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- TPSGC

11 Laurier St. / 11, rue Laurier

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Core 0B2 / Noyau 0B2

Gatineau

Quebec

K1A0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Informatics Professional Services Division/Division des  
services professionnels en informatique

Terrasses de la Chaudière 4th Floor

10 Wellington Street

Gatineau

Quebec

K1A0S5

<b>Title - Sujet</b> DHRIM professional services DIRHG Services Professionnels	
<b>Solicitation No. - N° de l'invitation</b> W6369-210260/A	<b>Amendment No. - N° modif.</b> 004
<b>Client Reference No. - N° de référence du client</b> W6369-210260	<b>Date</b> 2022-03-04
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$IPS-014-40551	
<b>File No. - N° de dossier</b> 014ips.W6369-210260	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2022-03-14</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hamelin, Nathalie	<b>Buyer Id - Id de l'acheteur</b> 014ips
<b>Telephone No. - N° de téléphone</b> (873) 355-3891 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS. W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

### **SOLICITATION AMENDMENT 004**

This solicitation amendment is raised to :

1. Provide answers to Bidders questions in relation to this solicitation.
  2. Amend the Request For Proposal (RFP) as detailed in Appendix A-3 below.
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#### **Question #24:**

Mandatory Corporate requirement CM1 (and by extension CM2 & CPR1) requests that Bidders provide 2 (two) contracts demonstrating experience providing PeopleSoft HCM systems services as a prime contractor.

Could the Crown please confirm if the contracts used for CM1 (and by extension CM2 & CPR1) have to be exclusively providing PeopleSoft HCM support or if a larger contract where PeopleSoft HCM works were provided would be considered compliant to use?

#### **Answer #24:**

Yes, Canada would accept a larger contract as long as the PeopleSoft HCM system services represents a minimum value of \$4M applicable taxes and amendments included.

#### **Question #25:**

Mandatory Corporate requirement CM1 (and by extension CPR1) requests that Bidders provide 2 (two) contracts demonstrating experience providing PeopleSoft HCM systems services as a prime contractor, each with a separate and distinct business client.

Could the client kindly confirm that the same business client may be cited for multiple contracts, if each contract is distinct and unique?

#### **Answer #25:**

Canada confirms that the same business client may be cited for multiple contracts, if each contract is distinct and unique.

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS. W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

**Question #26:**

Mandatory Corporate requirement CM1 (and by extension CPR1) requests that Bidders provide 2 (two) contracts demonstrating experience providing PeopleSoft HCM systems services as a prime contractor, each with a separate and distinct business client.

Would the client please clarify what constitutes a separate and distinct business client?

**Answer #26:**

Canada has amended the Corporate Mandatory Criteria CM1 and Corporate Point-Rated Criteria CPR1 as detailed in Appendix A-3 below.

**Question #27:**

Would DND please clarify how contracts will be awarded? RFP Section 1.2 Summary (b) states "It is intended to result in the award of 3 contracts for 2 year plus 3 one-year irrevocable options...". However, on Page 28 of 61 4.4 Basis of Selection (b) Contract Funding Allocation states:

(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 three contracts are awarded, the amount of the Limitation of Expenditure of each contract will be determined in accordance with the following:

<b>Bidder</b>	<b>Total Bidder Score</b>	<b>Fund Allocation Formula (%)</b>	<b>Total Funds Allocated</b>
1st ranked	98	$98/272 \times 100 = 36.03$	\$3,603,000.00
2nd ranked	89	$89/272 \times 100 = 32.72$	\$3,272,000.00
3rd ranked	85	$85/272 \times 100 = 31.25$	\$3,125,000.00
<b>TOTAL</b>	<b>272</b>		<b>\$10,000,000.00</b>
Total funds available: \$10,000,000.00			

<b>Solicitation No. – N° de l’invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l’acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS. W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

If there are two compliant Bidders how will contract funding be allocated?

**Answer #27:**

The calculation will be determined only on two compliant bids. For example:

<b>Bidder</b>	<b>Total Bidder Score</b>	<b>Fund Allocation Formula (%)</b>	<b>Total Funds Allocated</b>
1st ranked	98	$98/187 \times 100 = 52.41$	\$5,241,000.00
2nd ranked	89	$89/187 \times 100 = 47.59$	\$4,759,000.00
<b>TOTAL</b>	187		\$10,000,000.00
Total funds available: \$10,000,000.00			

**Question #28:**

Given that there are potentially 3 contractors, how will Task Authorizations be allocated? Will TAs be rotated amongst the contractors? Once a TA is issued, if one contractor fails to provide a compliant resource, will the funding be allocated to the next contractor who can fulfill the TA? We can find no reference in the RFP as to how TAs will be handled if more than one contract is issued; it’s not in Section 7.2 Task Authorization nor is it in Appendix A to Annex A Tasking Assessment Procedure.

**Answer #28:**

Canada has amended the RFP as detailed in Appendix A-3 below.

**Question #29:**

Please refer to page 28 of 61 4.4 Basis of Selection (a) Evaluation of Bid, Selection Process. We find the 60% technical 40% financial evaluation criteria highly unusual for this kind of Tier 2 requirement. Putting emphasis on price over technical merit is more common and effective when procuring commodity or generic services. Therefore, we ask the client to consider using either an 80/20 or at least a 70/30 scoring in order to determine the Total Bidder Score which further demonstrates the need to stress technical merit over lowest price.

<b>Solicitation No. – N° de l’invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l’acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS. W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

**Answer #29:**

Canada has amended the RFP as detailed in Appendix A-3 below.

**Question #30:**

Corporate Point-Rated Criteria CPR3 states: “The Bidder should have been providing for a minimum of seven (7) years, support services for Human Capital Management products and supplying resources performing in-service support tasks as described in the Statement of Work.”

1. Please confirm that “in-service support tasks” means providing production support, i.e. conducting tasks that ensure the optimum availability, reliability, efficiency and business continuity of the Human Capital Management product(s).
2. Please clarify how Bidders are to demonstrate “supplying resources performing the in-services support tasks as described in the Statement of Work?”

For example, if a Bidder is using PeopleSoft HCM contracts with direct-match resource categories placed through TBIPS contracts, is it enough for Bidders to identify the resource categories supplied under each contract. If other information is required, please identify how a Bidder demonstrates that the tasks performed were as described in the Statement of Work.

**Answer #30:**

A1: Canada has amended the Corporate Point Rated Criteria CPR3 as detailed in Appendix A-3 below.

A2: Please refer to answer #6 of the solicitation amendment 003.

**Question #31:**

Since March 2020, due to the global pandemic, many GC organizations including the Department of National Defence have mandated remote work. Please confirm for that CM1 and CR1 DND will accept reference contracts where services were performed remotely (including from home offices) rather than at the contracted client site.

