☐ Manage Priorities ☐ Recruiting Workforce Administration ☐ Labour Administration ☐ Workforce Development - Profile ☐ Management, Performance Management ☐ Organization Development - Position ☐ Management, Enterprise Learning ☐ Workforce Monitoring - Health & Safety ☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein).	

3. B.1 Business Analyst (Level 2) (ERP)

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td>Name of Proposed Resource:</td><td colspan="2"><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-3.1</td><td>A minimum of five years of experience, within the eight years preceding the issuance date of this draft TA, working as a Business Analyst performing a minimum of 5 of the seven tasks listed below for a minimum of six months of experience per task:

1) Determining operational objectives by studying business functions; gathering information; evaluating output requirements and formats;
2) Performing business analyses of requirements to identify information, procedures, and decision flows;
3) Evaluating existing procedures and methods, identifying and documenting items such as database content, structure, application subsystems;
4) Developing data dictionary;
5) Defining and documenting interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
6) Identifying candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action;
7) Identifying the modifications to the automated processes; and
8) Establishing acceptance test criteria with client.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-3.2</td><td>A minimum of two years of experience, within the five years preceding the issuance date of this draft TA, analyzing and documenting requirements for an organization-wide ERP application implementation or upgrade project.</td><td></td></tr>
</table>

4. B.1 Business Analyst (Level 3) (ERP)

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td>Name of Proposed Resource:</td><td colspan="2"><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-4.1</td><td>A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as a Business Analyst performing a minimum of 5 of the seven tasks listed below for a minimum of six months of experience per task:

1) Determining operational objectives by studying business functions; gathering information; evaluating output requirements and formats;
2) Performing business analyses of requirements to identify information, procedures, and decision flows;
3) Evaluating existing procedures and methods, identifying and documenting items such as database content, structure, application subsystems;
4) Developing data dictionary;
5) Defining and documenting interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
6) Identifying candidate business processes for re-design, prototyping potential solutions, providing trade-off information and suggesting a recommended course of action;
7) Identifying the modifications to the automated processes; and
8) Establishing acceptance test criteria with client.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-4.2</td><td>A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, analyzing and documenting requirements for an organization-wide ERP application implementation or upgrade project.</td><td></td></tr>
<tr><td>M-4.3</td><td>At the time of Task Authorization (TA) the Technical Authority will identify if any of the following specialized experience requirements are applicable to the specific TA. The resource must demonstrate a minimum of one year of experience in each of the identified requirements below, as indicated in the TA.

The resource must have experience performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following:

☐ Self Service</td><td></td></tr>
</table>

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td></td><td>☐ Manager Self Service
☐ Administer Pay Interface
☐ Manage Pay Interface
☐ Manage Priorities
☐ Recruiting Workforce Administration
☐ Labour Administration
☐ Workforce Development - Profile
☐ Management, Performance Management
☐ Organization Development - Position
☐ Management, Enterprise Learning
☐ Workforce Monitoring - Health & Safety
☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein).</td><td></td></tr>
</table>

5. B.2 Business Architect (Level 3) (ERP)

<table>
<tr><th colspan="3">Mandatory Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Mandatory Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-5.1</td><td>A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as a Business Architect,-performing each of the two tasks listed below for a minimum of six months of experience per task:

1) Developing policies and rules that allow an organization to carry out its mandate and functional responsibilities, and that govern the organization’s actual and planned capabilities in terms of computers, data, information, human resources, communication facilities, software and management responsibilities; and
2) Developing the specifications for where, how and why the various organizational components fit together as they do, and how they support the organization’s mandate.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource’s role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-5.2</td><td>A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, developing organizational strategies and plans related to an organization-wide ERP application implementation project.</td><td></td></tr>
<tr><td>M-5.3</td><td>At the time of Task Authorization (TA) the Technical Authority will identify if any of the following specialized experience requirements are applicable to the specific TA.

The resource must demonstrate a minimum of one year of experience in each of the identified requirements below, as indicated in the TA.

The resource must have experience performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following:

☐ Self Service
☐ Manager Self Service
☐ Administer Pay Interface
☐ Manage Pay Interface
☐ Manage Priorities
☐ Recruiting Workforce Administration
☐ Labour Administration</td><td></td></tr>
</table>

<table>
<tr><th colspan="3">Mandatory Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Mandatory Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td></td><td>☐ Workforce Development - Profile
☐ Management, Performance Management
☐ Organization Development - Position
☐ Management, Enterprise Learning
☐ Workforce Monitoring - Health & Safety
☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein).</td><td></td></tr>
</table>

6. B.3 Business Consultant (Level 3) (ERP)

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
M-6.1	A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as a Business Consultant, performing each of the tasks listed below for a minimum of six months of experience per task: 1) Analyzing, evaluating, developing business processes (financial, operational, systems, etc.); 2) Identifying organizational and/or project business opportunities for improvement and streamlining of business processes; 3) Identifying and evaluate critical success parameters, factors and performance measurements; 4) Assisting other stakeholders in development and implementation of business improvement processes and programs. The required experience can be demonstrated over one or more Customer Reference Projects.	Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.
M-6.2	A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, conducting BPR Business Process Re-engineering activities in support of an organization-wide ERP application implementation project.	
M-6.3	At the time of Task Authorization (TA) the Technical Authority will identify if any of the following specialized experience requirements are applicable to the specific TA. The resource must demonstrate a minimum of one year of experience in each of the identified requirements below, as indicated in the TA: ☐ Self Service ☐ Manager Self Service ☐ Administer Pay Interface ☐ Manage Pay Interface ☐ Manage Priorities ☐ Recruiting Workforce Administration ☐ Labour Administration ☐ Workforce Development - Profile ☐ Management, Performance Management	

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
	☐ Organization Development - Position ☐ Management, Enterprise Learning ☐ Workforce Monitoring - Health & Safety ☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein).	

