



## Questions & Answers

Title: Business Analyst, level 2 and level 3	
Solicitation Number: ISED-201532	Date: February 15, 2022

NO	Questions	Answers
1	<p>Has there been an incumbent within the past twelve months (or greater) either as a Term, Casual, or Agency Contract (THS, TSPS, TBIPS) performing these or similar duties?</p> <p>a. If so, who is the incumbent Vendor and have they been invited?</p> <p>b. If so, can you provide the number of days worked on said contract along with the dollar value?</p>	<p>Yes, there have been incumbents through an existing contract (TSPS) within the past twelve months.</p> <p>a. The incumbent vendor was Veritaaq. They were invited.</p> <p>b. The number of days worked is complex as there were various resources for various periods of time. For the initial contract year and option years, there has been between 1 to 3 contractors engaged at any time, with the dollar value as \$1,769,911.00.</p>
2	<p>For PR3 for both the Senior and Intermediate grids, can the Crown please confirm that candidates do not need to have experience with all 5 business process modelling techniques listed?</p> <p>Can the Crown also confirm that the 9+ years of experience can be achieved using a combination of techniques and that the candidates do not need to have 9+ years with each technique they have experience with?</p>	<p>Correct, candidates are not required to have experiences in all PR3a-PR3e business process modelling techniques.</p> <p>Yes, this can be achieved with a combination of techniques. To get 10 points, they need to have 9 years or more of experience using any of the techniques and they should be stated in the response. This is counted by the years of professional work experience, not the amount of time spent on each technique.</p>
3	<p>In the subject RFP the point rated grids for the Senior Business Analyst resource and the Intermediate Business Analyst</p>	<p>Yes, the Point-Rated Evaluation grid for Intermediate and Senior are the same. Clients must meet the Mandatory</p>



	resource appear to be the same. Is this a mistake or are they meant to have the same criteria?	Criteria requirements before proceeding to the Point-Rated Evaluation.
4	At RFP page 46 of 60, , Flexible grid - TSPS Category :2.1 Business Analyst - Intermediate, can you please confirm the scoring for FG3 is for Intermediate resources and that the min pass mark and sub total are correct for an intermediate Business Analyst (flex grid sub total indicates Senior Business Analyst) ?	FG3 of page 46 of 60, should state "Intermediate Business Analyst". RFP is amended accordingly to correct this error. Scoring for FG3 is for Intermediate resources.
5	At RFP page 48 of 60, PR1 - should the sub elements be labelled as PR1a-q versus PR1r to hh?	Correct, sub elements should be labelled PR1a-q. RFP is amended accordingly to correct this error.
6	At RFP page 49 of 60, PR3 -should the sub elements be labelled as PR3a-e versus PR3f-j?	Correct, sub elements should be labelled PR3a-e. RFP is amended accordingly to correct this error.
7	Page 5 - Kindly let us know if we are required to submit 2 resumes (1 per Role) or 5 resumes (3 for Senior, 2 for Intermediate) in total?	Bidders are required to submit two resumes, one for Senior and one for Intermediate.
8	<p>As per the July 1st, 2021 communication sent to industry by Public Services and Procurement Canada (PSPC), Contract Security Program (CSP), upcoming changes mean it will only be possible to duplicate or start a Reliability Status or Security Clearance once a contract has been awarded. In addition, bidders and their subcontractors will only be eligible for registration into the CSP once the bid receiving unit confirms that the bid is technically compliant. As a result of these changes, PSPC noted that organizations will not be required to meet security requirements during the bid solicitation process.</p> <p>Given these updates, please confirm that resources submitted for the initial bid are not required to have an active Federal Government Security Clearance.</p>	<p>Yes, we can <a href="#">confirm</a> that PSPC-led procurement processes will no longer require bidders to hold the necessary security clearances at the date of bid closing in their bid solicitation documents.</p> <p>As stated, "Bidders will have until the date of the contract award to obtain the necessary security clearances".</p> <p>We are aiming to award this contract shortly after the bid submission process.</p>



9	Under Criteria #FG2, please let us know if it is allowed for the candidates to get certifications by the contract start date?	No, bidders must include a copy of the certification in their proposal.
10	Under Criteria #FG2, please let us know if ITIL4 is considered a recognized business analysis certification.	No, ITIL4 is not considered a recognized business analysis certification.
11	For references, we assume that you will consider all government agencies experience at all levels of the government including provincial and municipal government	For CM1, Federal and Provincial government organizations are accepted only (not Municipal). For all the mandatory criteria (M1-M5), references must be as stated in the RFP.
12	On page 34, kindly let us know if CM1 is part of the mandatory requirements for this RFP and refers to the corporation's experiences, or the experiences of the suggested Business Analysts?	Yes, CM1 is part of the mandatory requirements for the RFP and refers to the corporation.
13	Due to the large size of the RFP, we request to provide 1 week extension.	Solicitation date amended to February 11th, 2022
14	Under 8.0 Work Location, please let us know if remote work will be accepted for these roles.	In Annex A, Section 8.0 states: “The contractor will carry out the work on Innovation, Science and Economic Development premises located at 235 Queen Street, Ottawa or through telework as determined by Innovation Canada.”  In other words, if determined by Innovation Canada, the contractor may work remotely.
15	<b>Re: Intermediate and Senior Business Analysts; M2</b> As resources are already required to meet the TSPS Flexible Grid tasks, requiring resources to demonstrate <i>“tasks and services similar to that outlined in Annex A – Statement of Work”</i> is redundant and will result in an additional level of effort to evaluate these resources. Due to the redundancy, please confirm that a business analyst (intermediate and senior levels) who performed 50% of the tasks and services similar to that outlined in the TSPS	In M2, it stated that “the proposed resource performed business analyst tasks and services <b>similar</b> to that outlined in Annex A”.  A resource that has “demonstrated professional work experience as a Business Analyst as per the TSPS SA resource category description” would be similar to Annex A.