<b>Solicitation No. – N° de l’invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l’acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS. W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

**Answer #31:**

Yes, Canada will accept reference contracts where services were performed remotely (including from home offices) rather than at the contracted client site.

**Question 32:**

We believe that clause in Section 7.28 unfairly provides a financial advantage to the incumbent vendors. This skews the competitive field in a manner that is incongruent with the GC's commitment to "fair and transparent" procurement. In order to remedy this, we suggest that transition costs to a new vendor are either assumed by the end client, in this case, DND, or assumed by the incumbent via a transition services period at the end of the contract period. Please confirm that Section 7.28 will be duly amended.

**Answer #32:**

Canada will not amend this criteria and therefore will remain unchanged. Imposing transition costs of this nature is not unfair.

**Question 33:**

Section 3.3 Section II: Financial Bid subsection (d) All Costs to be Included states “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.” This procurement is for labour only and does not require the Bidder to proposed any equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation. Please confirm this section will removed.

**Answer #33:**

Canada has amended the RFP as detailed in Appendix A-3 below.

**Question 34:**

PR2 of A.2. ERP Functional Analyst (PeopleSoft), Level 3 does not contain the Point Scale for up to 5 points. Please confirm the point scale of PR2 is:

<b>Solicitation No. – N° de l’invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l’acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS. W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- 1 to less than 2 years = 1 point
- 2 to less than 3 years = 2 points
- 3 to less than 4 years = 3 points
- 4 to less than 5 years = 4 point
- 5 years = 5 points

**Answer #34:**

Canada has amended the Point Rated Resource Assessment Criteria PR2 as detailed in Appendix A-3 below.

**Question 35:**

Please reduce the 10 years of experience required in M76 of the Level 2 A.5. ERP Technical Analyst (PeopleSoft) role. This amendment will then reflect a Level 2 resource requirement and align with the other mandatory criteria for A.5. ERP Technical Analyst (PeopleSoft), Level 2.

**Answer #35:**

Canada has amended the Mandatory Resource Assessment Criteria M76 as detailed in Appendix A-3 below.

**Question 36:**

Amendment 003 updated the wording of Corporate Mandatory Criteria CM1 to add item 5. “with a minimum value of \$4M applicable taxes and amendments included.” Please confirm, as a result of this addition, that on Form 5 in the Section Total contract value “(excluding Applicable Taxes and not including amendments)” should now read “(applicable taxes and amendments included)”.

**Answer #36:**

Canada has amended Form 5 – Customer Reference Contact Information Form as detailed in Appendix A-3 below.

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS. W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

**Question 37:**

With regard to Corporate Point Rated Criteria CPR4, if a project reference is from publicly-traded organization, providing a copy of the contract could be deemed a breach of confidentiality and therefore prohibited. Would the Crown accept either an email confirmation or signed letter by the client confirming the contract value, duration and description of the project and vendor's role.

**Answer #37:**

Please refer to answer# 10 of the solicitation amendment 003.

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**APPENDIX A-3**

*At RFP Article 7.2 – Task Authorization has been amended as follows:*

**DELETE**                      Article 7.2 – Task Authorization in its entirety

**INSERT**                      **Article 7.2 – Task Authorization see below**

**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) **Canada will send the first draft Task Authorization to the Contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts.**



<b>Solicitation No. – N° de l’invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l’acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS. W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (ii) **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.**
- (iii) **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 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 contractor, under the same allocation process. The dollar value of the refused 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 one or more of the other contractors in that same Workstream. Should all Contractors refuse a TA under the Contract, Canada reserves the right to use other methods of supply.**
- (iv) **Canada will make a reasonable effort to ensure that the dollar value of the TAs issued to the Contractors are proportionally balanced throughout the Contract Period based on the percentage values determined by the Contract Fund allocation Formula in the bid solicitation. A review of TAs issued to the Contractors will be conducted at six-month intervals and at the beginning of each fiscal year to confirm proportional utilization and distribution of the TAs.**
- (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 Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B to 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;

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS. W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (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 Technical 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 be signed by the Contracting Authority.  
Any TA that does not bear the appropriate signatures 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.
- (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

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS. W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

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) 1<sup>st</sup> quarter: April 1 to June 30;
- (B) 2<sup>nd</sup> quarter: July 1 to September 30;
- (C) 3<sup>rd</sup> quarter: October 1 to December 31; and
- (D) 4<sup>th</sup> quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 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 category 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**

Solicitation No. – N° de l'invitation W6369-210260/A	Amd. No – N° de la modif. 004	Buyer ID – Id de l'acheteur 014IPS
Client Ref. No. – N° de réf. De client W6369-210260	File No. – N° du dossier 014IPS. W6369-210260	CCC No./ N° CCC – FMS No/ N° VME

**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.

*At RFP Article 4.4 – Basis of Selection, (a) Evaluation of Bid has been amended as follows:*

**DELETE** Article 4.4 – Basis of Selection, (a) Evaluation of Bid in its entirety

**INSERT** Article 4.4 – Basis of Selection, (a) Evaluation of Bid see below

#### 4.4 Basis of Selection

(a) **Evaluation of Bid**

**Selection Process:** The following selection process will be conducted as follows:

- (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 60 while the greatest possible Total Financial Score is 40.

- (A) Calculation of Total Technical Score: 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:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points}} \times 70 = \text{Total Technical Score}$$

*Maximum Technical Points (Bidders, please refer to the maximum technical points Form 3)*

- (B) Calculation of Total Financial Score: 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:

<b>Solicitation No. – N° de l’invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l’acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS. W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

Financial Score \_\_\_\_\_ x 30 = Total Financial Score  
Total Maximum Points Assigned (*Bidders, please refer to the total maximum points assigned*)

- (C) Calculation of the Total Bidder Score: 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, then the bid with the highest Total Technical Score will become the top-ranked bidder.

***At RFP Article 3.3 – Section II: Financial Bid, (d) has been amended as follows:***

- DELETE** Article 3.3 – Section II: Financial Bid, (d) in its entirety
- INSERT** **Article 3.3 – Section II: Financial Bid, (d) see below**

- (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.