7. B.7 Business Transformation Architect (Level 3) (PeopleSoft)

<table>
<tr><th colspan="3">Mandatory Resource Assessment Criteria</th></tr>
<tr><td>Name of Proposed Resource:</td><td colspan="2"><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Mandatory Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-7.1</td><td>A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as a Business Transformation Architect, performing each of the four tasks listed below for a minimum of six months of experience per task:
1) Analyzing and developing architecture requirements design, process development, process mapping and training;
2) Leading other functional staff to define business strategy and processes in support of transformation and change management activities;
3) Participating in change impact analysis and change management activities; and
4) Participating in organizational realignment (job re-design organizational re-structuring).

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-7.2</td><td>A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, conducting BTA activities in support of an organization-wide PeopleSoft ERP system implementation project.</td><td></td></tr>
<tr><td>M-7.3</td><td>A minimum of one year of experience in each of the identified requirements as indicated below. At the time of Task Authorization (TA) the Technical Authority will identify if any of the following specialized experience requirements are applicable to the specific TA.

The resource must have experience performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following:

☐ Self Service
☐ Manager Self Service
☐ Administer Pay Interface
☐ Manage Pay Interface
☐ Manage Priorities
☐ Recruiting Workforce Administration
☐ Labour Administration
☐ Workforce Development - Profile</td><td></td></tr>
</table>

Mandatory Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Mandatory Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
	☐ Management, Performance Management ☐ Organization Development - Position ☐ Management, Enterprise Learning ☐ Workforce Monitoring - Health & Safety ☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein).	

8. P.1 Change Management Consultant (Level 3) (PeopleSoft)

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-8.1</td><td>A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as a Change Management Consultant, performing each of the five tasks listed below for a minimum of six months of experience per task:

1) Leading other functional resources to define business strategy and processes in support of transformation and change management activities;
2) Engaging and enabling the organization to implement solutions by providing practical and actionable tools and templates;
3) Participating in change impact analysis and change management activities;
4) Working with the target community to ensure alignment, correct skills and experience to enable the change; and
5) Providing onsite as well as remote advisory services for the management of change and individuals as required.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-8.2</td><td>A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, conducting Change Management activities in support of an organization-wide PeopleSoft HCM application implementation project.</td><td></td></tr>
<tr><td>M-8.3</td><td>A minimum of one year of experience in each of the identified requirements as indicated below. At the time of Task Authorization (TA) the Technical Authority will identify if any of the following specialized experience requirements are applicable to the specific TA. .

The resource must have experience performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following:

☐ Self Service
☐ Manager Self Service
☐ Administer Pay Interface
☐ Manage Pay Interface</td><td></td></tr>
</table>

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
	☐ Manage Priorities ☐ Recruiting Workforce Administration ☐ Labour Administration ☐ Workforce Development - Profile ☐ Management, Performance Management ☐ Organization Development - Position ☐ Management, Enterprise Learning ☐ Workforce Monitoring - Health & Safety ☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein).	

9. P.6 Project Administrator (Level 3) (ERP)

<table>
<tr><th colspan="3">Mandatory Resource Assessment Criteria</th></tr>
<tr><td>Name of Proposed Resource:</td><td colspan="2"><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Mandatory Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-9.1</td><td>A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as a Project Administrator performing a minimum of four of the five tasks listed below for a minimum of six months of experience per task:

1) Assisting project management and data processing professionals, technical users and end users in simple routine tasks;
2) Providing administrative and technical support of a clerical nature as required to projects;
3) Assisting in performing such tasks as maintaining project documentation and application/system libraries;
4) Tracking project change requests;
5) Maintaining and updating relevant project information in manual and/or electronic files; project information might include such things as project activity schedule, status reports, correspondence.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource’s role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-9.2</td><td>A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, providing Project Administration support for an ERP Implementation project.</td><td></td></tr>
</table>

10. P.7 Project Coordinator Level 2 (ERP)

<table>
<tr><th colspan="3">Mandatory Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Mandatory Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-10.1</td><td>A minimum of five years of experience, within the eight years preceding the issuance date of this draft TA, working as a Project Coordinator performing a minimum of four of the five tasks listed for a minimum of six months of experience per task:

1) Assisting project management, business, functional, technical users and end users in project coordination and synchronization tasks;
2) Providing administrative and technical support of a clerical nature as required to a project team;
3) Maintaining project documentation and application/system libraries;
4) Tracking and managing issues, defects and change requests in the service desk database;
5) Maintaining and updating relevant project information in manual and/or electronic files; project information might include such things as project activity schedule, status reports, correspondence; etc.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource’s role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-10.2</td><td>A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, providing Project Coordination support for an ERP Implementation project.</td><td></td></tr>
</table>

11. P.7 Project Coordinator (Level 3) (ERP)

<table>
<tr><th colspan="3">Mandatory Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Mandatory Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-11.1</td><td>A minimum of ten years of experience, within the twelve years preceding the issuance date of this TA, working as a Project Coordinator, performing a minimum of four of the five tasks listed below for a minimum of six months of experience per task:

1) Assisting project management, business, functional, technical users and end users in project coordination and synchronization tasks;
2) Providing administrative and technical support of a clerical nature as required to a project team;
3) Maintaining project documentation and application/system libraries;
4) Tracking and managing issues, defects and change requests in the service desk database;
5) Maintaining and updating relevant project information in manual and/or electronic files; project information might include such things as project activity schedule, status reports, correspondence; etc.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource’s role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-11.2</td><td>A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, providing Project Coordination support for an ERP Implementation project.</td><td></td></tr>
<tr><td>M-11.3</td><td>A minimum of one year of experience in each of the identified requirements as indicated below.

a) Experience providing Project Coordination support for a PeopleSoft ERP system project.

b) Experience performing the tasks identified in M-12.1 to support the evolution of the legacy PeopleSoft environment to a future version up to n-1 of the major version.