	category of 2.1 Business Analyst will meet M2.	
16	<b>Re: Intermediate Business Analyst; FG2</b> The Certified Management Consultant (CMC) designation is recognized internationally in over 50 countries. It represents a commitment to the highest standards of management consulting and adherence to the ethical canons of the profession. Please confirm that a Certified Management Consultant (CMC) certification from the Institute of Certified Management Consultants of Ontario will be accepted to meet FG2.	No, the Certified Management Consultant (CMC) designation is not considered a recognized business analysis certification.
17	(Veritaaq Tech) Regarding criterion FG2 in the flexible grid for the TSPS Category: 2.1 Business Analyst – Intermediate, please confirm that Certified ScrumMaster, as issued by Scrum Alliance, Inc., will be accepted as a recognized certification.	No, the Certified ScrumMaster designation is not considered a recognized business analysis certification.
18	For M2 - The Bidder must provide two (2) client references within the last five (5) years for separate and distinct Government of Canada (GoC) departments and/or agencies and/or crown corporations where the proposed resource in the role of a <u>senior</u> business analyst performed tasks and services similar to that outlined in Annex A – Statement of Work. Senior should read <u>Intermediate correct?</u>	Information provided is correct. There are two Mandatory Criteria lists in the RFP, one for Senior and one for Intermediate.
19	FG2 - Certification - The proposed resource possess one of the following business analysis certifications in good standing. CPAP– Certified Business Analysis Professional); Should read CBAP correct?	Yes, an amendment has been made to correct the error from “CPAP” to “CBAP”



20	The total for FG (TSPS Flex Grid) should be a total score of <u>80</u> points and read <u>Intermediate</u> . TSPS minimum pass mark required <u>Senior</u> Business Analyst - Flex Grid Sub-total= <u>100</u> points	Yes, an amendment has been made to correct the error from 100 to 80 in FG3 for an Intermediate Business Analyst.
21	CM1 – can one of our corporate references be from ISED?	Yes.
22	FG1 – If a candidate’s degree is from the US, will it need to be accredited by the CICIC as well?	As per 3.2 Section I, if the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the (CICIC)
23	Under Criteria #M2, please elaborate on how ISED wants candidates to describe the “Level of Effort” in reference to their previous projects and references	Level of Effort represents the Level of Expertise (junior, intermediate or senior) as outlined in the <a href="#">TSPS Flex Grid</a> . When <i>providing references for which the proposed resource performed business analyst tasks and services similar to that outlined in Annex A – Statement of Work</i> , please assure that references are at the same level of experience.
24	Due to COVID-19, the turn around time to obtain the academic credentials is extended and cannot be obtained by the bid submission date. Can ISED relax the criteria to: <ol style="list-style-type: none"><li>1. Submit the university or college degree from a Canadian or non-Canadian university and</li><li>2. The Canadian academic credentials can be in-progress and submitted after bid award (as and when received)</li></ol>	No extension will be granted for academic credentials. Bidders <b>must</b> include a copy of the diploma or degree in their proposal.
25	Under FG2, it is stated that other recognized business analyst certifications from accredited education institutions are accepted. Can the Crown please confirm that any one of the following	The certifications provided are not recognized as business analyst certifications.



	<p>certifications will be accepted in response to FG2:</p> <ul style="list-style-type: none"> <li>-Scrum Master Certification</li> <li>-Managing Projects, McMaster University</li> <li>-Project Leadership, Management and Communication, McMaster University</li> <li>-Managing Complex Projects, PMI</li> <li>-Project Management, York University</li> <li>-Business Analyst Crash Course from IIBA</li> <li>-Enterprise Architecture - Understanding EA and Real World EA Implementation</li> </ul>	
26	<p>For PR3: Was there an error in the way the scoring is listed? Should the scoring be based on the number of year (eg. &gt;9 years or more = 10 points) Or should the scoring be based on the number of deliverables (eg. 5 deliverables = 10 points)?</p>	<p>To get 10 points, they need to have 9 years or more of experience using any of the techniques and they should be stated in the response. This is counted by the years of professional work experience, not the amount of time spent on each technique.</p>
27	<p>Is there any incumbent for this RFP?</p> <p>There are too many RFXs coming out from the federal government at this moment. But we really want to provide a quality proposal for this one. Would you like to extend the submission deadline to Feb 28? Thank you very much for your consideration!</p>	<p>Yes, there are incumbents through the existing RFP contract (TSPS).</p> <p>No further deadline will be granted</p>
28	<p>On page 51, in column F, we noticed the formula <math>D \times [E - (ExF)]</math>. Our understanding is this formula should be <math>F = D \times E</math>.</p>	<p>An amendment has been created to correct the table. The formula is correct.</p>
29	<p>For Criteria #PR6, will the Crown accept as equivalent work experience to PPA or EPA similar and work experience with provincial Treasury Board departments such as Ontario and British Columbia</p>	<p>No, only federal Treasury Board Submissions experiences are accepted.</p>