***At Appendix C to Annex A – Resource Assessment Criteria has been amended as follows:***

- DELETE** Appendix C to Annex A – Resource Assessment Criteria (Revised February 28<sup>th</sup>, 2022) in its entirety
- INSERT** **Appendix C to Annex A – Resource Assessment Criteria (Revised March 4<sup>th</sup>, 2022).**

***At Form 2 – Corporate Mandatory Criteria has been amended as follows:***

- DELETE** Form 2- Corporate Mandatory Criteria (Revised February 28<sup>th</sup>, 2022) in its entirety
- INSERT** **Form 2- Corporate Mandatory Criteria (Revised March 4<sup>th</sup>, 2022) – See attached.**

<b>Solicitation No. – N° de l’invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l’acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS. W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

*At Form 3– Corporate Point-Rated Criteria has been amended as follows:*

**DELETE**                      Form 3- Corporate Point-Rated Criteria (Revised February 28th, 2022) in its entirety

**INSERT**                      **Form 3- Corporate Point-Rated Criteria (Revised March 4<sup>th</sup>, 2022) – See attached.**

*At Form 5– Customer Reference information has been amended as follows:*

**DELETE**                      Form 5- Customer Reference information (Revised February 28th, 2022) in its entirety

**INSERT**                      **Form 5- Customer Reference information (Revised March 4<sup>th</sup>, 2022) – See attached.**

Solicitation No. – N° de l'invitation W6369-210260/A	Amd. No – N° de la modif. 004	Buyer ID – Id de l'acheteur 014IPS
Client Ref. No. – N° de réf. De client W6369-210260	File No. – N° du dossier 014IPS – W6369-210260	CCC No./ N° CCC – FMS No/ N° VME

**APPENDIX C TO ANNEX A  
RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE  
(REVISED MARCH 4<sup>th</sup>, 2022)**

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, 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.

**1.0 Mandatory Resource Assessment Criteria:**

A.1. Application/Software Architect, Level 3				
M#	Mandatory Technical Criteria	Contractor's to insert demonstrated experience	Met / Not Met	Contractor's Response Cross Reference to TA
M1	<p>Mandatory Technical Criteria</p> <p>The proposed resource must have a minimum of 10 years of experience in the past 15 years (as of bid solicitation date), in executing at least 5 of the following tasks:</p> <ul style="list-style-type: none"> <li>• Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements</li> <li>• Identify the policies and requirements that drive out a particular solution</li> <li>• Analyze and evaluate alternative technology solutions to meet business problems</li> <li>• Ensure the integration of all aspects of technology solutions</li> </ul>			

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<ul style="list-style-type: none"> <li>• Monitor industry trends to ensure that solutions fit with government and industry directions for technology</li> <li>• Analyze functional requirements to identify information, procedures and decision flows</li> <li>• Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary</li> <li>• Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems</li> <li>• Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal</li> <li>• Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc.</li> </ul>		
<b>M2</b>	<p>The proposed resource must have a minimum of 10 years of experience in the last 15 years (as of bid solicitation date), in using the following products:</p> <ul style="list-style-type: none"> <li>• Oracle database</li> <li>• SQL Plus</li> <li>• PeopleSoft HCM 8.9 or higher</li> <li>• PeopleTools <del>8-54</del> 8.49 or higher</li> <li>• Integration of technology solutions</li> </ul>		

<b>A.2. ERP Functional Analyst (PeopleSoft), Level 3</b>		
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert</b>
		<b>Contractor's Response Cross Reference to TA</b>



<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

		<b>demonstrated experience</b>		
<b>M3</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater).			
<b>M4</b>	The proposed resource must have a minimum of 10 years of experience in the last 15 years (as of bid solicitation date), in developing business or functional requirements for PeopleSoft application, including providing design ideas for new functionality and documenting functional specification.			
<b>M5</b>	The proposed resource must have a minimum of 10 years of experience in the last 15 years (as of bid solicitation date), in analyzing and troubleshooting application behaviours, including data related issues, to identify the root cause, document findings and propose recommendations on how to fix the issues, which includes workarounds when required.			

<b>A.3. ERP Programmer Analyst (PeopleSoft), Level 3</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M6</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater) and PeopleTools version			

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	8.5x, of which at least 8 years is experience with PeopleTools <del>8.54</del> 8.49 or higher.			
<b>M7</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in developing, testing, documenting and implementing program/code and configuration changes to the PeopleSoft application, as per technical specifications, using PeopleTools. PeopleTools includes but is not limited to Application Designer, PeopleCode, Application Engine, Integration Broker, PS/Query, Data Mover.			
<b>M8</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in performing application support activities by troubleshooting and correcting issues and defects, reporting to management and liaising with business and end-user clients.			

<b>A.3. ERP Programmer Analyst (PeopleSoft), Level 2</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M9</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater) and PeopleTools version 8.5x, of which at least 3 years is experience with PeopleTools <del>8.54</del> 8.49 or higher.			
<b>M10</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in developing, testing, documenting and implementing			

Solicitation No. – N° de l'invitation W6369-210260/A	Amd. No – N° de la modif. 004	Buyer ID – Id de l'acheteur 014IPS
Client Ref. No. – N° de réf. De client W6369-210260	File No. – N° du dossier 014IPS – W6369-210260	CCC No./ N° CCC – FMS No/ N° VME

	program/code and configuration changes to the PeopleSoft application, as per technical specifications, using PeopleTools. PeopleTools include but are not limited to Application Designer, PeopleCode, Application Engine, Integration Broker, PS/Query, Data Mover.			
<b>M11</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in performing application support activities by troubleshooting and correcting issues and defects, reporting to management and liaising with business and end-user clients.			

<b>A.4. ERP System Analyst (PeopleSoft), Level 3</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M12</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater) and PeopleTools version 8.5x, of which at least 8 years is experience with PeopleTools <del>8.54</del> 8.49 or higher.			
<b>M13</b>	<del>The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in developing technical specifications for an Enterprise Resource Planning (ERP) system design, development and implementation.</del>			
<b>M14</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in translating <b>PeopleSoft Enterprise Resource</b>			

Solicitation No. – N° de l'invitation W6369-210260/A	Amd. No – N° de la modif. 004	Buyer ID – Id de l'acheteur 014IPS
Client Ref. No. – N° de réf. De client W6369-210260	File No. – N° du dossier 014IPS – W6369-210260	CCC No./ N° CCC – FMS No/ N° VME

	<b>Planning (ERP)</b> business requirements into system design and technical specifications.			
<b>M15</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in using the following products: <ul style="list-style-type: none"> <li>• Oracle database</li> <li>• SQL Plus</li> <li>• PeopleSoft HCM 8.9 or higher</li> <li>• PeopleTools <del>8.54</del> <b>8.49</b> or higher</li> <li>• Integration of technology solutions</li> </ul>			

<b>A.4. ERP System Analyst (PeopleSoft), Level 2</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M16</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater) and PeopleTools version 8.5x, of which at least <del>8</del> <b>3</b> years is experience with PeopleTools v8.51 or higher.			
<b>M17</b>	<del>The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in developing technical specifications for an Enterprise Resource Planning (ERP) system design, development and implementation.</del>			
<b>M18</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in translating <b>PeopleSoft Enterprise Resource Planning (ERP)</b> business requirements into system design and technical specifications.			