At the time of Task Authorization (TA) the Technical Authority will identify if any of the following specialized experience requirements are applicable to the specific TA.</td><td></td></tr>
</table>

12. P.9 Project Manager (Level 2) (ERP)

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
M-12.1	A minimum of five years of experience, within the eight years preceding the issuance date of this draft TA, working as a Project Manager performing a minimum of 4 of the seven tasks listed below for a minimum of six months of experience per task: 1) Managing other Project Management resources that are responsible for an element of the project and its associated project team; 2) Managing the project during the development, implementation and operations start up by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters; 3) Formulating statements of problems; establishing procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtain approval thereof; 4) Defining and documenting the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team; 5) Reporting progress of the project on an ongoing basis and at scheduled points in the life cycle; 6) Preparing plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and 7) Project sign-off. The required experience can be demonstrated over one or more Customer Reference Projects.	Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.
M-12.2	A minimum of two years of experience, within the five years preceding the issuance date of this draft TA, as a Project Manager on an ERP implementation project.	

13. P.9 Project Manager (Level 3) (ERP)

<table>
<tr><th colspan="3">Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Assessment Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-13.1</td><td>A minimum of ten years of experience, within the twelve years preceding the issuance date of this TA, performing each of the seven tasks listed below for a minimum of six months of experience per task:

1) Managing other Project Management resources that are responsible for an element of the project and its associated project team;
2) Managing the project during the development, implementation and operations start up by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters;
3) Formulating statements of problems; establish procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtain approval thereof;
4) Defining and documenting the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team;
5) Reporting progress of the project on an ongoing basis and at scheduled points in the life cycle;
6) Preparing plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and
7) Project sign-off.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-13.2</td><td>A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, as a Project Manager on an ERP implementation project.</td><td></td></tr>
<tr><td>M-13.3</td><td>Experience as a Project Manager, on a minimum of one project, where the resource was responsible for a complex application development or application implementation project.

A complex project is a project which includes multiple (i.e. three or more teams or sub-projects and includes multi-departmental stakeholders).

For each project to be considered, the resource must have worked on the project for a minimum duration of twelve</td><td></td></tr>
</table>

Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Assessment Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
	months within the five years preceding the issuance date of this draft TA.	
M-13.4	A minimum of one year of experience in each of the identified requirements as indicated below. a) Experience as a Project Manager responsible for a PeopleSoft ERP system upgrade project. b) Experience performing the tasks identified in M-14.1 to support the evolution of the legacy PeopleSoft environment to a future version up to n-1 of the major version.	

14. P.11 Quality Assurance Specialist (Level 2) (ERP)

Mandatory Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Mandatory Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
M-14.1	A minimum of five years of experience, within the twelve years preceding the issuance date of this draft TA, working as a Quality Assurance Specialist performing each of the five tasks listed below for a minimum of six months of experience per task: 1) Leading development of test plans, test scripts and test data; 2) Participating in functional and technical design reviews, performing integration/functional and system testing, and verify test results; 3) Identifying and documenting software defects; 4) Collaborating with other project resources to resolve defects; and 5) Performing regression testing of software applications. The required experience can be demonstrated over one or more Customer Reference Projects.	Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.
M-14.2	A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA,	

Mandatory Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Mandatory Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
	conducting quality assurance for implementation of an ERP application.	

15. P.11 Quality Assurance Specialist (Level 3) (ERP)

<table>
<tr><th colspan="3">Mandatory Resource Assessment Criteria</th></tr>
<tr><td colspan="2">Name of Proposed Resource:</td><td><insert name></td></tr>
<tr><td colspan="3">The Contractor must demonstrate that the proposed resource has:</td></tr>
<tr><th>ID</th><th>Mandatory Criteria</th><th>Demonstrated Experience
(Contractor to Insert Data)</th></tr>
<tr><td>M-15.1</td><td>A minimum of ten years of experience, within the twelve years preceding the issuance date of this draft TA, working as a Quality Assurance Specialist performing each of the five tasks listed below for a minimum of six months of experience per task:

1) Leading development of test plans, test scripts and test data;
2) Participating in functional and technical design reviews, performing integration/functional and system testing, and verifying test results;
3) Identifying and documenting software defects;
4) Collaborating with other project resources to resolve defects; and
5) Performing regression testing of software applications.

The required experience can be demonstrated over one or more Customer Reference Projects.</td><td>Substantiation of demonstrated experience must be included in the table. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</td></tr>
<tr><td>M-15.2</td><td>A minimum of five years of experience, within the seven years preceding the issuance date of this draft TA, conducting quality assurance for implementation of an ERP application.</td><td></td></tr>
<tr><td>M-15.3</td><td>A minimum of one year of experience in each of the identified requirements below, as indicated in the TA. At the time of Task Authorization (TA) the Technical Authority will identify if any of the following specialized experience requirements are applicable to the specific TA.

a) The resource must have experience performing the tasks identified in M-16.1 for a PeopleSoft ERP (HCM or Payroll as applicable) implementation or upgrade project:

☐ HCM
☐ Payroll

b) The resource must have experience performing the specific components or modules of the PeopleSoft HCM suite, including but not limited to the following:

☐ Self Service
☐ Manager Self Service
☐ Administer Pay Interface</td><td></td></tr>
</table>

Mandatory Resource Assessment Criteria		
Name of Proposed Resource:	<insert name>	
The Contractor must demonstrate that the proposed resource has:		
ID	**Mandatory Criteria**	**Demonstrated Experience** (Contractor to Insert Data)
	☐ Manage Pay Interface ☐ Manage Priorities ☐ Recruiting Workforce Administration ☐ Labour Administration ☐ Workforce Development - Profile ☐ Management, Performance Management ☐ Organization Development - Position ☐ Management, Enterprise Learning ☐ Workforce Monitoring - Health & Safety ☐ Components or modules introduced in future versions of the PeopleSoft HCM suite up to version n-1 of the major version (to be specified herein).	

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
E60ZR-202994
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: **PSPC**

2. Branch or Directorate / Direction générale ou Direction: Pay Solutions Branch

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

The Pay Solutions Branch (PSB) of Public Services and Procurement Canada (PSPC) provides technical expertise on Infrastructure, Architecture and Database support, as well as Custom development, Roles and Authorizations, System security, Quality assurance and Service management of all Enterprise Resource Planning (ERP) solutions maintained by PSPC.

	No / Non	Yes / Oui
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	✔	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	✔	

6. Indicate the type of access required / Indiquer le type d'accès requis

	No / Non	Yes / Oui
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		✔
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	✔	
6. c) Is this a commercial courier or delivery requirement with **no** overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit?	✔	

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada	NATO / OTAN	Foreign / Étranger
✔	☐	☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions / Aucune restriction relative à la diffusion ✔	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

Canada		NATO / OTAN		Foreign / Étranger	
PROTECTED A / PROTÉGÉ A	✔	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	☐	PROTECTED A / PROTÉGÉ A	☐
PROTECTED B / PROTÉGÉ B	✔	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	☐	PROTECTED B / PROTÉGÉ B	☐
PROTECTED C / PROTÉGÉ C	☐	NATO CONFIDENTIAL / NATO CONFIDENTIEL	☐	PROTECTED C / PROTÉGÉ C	☐
CONFIDENTIAL / CONFIDENTIEL	✔	NATO SECRET / NATO SECRET	☐	CONFIDENTIAL / CONFIDENTIEL	☐
SECRET / SECRET	✔	COSMIC TOP SECRET / COSMIC TRÈS SECRET	☐	SECRET / SECRET	☐
TOP SECRET / TRÈS SECRET	☐			TOP SECRET / TRÈS SECRET	☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	☐			TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	☐

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
E60ZR-202994
Security Classification / Classification de sécurité UNCLASSIFIED

PART A *(continued)* / PARTIE A *(suite)*

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- ☑ RELIABILITY STATUS / COTE DE FIABILITÉ
- ☐ CONFIDENTIAL / CONFIDENTIEL
- ☑ SECRET / SECRET
- ☐ TOP SECRET / TRÈS SECRET
- ☐ TOP SECRET– SIGINT / TRÈS SECRET – SIGINT
- ☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL
- ☐ NATO SECRET / NATO SECRET
- ☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
- ☐ SITE ACCESS / ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux : ____________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☑ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
E60ZR-202994
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRES SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
E60ZR-202994
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Celine Vallati	Project Officer	Vallati, Celine Digitally signed by: Vallati, Celine DN: CN = Vallati, Celine C = CA O = GC OU = PWGSC-TPSGC Date: 2021.05.13 13:33:59 -04'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-295-1069		celine.vallati@tpsgc-pwgsc.gc.ca	May 13, 2021

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Mélissa Achkar	Security Analyst	Achkar, Melissa Digitally signed by: Achkar, Melissa DN: CN = Achkar, Melissa C = CA O = GC OU = PWGSC-TPSGC Date: 2021.05.17 10:11:48 -04'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
		melissa.achkar@tpsgc-pwgsc.gc.ca	2021-05-17

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☑ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Sylvie Morin	Supply Specialist	Morin, Sylvie Digitally signed by: Morin, Sylvie DN: CN = Morin, Sylvie C = CA O = GC OU = PWGSC-TPSGC Date: 2021.05.17 11:05:28 -04'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-859-0761		sylvie.morin@tpsgc-pwgsc.gc.ca	

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Jacques Saumur	Quality Assurance Officer	Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 Date: 2019.10.30 08:26:37 -04'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
		jacques.saumur@tpsgc-pwgsc.gc.ca	

SECURITY CLASSIFICATION GUIDE

Security Classification Table

Task / Position	Information Level / Security Clearance
The Pay Solutions Branch (PSB) of Public Works and Government Services Canada (PWGSC) provides technical expertise on infrastructure, architecture And database support, as well as custom development, roles and authorizations, system security, quality assurance and service management of all PeopleSoft Enterprise Resource Planning (ERP) solutions maintained by PSB.	Reliability clearance and Secret Clearance depending on the Task Authorization.
The Pay Solutions Branch (PSB) requires the services of IM/IT professional resources with specialized knowledge of Enterprise Resource Planning (ERP) technologies, on an “as and when requested” basis in the National Capital Region (NCR)	Reliability clearance and Secret Clearance depending on the Task Authorization.
Support and Administrative Services)	Reliability clearance
Consultant Categories – Note not all those listed as Secret below will require it. That determination will be made at Task Authorization.	
A1. Application/software Architect Level 3	Secret clearance
A3. ERP Programmer Analyst Level 2 or 3	Secret clearance
A4. ERP System Analyst Level 2 or 3	Reliability clearance
A5. ERP Technical Analyst Level 2 or 3	Reliability clearance
A11. Tester Level 2 or 3	Reliability clearance
I1. Data Conversion Specialist Level 2 or 3	Secret clearance
I11. Technology Architect Level 3	Secret clearance
P9. Project Manager Level 2 or 3	Reliability clearance
A2. ERP Functional Analyst Level 2 or 3	Reliability clearance
B.1 Business Analyst Level 2 or 3	Secret clearance
B.2 Business Architect Level 3	Reliability clearance
B.3 Business Consultant Level 3	Reliability clearance
B.7. Business Transformation Architect Level 3	Secret clearance
P1. Change Management Consultant Level 3	Reliability clearance
P.6. Project Administrator Level 3	Reliability clearance
P7. Project Coordinator Level 2 or 3	Reliability clearance
P11. Quality Assurance Specialist/Analyst Level 2 or 3	Reliability clearance