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

<b>M19</b>	<p>The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in using the following products:</p> <ul style="list-style-type: none"> <li>• Oracle database</li> <li>• SQL Plus</li> <li>• PeopleSoft HCM 8.9 or higher</li> <li>• PeopleTools <b>8-54 8.49</b> or higher</li> <li>• Integration of technology solutions</li> </ul>			
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<b>A.5. ERP Technical Analyst (PeopleSoft), Level 3</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M20</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater) and PeopleTools version 8.5x, of which at least 8 years is experience with PeopleTools <b>8-54 8.49</b> or higher.			
<b>M21</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in installing any PeopleSoft related software products (e.g. Weblogic, Tuxedo, PeopleTools version 8.5x (or higher), Cobol, Crystal, etc.) on Windows, Linux and Unix platforms using PeopleSoft Update Manager or Change Assistant to apply application upgrades, patches and maintenance packs.			
<b>M22</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in managing the PeopleSoft HCM environment as it relates to web servers, application servers,			

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>reporting and process scheduler environments which must include all of the following:</p> <ol style="list-style-type: none"> <li>Configuration and support of PeopleSoft Application Designer.</li> <li>The migration and execution of PeopleSoft Data Mover, SQR, or SQL.</li> <li>Following Migration Instructions to migrate PeopleSoft Application Designer projects from source to target environments.</li> <li>Troubleshooting and reporting on migration errors, and to stakeholders or internal managed process.</li> </ol>			
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<b>A.7. Programmer/Analyst, Level 2</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M23</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in implementing, upgrading or supporting any of the technologies listed in the section 3.3.1.10 of the Annex A – Statement of Work.			
<b>M24</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in developing, testing, documenting and implementing program/code and configuration changes to software applications.			
<b>M25</b>	The proposed resource must have a minimum of 3 years of experience, within the last 10 years (as of bid solicitation date), in reviewing functional requirements and specifications and providing advice.			

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

<b>M26</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in performing application support activities by troubleshooting and correcting issues and defects, reporting to management and liaising with business and end-user clients.			
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**A.7. Programmer/Analyst, Level 3**

<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M27</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in implementing, upgrading or supporting any of the technologies listed in the section 3.3.1.11 of the Annex A – Statement of Work.			
<b>M28</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in developing, testing, documenting and implementing program/code and configuration changes to software applications.			
<b>M29</b>	The proposed resource must have a minimum of 5 years of experience, within the last 10 years (as of bid solicitation date), in reviewing functional requirements and specifications and providing advice.			
<b>M30</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in performing application support activities by troubleshooting and correcting issues and defects, reporting to management and liaising with business and end-user clients.			

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

**A.8. System Analyst, Level 3**

<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M31</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in translating business requirements into systems design and technical specifications.			
<b>M32</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in analyzing business requirements, performing feasibility studies, mapping interdependencies, and producing the required functional and technical specifications or processing re-engineering recommendations with estimated levels of effort.			
<b>M33</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in analyzing and recommending alternatives and options for the technical solution.			

**I.1. Data Conversion Specialist – Level 3**

<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M34</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), using formal System Development Life Cycle (SDLC) Methodologies.			



<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

<b>M35</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in defining, documenting, and validating data migration requirements.			
<b>M36</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in designing and executing procedures for data conversion and migration.			
<b>M37</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date) in a leading role on a data correction team comprised of at least 3 resources.			
<b>M38</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date) with briefing both orally and in writing to *senior management and clients.  *senior management is defined as Director level or above.			
<b>M39</b>	The proposed resource must have a minimum of 1 year of experience using MS Project or equivalent project management tool such as ProWorkflow, Jira, etc..			

<b>I.10. Technical Architect – Level 2</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M40</b>	The proposed resource must hold an active certification in one of the following: <ul style="list-style-type: none"> <li>• Azure Administrator Associate</li> </ul>			

Solicitation No. – N° de l'invitation  
W6369-210260/A

Amd. No – N° de la modif.  
004

Buyer ID – Id de l'acheteur  
014IPS

Client Ref. No. – N° de réf. De client  
W6369-210260

File No. – N° du dossier  
014IPS – W6369-210260

CCC No./ N° CCC – FMS No/ N° VME

	<ul style="list-style-type: none"><li>• AWS Certified SysOps Administrator</li><li>• Microsoft Certified: Azure Solutions Architect Expert</li><li>• AWS Solutions Architect</li><li>• MCSE: Cloud Platform and Infrastructure</li></ul>				
<b>M41</b>	Proof of certification must be included in the Bid  The proposed resource must hold an active certification in one of the following: <ul style="list-style-type: none"><li>• MCSE: Productivity Solutions Expert</li><li>• MCITP: Enterprise Administrator</li><li>• MCITP: Server Administrator</li></ul>				
<b>M42</b>	Proof of certification must be included in the Bid  The proposed resource must have a minimum of 5 years of experience in 3-tier application architecture (the presentation (or web tier), the business logic (or application tier) and the data (or database tier)).				
<b>M43</b>	The proposed resource must have a minimum of 5 years of experience in at least 2 of the following: DNS; SMTP; RDPWVD; S-FTP.				
<b>M44</b>	The proposed resource must have a minimum of 5 years of experience in at least 3 of the following: virtual network; PKI; firewall; router; load balancer; VPN; virtual machine.				
<b>M45</b>	The proposed resource must have a minimum of 5 years of experience in network or cloud security.				

Solicitation No. – N° de l'invitation  
W6369-210260/A

Amd. No – N° de la modif.  
004

Buyer ID – Id de l'acheteur  
014IPS

Client Ref. No. – N° de réf. De client  
W6369-210260

File No. – N° du dossier  
014IPS – W6369-210260

CCC No./ N° CCC – FMS No/ N° VME

**P.9. Project Manager – Level 3**

M#	Mandatory Technical Criteria	Contractor's to insert demonstrated experience	Met / Not Met	Contractor's Response Cross Reference to TA
<b>M46</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date) with briefing both orally and in writing to *senior management and clients.  *senior management is defined as Director level or above.			
<b>M47</b>	The proposed resource must have a minimum of 8 years of experience in using Microsoft Project or equivalent project management tool such as ProWorkflow, Jira, etc.			
<b>M48</b>	The proposed resource must have a minimum of 10 years of experience identifying, defining, and assessing risk and developing risk management strategies and plans for enterprise application software development.			
<b>M49</b>	The proposed resource must have a minimum of 8 years of experience with "Waterfall", "Spiral", or "Agile" methodology for enterprise application software development.			
<b>M50</b>	The proposed resource must have a minimum of 10 years of experience with any software development project management.			