ATTACHMENT 2 – WORK STREAM 1
BID EVALUATION CRITERIA – MANDATORY REQUIREMENTS

1.0 CORPORATE MANDATORY REQUIREMENTS – WORK STREAM 1

Criteria	Mandatory Criteria – Work Stream 1	Met Y/N	Demonstrated Experience (Bidders to insert data)
M1	The Bidder must demonstrate having been awarded, within the past 5 years prior to the solicitation posting date, two (2) Informatics Professional Services[1] contracts, for large[2] clients, with a minimum contract value of $5 million each. **One (1) must involve implementing[3] or maintaining[4] a PeopleSoft HCM (HR) ERP system.** **The second must involve implementing[3] or maintaining[4] a PeopleSoft HCM (HR or PAY) ERP system.** For the purpose of demonstration, the Bidder must provide the following: • A summary of the project scope, (minimum 250 words); • resource categories provided; • key responsibilities; and • results achieved by the bidder's contracted resources; specific to the development[5] and operational support[6] of the Informatics professional services under each contract must be provided. • The bidder must submit the completed Appendix A to Attachment 2 for each contract; and • submit a letter or email confirmation signed by the client, not by the Bidder, (referencing the contract serial number or other unique contract identifier) to certify that the Bidder has provided the services described in the summary of the project scope and invoiced the customer (with whom the Bidder deals at arm's length) for such services in the amount of $5,000,000.00 or more. The Bidder must provide the completed Appendix A to Attachment 2. *The following definitions apply to the evaluation of bids:* *[1] Informatics Professional Services are professional services provided by the Bidder in support of an information technology or information management project or contract.* *[2] Large is defined as an organization with 1,000 employees or more.* *[3] Implementing is defined as the process of adopting and integrating a software application into a business workflow.* *[4] Maintaining is defined as a part of Software Development Life Cycle. Its main purpose is to modify and update a software application post-delivery to correct faults and to improve performance during the software Life Cycle.* *[5] Development is defined as the systematic use of technical and commercial knowledge to meet specific business objectives or requirements.* *[6] Operational support is defined as the support and maintenance of the underlying service technology; ensures the development and maintenance of technical documentation and participates in Root Cause Analysis reviews as needed.*		

<table>
<tr><th>Criteria</th><th>Mandatory Criteria – Work Stream 1</th><th>Met Y/N</th><th>Demonstrated Experience (Bidders to insert data)</th></tr>
<tr><td>M2</td><td>
The Bidder must demonstrate its experience in delivering informatics professional services supplying all of the resource categories 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.
To qualify, the Bidder must use a maximum of 6 contracts to demonstrate all the required minimum billable days for all Resource Categories and their level identified in the table below. The Bidder must not submit more than 6 contracts. If more than 6 contracts are provided, only the first 6 contracts, in order of presentation, will be evaluated.
Each of the identified contracts, demonstrating billable days experience, and the demonstrated billable days must fall within the 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.
The Bidder must provide the completed Appendix B to Attachment 2.
<table>
<tr><th>#</th><th>RESOURCE CATEGORY</th><th>Level</th><th>MINIMUM BILLABLE DAYS PER CATEGORY</th></tr>
<tr><td>1</td><td>A1. Application/software Architect</td><td>3</td><td>770</td></tr>
<tr><td>2</td><td>A3. ERP Programmer Analyst</td><td>2 or 3</td><td>880</td></tr>
<tr><td>3</td><td>A4. ERP System Analyst</td><td>2 or 3</td><td>550</td></tr>
<tr><td>4</td><td>A5. ERP Technical Analyst</td><td>2 or 3</td><td>2100</td></tr>
<tr><td>5</td><td>A11. Tester</td><td>2 or 3</td><td>990</td></tr>
<tr><td>6</td><td>I.1. Data Conversion Specialist</td><td>2 or 3</td><td>50</td></tr>
<tr><td>7</td><td>I11. Technology Architect</td><td>3</td><td>440</td></tr>
<tr><td>8</td><td>P9. Project Manager</td><td>2 or 3</td><td>220</td></tr>
</table>
</td><td></td><td></td></tr>
</table>

*Solicitation posting date is September 15, 2021

ATTACHMENT 3 – WORK STREAM 1
BID EVALUATION CRITERIA –RATED REQUIREMENT

2.0 CORPORATE RATED REQUIREMENTS – WORK STREAM 1

	Point Rated Criteria – Work Stream 1	Max Pts (Min)	Evaluation Guideline	Point Value	Cross Reference to Contract Reference(s)
R1	The Bidder should demonstrate its billable days experience in excess to the minimum Billable Days per category and level under M2.	100	The bidders demonstrated "Total Billable Days" provided in response to M2 will be used to evaluate this criterion. Any referenced contract that does not meet the requirements established in M.2 will not be considered and evaluated for R.1. The bidder will be awarded points as demonstrated in the example evaluation scenario on the left side. The maximum points per row is 100. In this example, the bidder would score 80.4 points out of a possible 100 points.		

EXAMPLE EVALUATION SCENARIO

	BILLABLE DAYS				
	(A)	(B)	(C)	(D)	(E)
	BILLABLE DAYS Provided by Bidder	MINIMUM BILLABLE DAYS (M2)	BILLABLE DAYS IN EXCESS OF M2	BIDDER % INCREASE (to 1 decimal place)	BIDDER % INCREASE (to 1 decimal place)
			(C)=(A)-(B)	(D)=(C)/(B)*100	Max 100
1. A1. Application/software Architect Level 3	1000	770	230	29.9	29.9
2. A3. ERP Programmer Analyst Level 2 or 3	5000	880	4120	468.2	100.0
3. A4. ERP System Analyst Level 2 or 3	3000	550	2450	445.5	100.0
4. A5. ERP Technical Analyst Level 2 or 3	4500	2100	2400	114.3	100.0
5. A11. Tester Level 2 or 3	2000	990	1010	102.0	100.0
6. I1. Data Conversion Specialist Level 2 or 3	100	50	50	100.0	100.0
7. I11. Technology Architect Level 3	500	440	60	13.6	13.6
8. P9. Project Manager Level 2 or 3	900	220	680	309.1	100.0
BIDDER SCORE = SUM OF (E) FOR ALL 8 CATEGORIES/8					**80.4**

R2	The bidder should demonstrate[1] its experience in providing informatics professional services, in addition to those demonstrated in M1, specifically implementing[2] or maintaining[3] a **PeopleSoft HCM Human Resources (HR) Enterprise Resource Planning (ERP) system** within the past seven (7) years prior to the posting date. **The Bidder must provide the completed Appendix B-1 to Attachment 3** *[1] Demonstrate is defined as detailing the project scope, resource categories provided, key responsibilities and results achieved by the bidder's contracted resources* *[2] Implementing is defined as the process of adopting and integrating a software application into a business workflow* *[3] Maintaining is defined as a part of Software Development Life Cycle. Its main purpose is to modify and update a software application post-delivery to correct faults and to improve performance during the software Life Cycle* *These definitions apply to Workstream 1 and Workstream 2 Corporate Criteria R2*	20	The bidder will be awarded 5 points for each demonstrated contract reference to a maximum of 4 contract references		
R3	The bidder should demonstrate[1] its experience in providing informatics professional services in addition to those demonstrated in M1, specifically implementing[2] or maintaining[3] a **PeopleSoft HCM Pay Enterprise Resource Planning (ERP) system** within the past seven (7) years prior to the posting date. **The Bidder must provide the completed Appendix B-1 to Attachment 3.** *[1] Demonstrate is defined as detailing the project scope, resource categories provided, key responsibilities and results achieved by the bidder's contracted resources.* *[2] Implementing is defined as the process of adopting and integrating a software application into a business workflow.* *[3] Maintaining is defined as a part of Software Development Life Cycle. Its main purpose is to modify and update a software application post-delivery to correct faults and to improve performance during the software Life Cycle.* *These definitions apply to Workstream 1 and Workstream 2 Corporate Criteria R3*	20	The bidder will be awarded 5 points for each demonstrated contract reference to a maximum of 4 contract references		
	MAXIMUM AVAILABLE POINTS	**140**			
	MINIMUM POINTS REQUIRED	**100**			
	POINTS ACHIEVED				
	TO BE RESPONSIVE, THE BIDDER MUST OBTAIN A MINIMUM OF 100 POINTS				

APPENDIX A TO ATTACHMENT 2 – WORK STREAM 1

BIDDER'S RESPONSE TABLE **M.1 - CORPORATE EXPERIENCE** *Bidder to replicate table for each Corporate Reference Contracts*	
Bidder Name: ____________________________ Bidder Contract Reference #: __________	
SECTION 1: CLIENT INFORMATION	
Client Organization Name	
Client Contact Name and Title	
Address	
Telephone	
E-mail	
Organization size (# of employees):	
SECTION 2: CONTRACT INFORMATION	
Contract Value ($)	
Billed Value ($)	
Award Date (DD/MM/YYYY)	
Expiry Date (DD/MM/YYYY)	
Project Description and scope	
SECTION 3: RESOURCE DETAILS	
Category of Personnel and Level	Resource responsibilities and results achieved in support of the development[1] and operational support[2] of the Informatics professional services [1] *Development is defined as the systematic use of technical and commercial knowledge to meet specific business objectives or requirements.* [2] *Operational support is defined as the support and maintenance of the underlying service technology; ensures the development and maintenance of technical documentation and participates in Root Cause Analysis reviews as needed.*

APPENDIX B TO ATTACHMENT 2 & 3 – WORK STREAM 1
M2 and R1 - RFP BILLABLE DAYS RESPONSE TABLE

Bidder Name: ___________________

By providing a response, the bidder certifies that billable days provided occurred during the billing period indicated in M2 for ALL of the resource categories and levels listed.

To qualify, the Bidder must use a maximum of 6 contracts to demonstrate all the required minimum billable days for all Resource Categories and their level identified in the table below. The Bidder must not submit more than 6 contracts. If more than 6 contracts are provided, only the first 6 contracts, in order of presentation, will be evaluated.

Each of the identified contracts, demonstrating billable days experience, and the demonstrated billable days must fall within the 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.**

RESOURCE CATEGORY	NUMBER OF BILLABLE DAYS						
	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)**	**Total Billable Days For Each Resource Category**
A1. Application/software Architect Level 3							
A3. ERP Programmer Analyst Level 2 or 3							
A4. ERP System Analyst Level 2 or 3							
A5. ERP Technical Analyst Level 2 or 3							
A11. Tester Level 2 or 3							
I1. Data Conversion Specialist Level 2 or 3							
I11. Technology Architect Level 3							
P9. Project Manager Level 2 or 3							

APPENDIX B-1 TO ATTACHMENT 3 – WORK STREAM 1

BIDDER'S RESPONSE TABLE FOR R2 and R3 **R2 PeopleSoft HCM Enterprise Resource Planning (ERP) human resources system and R3 PeopleSoft Pay Enterprise Resource Planning (ERP) Pay system** *Bidder to replicate table for each Contract Reference*	
Bidder Name: ____________________________ Bidder Contract Reference #: __________	
SECTION 1: CLIENT INFORMATION	
Client Organization Name	
Client Contact Name and Title	
Address	
Telephone	
E-mail	
SECTION 2: CONTRACT INFORMATION	
PeopleSoft HCM Human Resources System/Pay System	
Contract Award Date (DD/MM/YYYY)	
Contract Expiry Date (DD/MM/YYYY)	
Project description and scope	
Resource responsibilities in support of the Client's PeopleSoft HCM Human Resources System (HR)/Pay Enterprise Resource Planning (ERP) System	
Results achieved by the contracted resources in support of implementing[1] or maintaining[2] a PeopleSoft HCM Human Resources (HR)/Pay Enterprise Resource Planning (ERP) system [1] Implementing is defined as the process of adopting and integrating a software application into a business workflow [2] Maintaining is defined as a part of Software Development Life Cycle. Its main purpose is to modify and update a software application post-delivery to correct faults and to improve performance during the software Life Cycle	