Solicitation No. – N° de l'invitation  
W6369-210260/A

Amd. No – N° de la modif.  
004

Buyer ID – Id de l'acheteur  
014IPS

Client Ref. No. – N° de réf. De client  
W6369-210260

File No. – N° du dossier  
014IPS – W6369-210260

CCC No./ N° CCC – FMS No/ N° VME

<b>P.9. Project Manager – Level 2</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M51</b>	The proposed resource must have a minimum of 8 years of experience (as of bid solicitation date) with briefing both orally and in writing to *senior management and clients.  *senior management is defined as Director level or above.			
<b>M52</b>	The proposed resource must have a minimum of 5 years of experience in using Microsoft Project or equivalent project management tool such as ProWorkflow, Jira, etc.			
<b>M53</b>	The proposed resource must have a minimum of 5 years of experience identifying, defining, and assessing risk and developing risk management strategies and plans for enterprise application software development.			
<b>M54</b>	The proposed resource must have a minimum of 5 years of experience with "Waterfall", "Spiral", or "Agile" methodology for enterprise application software development.			
<b>M55</b>	The proposed resource must have a minimum of 5 years of any software development project management experience.			

Solicitation No. – N° de l'invitation W6369-210260/A	Amd. No – N° de la modif. 004	Buyer ID – Id de l'acheteur 014IPS
Client Ref. No. – N° de réf. De client W6369-210260	File No. – N° du dossier 014IPS – W6369-210260	CCC No./ N° CCC – FMS No/ N° VME

<b>P.10. Project Scheduler – Level 1</b>				
M#	Mandatory Technical Criteria	Contractor's to insert demonstrated experience	Met / Not Met	Contractor's Response Cross Reference to TA
<b>M56</b>	The proposed resource must have a minimum of 3 years of experience with developing and supporting project schedules for enterprise software development projects.			
<b>M57</b>	The proposed resource must have a minimum of 3 years of experience developing and maintaining Work Breakdown Structures.			
<b>M58</b>	The proposed resource must have a minimum of 3 years of experience producing executive progress reports and identifying scheduling and/or dependency issues.			
<b>M59</b>	The proposed resource must have a minimum of 3 years of experience conducting and providing critical path analysis.			
<b>M60</b>	The proposed resource must have a minimum of 3 years of experience providing support to schedule co-ordination efforts with internal and external project stakeholders.			

<b>P.11. Quality Assurance Specialist/Analyst – Level 3</b>				
M#	Mandatory Technical Criteria	Contractor's to insert demonstrated experience	Met / Not Met	Contractor's Response Cross Reference to TA
<b>M61</b>	The proposed resource must have a minimum of 10 years of experience in using a problem reporting and tracking system or tool.			

Solicitation No. – N° de l'invitation W6369-210260/A	Amd. No – N° de la modif. 004	Buyer ID – Id de l'acheteur 014IPS
Client Ref. No. – N° de réf. De client W6369-210260	File No. – N° du dossier 014IPS – W6369-210260	CCC No./ N° CCC – FMS No/ N° VME

<b>M62</b>	The proposed resource must have a minimum of 8 years of experience working with business rules, application functional requirements, and software technical specifications to resolve application and data integrity problems.			
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<b>C-3-IT Security TRA and C&amp;A Analyst – Level 3</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response-Cross Reference to TA</b>
<b>M63</b>	<p>The proposed resource must have a minimum of 10 years of experience within the last 15 years (as of bid solicitation date), in executing at least 50% of the following tasks:</p> <ul style="list-style-type: none"> <li>Review, analyze, and/or apply Federal, Provincial or Territorial IT Security policies, System IT Security Certification &amp; Accreditation processes, IT Security products, safeguards and best practices, and the IT Security risk mitigation strategies;</li> <li>Identify threats and vulnerabilities of operating systems (such as MS, Unix, Linux, and Novell) and wireless architectures;</li> <li>Identify personnel, technical, physical and procedural threats and vulnerabilities of Federal, Provincial or Territorial IT systems;</li> <li>Develop reports such as, but not limited to, Data security analysis, Concepts of Operation, Statements of Sensitivity (SoSs), Threat Assessments, Privacy Impact Assessments (PIAs), Non-technical</li> </ul>			

Solicitation No. – N° de l'invitation  
W6369-210260/A

Amd. No – N° de la modif.  
004

Buyer ID – Id de l'acheteur  
014IPS

Client Ref. No. – N° de réf. De client  
W6369-210260

File No. – N° du dossier  
014IPS – W6369-210260

CCC No./ N° CCC – FMS No/ N° VME

	<p>Vulnerability Assessments, Risk Assessments, IT Security threat, vulnerability and/or risk briefings;</p> <ul style="list-style-type: none"><li>• Conduct Certification activities such as:<ul style="list-style-type: none"><li>Develop Security Certification Plans, Verify that security safeguards meet the applicable policies and standards,<ul style="list-style-type: none"><li>○ Validate the security requirements by mapping the system-specific security policy to the functional security requirements, and</li><li>○ Mapping the security requirements through the various stages of design documents and verify that security safeguards have been implemented correctly and that assurance requirement have been met. This includes confirming that the system has been properly configured and establishing that the safeguards meet applicable standards; Conduct security testing and evaluation (ST&amp;E) to determine if the technical safeguards are functioning correctly; Assess the residual risk provided by the risk assessment to determine if it meets an acceptable level of risk;</li></ul></li><li>• Conduct Accreditation activities such as:<ul style="list-style-type: none"><li>Review of the certification results in the design review documentation by the Accreditation Authority to ensure that the system will operate with an acceptable level of risk and that it will comply with the departmental and system security policies and standards and identify the conditions under which a system is to operate (for</li></ul></li></ul></li></ul>			
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	<p>approval purposes). This may include the following types of approvals:</p> <ul style="list-style-type: none"> <li>• Developmental approval by both the Operational and the Accreditation Authorities to proceed to the next stage in an IT system's life cycle development if sensitive information is to be handled by the system during development;             <ul style="list-style-type: none"> <li>○ Operational written approval for the implemented IT system to operate and process sensitive information if the risk of operating the system is deemed acceptable, and if the system is in compliance with applicable security policies and standards;</li> <li>○ Interim approval—a temporary written approval to process sensitive information under a set of extenuating circumstances where the risk is not yet acceptable, but there is an operational necessity for the system under development;</li> </ul> </li> <li>• Develop and deliver training material relevant to the resource category.</li> </ul>			
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**A.11. Tester – Level 2**



<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M64</b>	The proposed resource must have a minimum of 8 years of experience developing, reviewing, documenting, maintaining and managing test strategies, test plans, test scenarios, scripts and libraries.			
<b>M65</b>	The proposed resource must have a minimum of 8 years of experience planning, coordinating and performing test activities in various phases of the Software Development Life Cycle.			
<b>M66</b>	The proposed resource must have a minimum of 8 years of experience documenting and identifying software defects and creating reports on testing results using enterprise specific tools.			
<b>M67</b>	The proposed resource must have a minimum of 8 years of experience establishing software regression testing procedures with emphasis on automating testing, backup and recovery procedures.			
<b>M68</b>	The proposed resource must have a minimum of 8 years of experience establishing and operating 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 performance or compatibility standards and have no unforeseen detrimental effects on the shared infrastructure.			
<b>M69</b>	The proposed resource must have a minimum of 8 years of experience working with cross sectional teams of Business Analysts, Operations/migrations and Development teams for: A) Acquiring business knowledge;			

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>B) Troubleshooting defects; and C) Maintaining tests environment</p>		
<b>M70</b>	<p>The proposed resource must have a minimum of 5 years of experience:</p> <ul style="list-style-type: none"> <li>I. Using the UFT tool, or a comparable industry tool that provides a complete solution for creating and maintaining automated functional and regression test scripts (i.e. Testcomplete, Selenium, Worksoft Certify, etc.)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>II. Using the ALM tool, or a comparable industry tool that automates the process of software development and delivery by documenting and tracking changes made to an application while providing a consistent environment for collaboration between various IT teams (i.e. Rommana, ALM, Jama Software, Team Foundation Server, etc.).</li> </ul>		

<b>A.2 ERP Functional Analyst (PeopleSoft) – Level 2</b>			
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>
<b>M71</b>	The proposed resource must have a minimum of 5 years of experience within the last 10 years in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater).		
			<b>Contractor's Response Cross Reference to TA</b>

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

<b>M72</b>	The proposed resource must have a minimum of 5 years of experience within the last 10 years developing business or functional requirements for an enterprise application, including providing design ideas for new functionality and documenting functional specification.			
<b>M73</b>	The proposed resource must have a minimum of 5 years of experience within the last 10 years in analyzing and troubleshooting application behaviours, including data related issues, to identify the root cause, document findings and propose recommendations on how to fix the issues, which includes workarounds when required.			

<b>A.5. ERP Technical Analyst (PeopleSoft) – Level 2</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M74</b>	The proposed resource must have a minimum of 5 years of experience within the last 10 years, implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater) and PeopleTools version 8.4x, of which at least 8 years is experience with PeopleTools v8.49 or higher.			
<b>M75</b>	The proposed resource must have a minimum of 5 years of experience within the last 10 years installing any PeopleSoft related software products (e.g. Weblogic, Tuxedo, PeopleTools version 8.4x (or higher), Cobol, Crystal, etc.) on Windows, Linux or Unix platforms using PeopleSoft Update Manager to apply application upgrades, patches and maintenance packs.			

Solicitation No. – N° de l'invitation W6369-210260/A	Amd. No – N° de la modif. 004	Buyer ID – Id de l'acheteur 014IPS
Client Ref. No. – N° de réf. De client W6369-210260	File No. – N° du dossier 014IPS – W6369-210260	CCC No./ N° CCC – FMS No/ N° VME

<b>M76</b>	<p>The proposed resource must have a minimum of <del>40</del> <b>5</b> years of experience within the last <del>45</del> <b>10</b> years in managing the PeopleSoft HCM environment as it relates to web servers, application server, reporting and process scheduler environments which must include all of the following:</p> <ol style="list-style-type: none"> <li>Configuration and support of PeopleSoft Application Designer; and</li> <li>The migration and execution of PeopleSoft Data Mover, SQR, or SQL; and</li> <li>Following Migration Instructions to migrate PeopleSoft Application Designer projects from source to target environments ; and</li> <li>Troubleshooting and reporting on migration errors, and to stakeholders or internal managed process.</li> </ol>		
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<b>B.5. Business Process Re-Engineering (BRP) Consultant – Level 3</b>			
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>
<b>M77</b>	The proposed resource must have a minimum of 10 years of experience within the last 15 years in analyzing business functional requirements to identify information, procedures and decision flows.		
<b>M78</b>	The proposed resource must have a certificate/diploma of formal training in Business Analysis using the Business Analysis Body of Knowledge (BABOK) methodology or another commonly accepted industry standard.		

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

**B.9. Courseware Developer – Level 3**

<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M79</b>	The proposed resource must have a minimum 10 years of experience within the last 15 years in developing training materials.			
<b>M80</b>	The proposed resource must have obtained the User Productivity Kit certification.			
<b>M81</b>	The proposed resource must have developed a minimum of four (4) eLearning courses using rapid eLearning tools such As: Adobe Illustrator, Adobe Photoshop, Adobe Captivate, Adobe Dreamweaver, Adobe Contribute, HTML, CSS, Adobe Flash, Articulate by Techsmith, Saba Publisher, and/or Oracle User Productivity Kit (UPK).			

**B.9. Courseware Developer – Level 2**

<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M82</b>	The proposed resource must have a minimum of 5 years of experience within the last 10 years in developing training materials.			
<b>M83</b>	The proposed resource must have obtained the User Productivity Kit certification.			

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

<b>M84</b>	The proposed resource must have developed a minimum of two (2) eLearning courses using rapid eLearning tools such As: Adobe Illustrator, Adobe Photoshop, Adobe Captivate, Adobe Dreamweaver, Adobe Contribute, HTML, CSS, Adobe Flash, Articulate by Techsmith, Saba Publisher, and/or Oracle User Productivity Kit (UPK).			
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**P. 1. Change Management Consultant – Level 2**

<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M85</b>	The proposed resource must have a minimum of five (5) years of experience within the last 10 years in performing at least 50% of the tasks listed at 3.3.3.1 of Annex A - Statement of Work.			
<b>M86</b>	The proposed resource must have a minimum of two (2) years of experience, within the last six (6) years, planning and implementing Business Change Management strategies on the implementation of an ERP solution.			

**2.0 Point Rated Resources Assessment Criteria:**

Solicitation No. – N° de l'invitation  
W6369-210260/A

Amd. No – N° de la modif.  
004

Buyer ID – Id de l'acheteur  
014IPS

Client Ref. No. – N° de réf. De client  
W6369-210260

File No. – N° du dossier  
014IPS – W6369-210260

CCC No./ N° CCC – FMS No/ N° VME

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

PR#	Point-Rated Technical Criteria	Maximum Points	Point Scale	Score	Contractor's Response Cross Reference to TA
PR1	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in working as a Functional Analyst on an enterprise PeopleSoft HCM upgrade project or initiative.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
PR2	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in creating and executing test scenarios and test scripts, creating test data to validate that the application meets the identified requirements, tracking results of testing and identifying areas of improvement where required.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
PR3	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in performing and documenting fit/gap analysis within the application to find the	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		