ATTACHMENT 2 – WORK STREAM 2
BID EVALUATION CRITERIA – MANDATORY REQUIREMENTS

1.0 CORPORATE MANDATORY REQUIREMENTS – WORK STREAM 2

Criteria	Mandatory Criteria – Work Stream 2	Met Y/N	Demonstrated Experience (Bidders to insert data)
M1	The Bidder must demonstrate having been awarded, within the past 5 years prior to the solicitation posting date, two (2) Informatics Professional Services[1] contracts, for large[2] clients, with a minimum contract value of $5 million each. **One (1) must involve implementing[3] or maintaining[4] a PeopleSoft HCM (HR) ERP system. The second must involve implementing[3] or maintaining[4] a PeopleSoft HCM (HR or PAY) ERP system.** For the purpose of demonstration, the Bidder must provide the following: • A summary of the project scope, (minimum 250 words); • resource categories provided; • key responsibilities; and • results achieved by the bidder's contracted resources; specific to the development[5] and operational support[6] of the Informatics professional services under each contract must be provided. • The bidder must submit the completed Appendix A to Attachment 2 for each contract; and • submit a letter or email confirmation signed by the client, not by the Bidder, (referencing the contract serial number or other unique contract identifier) to certify that the Bidder has provided the services described in the summary of the project scope and invoiced the customer (with whom the Bidder deals at arm's length) for such services in the amount of $5,000,000.00 or more. The Bidder must provide the completed Appendix A to Attachment 2. *The following definitions apply to the evaluation of bids:* *[1] Informatics Professional Services are professional services provided by the Bidder in support of an information technology or information management project or contract.* *[2] Large is defined as an organization with 1,000 employees or more.* *[3] Implementing is defined as the process of adopting and integrating a software application into a business workflow.* *[4] Maintaining is defined as a part of Software Development Life Cycle. Its main purpose is to modify and update a software application post-delivery to correct faults and to improve performance during the software Life Cycle.* *[5] Development is defined as the systematic use of technical and commercial knowledge to meet specific business objectives or requirements.* *[6] Operational support is defined as the support and maintenance of the underlying service technology; ensures the development and maintenance of technical documentation and participates in Root Cause Analysis reviews as needed.*		

<table>
<tr><th>Criteria</th><th>Mandatory Criteria – Work Stream 2</th><th>Met Y/N</th><th>Demonstrated Experience (Bidders to insert data)</th></tr>
<tr><td>M2</td><td>The Bidder must demonstrate its experience in delivering informatics professional services supplying all of the resource categories 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.

To qualify, the Bidder must use a maximum of 6 contracts to demonstrate all the required minimum billable days for all Resource Categories and their level identified in the table below. The Bidder must not submit more than 6 contracts. If more than 6 contracts are provided, only the first 6 contracts, in order of presentation, will be evaluated.

Each of the identified contracts, demonstrating billable days experience, and the demonstrated billable days must fall within the 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.

The Bidder must provide the completed Appendix B to Attachment 2.

<table>
<tr><th>#</th><th>RESOURCE CATEGORY</th><th>Level</th><th>MINIMUM BILLABLE DAYS PER CATEGORY</th></tr>
<tr><td>1</td><td>A2. ERP Functional Analyst</td><td>2 or 3</td><td>2500</td></tr>
<tr><td>2</td><td>B.1 Business Analyst</td><td>2 or 3</td><td>220</td></tr>
<tr><td>3</td><td>B.2 Business Architect</td><td>3</td><td>220</td></tr>
<tr><td>4</td><td>B.3 Business Consultant</td><td>3</td><td>220</td></tr>
<tr><td>5</td><td>B.7. Business Transformation Architect</td><td>3</td><td>400</td></tr>
<tr><td>6</td><td>P1. Change Management Consultant</td><td>3</td><td>440</td></tr>
<tr><td>7</td><td>P.6. Project Administrator</td><td>3</td><td>220</td></tr>
<tr><td>7</td><td>P7. Project Coordinator</td><td>2 or 3</td><td>440</td></tr>
<tr><td>9</td><td>P9. Project Manager</td><td>2 or 3</td><td>220</td></tr>
<tr><td>10</td><td>P11. Quality Assurance Specialist/Analyst</td><td>2 or 3</td><td>480</td></tr>
</table></td><td></td><td></td></tr>
</table>

*Solicitation posting date is September 15, 2021

ATTACHMENT 3 – WORK STREAM 2
BID EVALUATION CRITERIA –RATED REQUIREMENT

2.0 CORPORATE RATED REQUIREMENTS – WORK STREAM 2

	Point Rated Criteria – Work Stream 2	Max Pts (Min)	Evaluation Guideline	Point Value	Cross Reference to Contract Reference(s)
R1	The Bidder should demonstrate its billable days experience in excess to the minimum Billable Days per category and level under M2.	100	The bidders demonstrated "Total Billable Days" provided in response to M2 will be used to evaluate this criterion. Any referenced contract that does not meet the requirements established in M.2 will not be considered and evaluated for R.1. The bidder will be awarded points as demonstrated in the example evaluation scenario on the left side. The maximum points per row is 100. In this example, the bidder would score 73.9 points out of a possible 100 points.		

EXAMPLE EVALUATION SCENARIO

	BILLABLE DAYS				
	(A)	(B)	(C)	(D)	(E)
	BILLABLE DAYS Provided by Bidder	MINIMUM BILLABLE DAYS (M2)	BILLABLE DAYS IN EXCESS OF M2	BIDDER % INCREASE (to 1 decimal place)	BIDDER % INCREASE (to 1 decimal place)
			(C)=(A)-(B)	(D)=(C)/(B) *100	Max 100
1. A2. ERP Functional Analyst Level 2 or 3	5000	2500	2500	100.0	100.0
2. B.1 Business Analyst Level 2 or 3	450	220	230	104.5	100.0
3. B.2 Business Architect Level 3	300	220	80	36.4	36.4
4. B.3 Business Consultant Level 3	400	220	180	81.8	81.8
5. B.7. Business Transformation Architect Level 3	700	400	300	75.0	75.0
6. P1. Change Management Consultant Level 3	800	440	360	81.8	81.8
7. P.6. Project Administrator Level 3	400	220	180	81.8	81.8
8. P7. Project Coordinator Level 2 or 3	600	440	160	36.4	36.4
9. P9. Project Manager Level 2 or 3	900	220	680	309.1	100

10. P11. Quality Assurance Specialist/Analyst Level 2 or 3	700	480	220	45.8	45.8
BIDDER SCORE = SUM OF (E) FOR ALL 10 CATEGORIES/10					**73.9**