Solicitation No. – N° de l'invitation W6369-210260/A	Amd. No – N° de la modif. 004	Buyer ID – Id de l'acheteur 014IPS
Client Ref. No. – N° de réf. De client W6369-210260	File No. – N° du dossier 014IPS – W6369-210260	CCC No./ N° CCC – FMS No/ N° VME

	best solution to meet a specified requirement.			
	<b>Maximum Points:</b>	<b>15 points</b>	<b>Points Achieved:</b>	
	<b>Minimum Threshold Score to be Responsive:</b>	<b>9 11 points</b>		

**A.3 ERP Programmer Analyst (PeopleSoft), Level 3.**

PR#	Point-Rated Technical Criteria	Maximum Points	Point Scale	Score	Contractor's Response Cross Reference to TA
<b>PR4</b>	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in reviewing functional requirements and specifications and providing expertise on PeopleSoft HCM modules and available application functionality.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
<b>PR5</b>	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in performing a review of change requests and their associated costs and analyzing code and objects to determine functional fit.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
<b>Maximum Points:</b>		<b>10 points</b>	<b>Points Achieved:</b>		
<b>Minimum Threshold Score to be</b>		<b>6 7 points</b>			



Solicitation No. – N° de l'invitation W6369-210260/A	Amd. No – N° de la modif. 004	Buyer ID – Id de l'acheteur 014IPS
Client Ref. No. – N° de réf. De client W6369-210260	File No. – N° du dossier 014IPS – W6369-210260	CCC No./ N° CCC – FMS No/ N° VME

<b>Responsive:</b>
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<b>A.3 ERP Programmer Analyst (PeopleSoft), Level 3.</b>					
<b>PR#</b>	<b>Point-Rated Technical Criteria</b>	<b>Maximum Points</b>	<b>Point Scale</b>	<b>Score</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>PR6</b>	Experience of the proposed resource within the last five (5) (as of bid solicitation date), in reviewing functional requirements and specifications and providing expertise on development options using PeopleTools to extend or correct application functionality.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
<b>PR7</b>	Experience of the proposed resource within the last five (5) (as of bid solicitation date), in performing a review of change requests and their associated impact and analyzing code and objects to determine technical fit.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
		<b>Maximum Points:</b>	<b>Points Achieved:</b>		
		<b>10 points</b>			
		<b>Minimum Threshold Score to be Responsive:</b>			
		<b>67 points</b>			

<b>A.5 ERP Technical Analyst (PeopleSoft), Level 3</b>
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Solicitation No. – N° de l'invitation W6369-210260/A	Amd. No – N° de la modif. 004	Buyer ID – Id de l'acheteur 014IPS
Client Ref. No. – N° de réf. De client W6369-210260	File No. – N° du dossier 014IPS – W6369-210260	CCC No./ N° CCC – FMS No/ N° VME

PR#	Point-Rated Technical Criteria	Maximum Points	Point Scale	Score	Contractor's Response Cross Reference to TA
PR8	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in developing or managing technical aspects of application software, user interfaces and third-party components.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
PR9	Experience of the proposed resource, within the last five (5) years (as of bid solicitation date), in investigating and resolving PeopleSoft HCM process failure, crash or poor system response issue.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
		<b>Maximum Points: 10 points</b>			
		<b>Minimum Threshold Score to be Responsive: 67 points</b>			
<b>Points Achieved:</b>					

A.7 Programmer/Analyst, Level 3					
PR#	Point-Rated Technical Criteria	Maximum Points	Point Scale	Score	Contractor's Response Cross Reference to TA
PR10	Experience of the proposed resource within the last five (5) years (as	5	1 application = 1 point 2 applications = 2 points 3 applications = 3 points		

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	of bid solicitation date), in reviewing functional requirements and specifications and providing expertise on any of the software applications/technologies listed in the list at section 3.3.1.11 of Annex A – Statement of Work with the exception for .NET and HTML.		4 applications = 4 points 5 applications or more = 5 points	
<b>PR11</b>	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in performing a review of change requests and their associated costs and analyzing code and objects to determine functional fit.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points	
<b>Maximum Points:</b>		<b>10 points</b>	<b>Points Achieved:</b>	
<b>Minimum Threshold Score to be Responsive:</b>		<b>67</b>	<b>points</b>	

<b>A.8 Systems Analyst Level 3</b>			
<b>PR#</b>	<b>Point-Rated Technical Criteria</b>	<b>Maximum Points</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>PR12</b>	Experience of the proposed resource within the last five (5) years (as	5	
		1 to less than 2 years = 1 point	
			<b>Score</b>
			<b>Point Scale</b>

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Cient Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	of bid solicitation date), in reviewing functional requirements and specifications and providing expertise on software applications and available application functionality.		2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points	
<b>PR13</b>	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in performing a review of change requests and their associated costs and analyzing code and objects to determine functional fit.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points	
<b>Maximum Points:</b>		<b>10 points</b>	<b>Points Achieved:</b>	
<b>Minimum Threshold Score to be Responsive:</b>		<b>67</b> points		

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

**FORM 2**  
**CORPORATE MANDATORY CRITERIA**  
**REVISED MARCH 4<sup>TH</sup>, 2022**

CM#	Corporate Mandatory Criteria	Bidder Substantiation	Reference to additional Substantiating Materials included in Bid
<b>CM1</b>	<p>The Bidder must provide two (2) contracts that demonstrate its experience providing PeopleSoft Human Capital Management (HCM) systems services, as a prime contractor.</p> <p>Each single contract must have been:</p> <ol style="list-style-type: none"> <li>1. for the support of PeopleSoft HCM system: <ol style="list-style-type: none"> <li>a) at version 8.9 or higher</li> <li>b) using PeopleTools v. 8.49 or higher</li> <li>c) for a minimum of 5,000 users</li> </ol> </li> <li>2. for a duration of 24 consecutive months within the last 60 months (as of bid solicitation date)</li> <li>3. <del>with a</del> separate and distinct <del>business client</del>; and</li> <li>4. for Work performed at the client site (i.e. not using a service delivery centre).</li> <li>5. <b>with a minimum value of \$4M applicable taxes and amendments included.</b></li> </ol> <p>For CM1, the Bidder must confirm its experience by submitting customer reference for each contract provided.</p> <p>The customer reference must include the following:</p> <ol style="list-style-type: none"> <li>1. Name of the organization;</li> <li>2. Size of organization;</li> <li>3. The contract number;</li> </ol>		