R2	The bidder should demonstrate[1] its experience in providing informatics professional services, in addition to those demonstrated in M1, specifically implementing[2] or maintaining[3] a **PeopleSoft HCM Human Resources (HR) Enterprise Resource Planning (ERP) system** within the past seven (7) years prior to the posting date. The Bidder must provide the completed Appendix B-1 to Attachment 3. *[1] Demonstrate is defined as detailing the project scope, resource categories provided, key responsibilities and results achieved by the bidder's contracted resources* *[2] Implementing is defined as: the process of adopting and integrating a software application into a business workflow* *[3] Maintaining is defined as: a part of Software Development Life Cycle. Its main purpose is to modify and update a software application post-delivery to correct faults and to improve performance during the software Life Cycle* *These definitions apply to Workstream 1 and Workstream 2 Corporate Criteria R2*	20	The bidder will be awarded 5 points for each demonstrated contract reference to a maximum of 4 contract references		
R3	The bidder should demonstrate[1] its experience in providing informatics professional services in addition to those demonstrated in M1, specifically implementing[2] or maintaining[3] a **PeopleSoft HCM Pay Enterprise Resource Planning (ERP) system** within the past seven (7) years prior to the posting date. The Bidder must provide the completed Appendix B-1 to Attachment 3. *[1] Demonstrate is defined as detailing the project scope, resource categories provided, key responsibilities and results achieved by the bidder's contracted resources* *[2] Implementing is defined as the process of adopting and integrating a software application into a business workflow* *[3] Maintaining is defined as a part of Software Development Life Cycle. Its main purpose is to modify and update a software application post-delivery to correct faults and to improve performance during the software Life Cycle* *These definitions apply to Workstream 1 and Workstream 2 Corporate Criteria R3*	20	The bidder will be awarded 5 points for each demonstrated contract reference to a maximum of 4 contract references		
	MAXIMUM AVAILABLE POINTS	**140**			
	MINIMUM POINTS REQUIRED	**100**			
	POINTS ACHIEVED				
	TO BE RESPONSIVE, THE BIDDER MUST OBTAIN A MINIMUM OF 100 POINTS				

APPENDIX A TO ATTACHMENT 2 – WORK STREAM 2

BIDDER'S RESPONSE TABLE M.1 - CORPORATE EXPERIENCE *Bidder to replicate table for each Corporate Reference Contracts*	
Bidder Name: ___________________________ Bidder Contract Reference #: __________	
SECTION 1: CLIENT INFORMATION	
Client Organization Name	
Client Contact Name and Title	
Address	
Telephone	
E-mail	
Organization size (# of employees)	
SECTION 2: CONTRACT INFORMATION	
Contract Value ($)	
Billed Value ($)	
Award Date (DD/MM/YYYY)	
Expiry Date (DD/MM/YYYY)	
Project Description and scope	
SECTION 3: RESOURCE DETAILS	
Category of Personnel and Level	Resource responsibilities and results achieved in support of development[1] and operational support[2] of the Informatics professional services [1] *Development is defined as the systematic use of technical and commercial knowledge to meet specific business objectives or requirements.* [2] *Operational support is defined as the support and maintenance of the underlying service technology; ensures the development and maintenance of technical documentation and participates in Root Cause Analysis reviews as needed.*

APPENDIX B TO ATTACHMENT 2 & 3 – WORK STREAM 2
M2 and R1 - RFP BILLABLE DAYS RESPONSE TABLE

Bidder Name: ___________________

By providing a response, the bidder certifies that billable days provided occurred during the billing period indicated in M2 for ALL of the resource categories and levels listed.

To qualify, the Bidder must use a maximum of 6 contracts to demonstrate all the required minimum billable days for all Resource Categories and their level identified in the table below. The Bidder must not submit more than 6 contracts. If more than 6 contracts are provided, only the first 6 contracts, in order of presentation, will be evaluated.

Each of the identified contracts, demonstrating billable days experience, and the demonstrated billable days must fall within the 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.**

RESOURCE CATEGORY	NUMBER OF BILLABLE DAYS						
	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)**	**Total Billable Days For Each Resource Category**
A2. ERP Functional Analyst Level 2 or 3							
B.1 Business Analyst Level 2 or 3							
B.2 Business Architect Level 3							
B.3 Business Consultant Level 3							
B.7. Business Transformation Architect Level 3							
P1. Change Management Consultant Level 3							
P.6. Project Administrator Level 3							
P7. Project Coordinator Level 2 or 3							
P9. Project Manager Level 2 or 3							
P11. Quality Assurance Specialist/Analyst Level 2 or 3							

APPENDIX B-1 TO ATTACHMENT 3 – WORK STREAM 2

BIDDER'S RESPONSE TABLE FOR R2 and R3 R2 PeopleSoft HCM Enterprise Resource Planning (ERP) human resources system and R3 PeopleSoft Pay Enterprise Resource Planning (ERP) Pay system Bidder to replicate table for each Contract Reference	
Bidder Name: ______________________ Bidder Contract Reference #: __________	
SECTION 1: CLIENT INFORMATION	
Client Organization Name	
Client Contact Name and Title	
Address	
Telephone	
E-mail	
SECTION 2: CONTRACT INFORMATION	
PeopleSoft HCM Human Resources (HR) System/Pay System	
Award Date (DD/MM/YYYY)	
Expiry Date (DD/MM/YYYY)	
Project description and scope	
Resource responsibilities in support of the Client's PeopleSoft HCM Human Resources System (HR)/Pay Enterprise Resource Planning (ERP) System	
Results achieved by the contracted resources in support of implementing[1] or maintaining[2] a PeopleSoft HCM Human Resources (HR)/Pay Enterprise Resource Planning (ERP) system [1] Implementing is defined as the process of adopting and integrating a software application into a business workflow [2] Maintaining is defined as a part of Software Development Life Cycle. Its main purpose is to modify and update a software application post-delivery to correct faults and to improve performance during the software Life Cycle	