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

<p>4. A brief description of the services provided;</p> <p>5. The name, the telephone number and e-mail address of the organizations' contact responsible for the Contract;</p> <p>6. The dates (dd/mm/yyyy) for both the start and end date (if applicable) of the contracts;</p> <p>7. The PeopleSoft version(s) supported.</p> <p>The information listed above must be submitted with the bid using Form 5 – Customer Reference Contact Information Form. If any of the information is not submitted, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the information listed above within this time frame will render the bid non-responsive.</p> <p>It is the Bidder's responsibility to ensure that any information provided is accurate.</p> <p>The Bidder must have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the customer for the work. If the Bidder's contract was to perform work which another entity had itself first been contracted to perform, the Bidder will not be considered the prime contractor. For example, Z (customer) contracted with Y, in turn, entered into a contract with X to provide all or part of these services to Z. In this example, Y is a prime contractor and X is a subcontractor.</p> <p>Bidders are reminded that a Supply Arrangement or Standing Offer is not a</p>		
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<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>contract and therefore any reference to this type of document will not be accepted for the purpose of evaluating contract experience. For example if the Bidder references is TBIPS SA number such as EN578-170432/XXX/EL for the purpose of demonstrating experience under the evaluation criteria, Canada will disregard this experience because it does not relate to a specific contract.</p>		
<b>CM2</b>	<p>The Bidder must demonstrate that it has provided qualified resources in one (1) of the two(2) contracts provided above (CM1), which include the following:</p> <ol style="list-style-type: none"> <li>1. Have provided a minimum of six (6) resources working simultaneously for a period of at least twelve (12) consecutive months.</li> </ol> <p>NOTE: The requirement for a minimum of six (6) resources working simultaneously for a period of twelve (12) consecutive months means that over this twelve (12) month period there must have been at least six (6) resources working concurrently as described in the paragraph (c) of the Corporate Mandatory Criteria under the same contract. The Bidder must demonstrate that at least six (6) resources were provided every month for the entire twelve (12) months period. There must not have been a break in service from any of the resources from one month to the next for the entire twelve (12) months. For example, if the Bidder was able to provide 15 resources throughout months 1 to 3 and 6 to 12, but could only provide 4 resources during</p>		

<b>Solicitation No. – N° de l’invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l’acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

<p>months 4 to 5, then they would be considered non-compliant due to the inability to meet the requirements of Corporate Mandatory Criteria CMC1 (c) as the Bidder did not provide the minimum number of resources for the entire twelve (12) months period.</p> <p>For <b>CM2</b>, the Bidder must confirm its experience by submitting customer reference for each contract provided.</p> <p>The reference must include the following:</p> <ol style="list-style-type: none"> <li>1. Name of the organization;</li> <li>2. Size of organization;</li> <li>3. The contract number;</li> <li>4. A brief description of the services provided;</li> <li>5. The name, the telephone number and e-mail address of the organizations’ contact responsible for the Contract;</li> <li>6. The dates (dd/mm/yyyy) for both the start and end date (if applicable) of the contracts;</li> <li>7. The PeopleSoft version(s) supported.</li> </ol> <p>The information listed above must be submitted with the bid using Form 5 – Customer Reference Contact Information Form. If any of the information is not submitted, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the information listed above within this time frame will render the bid non-responsive.</p>		
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<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>It is the Bidder's responsibility to ensure that any information provided is accurate.</p> <p>The Bidder must have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the customer for the work. If the Bidder's contract was to perform work which another entity had itself first been contracted to perform, the Bidder will not be considered the prime contractor. For example, Z (customer) contracted with Y, in turn, entered into a contract with X to provide all or part of these services to Z. In this example, Y is a prime contractor and X is a subcontractor.</p> <p>Bidders are reminded that a Supply Arrangement or Standing Offer is not a contract and therefore any reference to this type of document will not be accepted for the purpose of evaluating contract experience. For example if the Bidder references is TBIPS SA number such as EN578-170432/XXX/EL for the purpose of demonstrating experience under the evaluation criteria, Canada will disregard this experience because it does not relate to a specific contract.</p>		
<b>CM3</b>	<p>The Bidder must provide a Diversity and Inclusion plan. The Diversity and Inclusion plan must contain:</p> <p><b>1. Recruitment Strategy :</b> The proposed strategy must demonstrate targets for the recruitment of diverse groups of women, men and gender</p>		

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

<p>diverse people as well as persons with disability:</p> <p>a. In which capacity will the new resources from diverse groups or persons with disability be employed?</p> <p>b. How will the Bidder intends to increase the number of diverse groups or persons with disability?</p> <p>c. Does your organization have an internal Diversity and Inclusion development program(s) including career development and training or in partnership with a Co-op program(s) with Canadian Universities and/or Colleges:</p> <p>i. If yes, describe your program(s) or your involvement with Canadian Universities and/or Colleges.</p> <p>ii. If no, how do you intend to develop a program(s) or partnership?</p> <p><b>2. GBA+ Data Collection Analysis Initiatives:</b> This section must provide data supporting ongoing efforts to ensure that gender, diversity, and inclusion considerations are integrated in the development and renewal of your organization recruitment/retention plans, policies, programs, and services.</p> <p>Links:</p> <p>Gender-based Analysis</p> <p><a href="https://www150.com/gba/">Gender-Based Analysis - Canada.ca</a></p> <p>Gender-based Analysis Plus (GBA+)</p> <p><a href="https://women-gender-equality.canada.ca/en/gender-based-analysis-plus.html">https://women-gender-equality.canada.ca/en/gender-based-analysis-plus.html</a></p>		
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<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

Solicitation No. – N° de l'invitation W6369-210260/A	Amd. No – N° de la modif. 004	Buyer ID – Id de l'acheteur 014IPS
Client Ref. No. – N° de réf. De client W6369-210260	File No. – N° du dossier 014IPS – W6369-210260	CCC No./ N° CCC – FMS No/ N° VME

**FORM 3**  
**CORPORATE POINT-RATED CRITERIA**  
**REVISED MARCH 4<sup>TH</sup>, 2022**

CPR#	Corporate Point-Rated Criteria	Maximum Points	Points Scale
CPR1	<p>In addition to the two (2) contracts provided in CM1, the Bidder should demonstrate its experience providing PeopleSoft Human Capital Management (HCM) systems services, as a prime contractor, through other contracts, which meet all of following:</p> <p>Each single contract should have been:</p> <ol style="list-style-type: none"> <li>1. for the support of PeopleSoft HCM system: <ol style="list-style-type: none"> <li>a. at version 8.9 or higher</li> <li>b. using PeopleTools v. 8.49 or higher</li> <li>c. for a minimum of 5,000 users</li> </ol> </li> <li>2. for a duration of 24 consecutive months within the last 60 months (as of bid solicitation date)</li> <li>3. <del>each contract with a</del> separate and distinct <b>business client</b>.</li> <li>4. for Work performed at the client site (i.e. not using a service delivery centre).</li> </ol> <p>The Bidder should demonstrate its experience providing services under the other contract(s) and should submit customer references for each contract provided.</p> <p>The references should include the following:</p> <ol style="list-style-type: none"> <li>1. Name of the organization;</li> <li>2. Size of organization;</li> <li>3. The contract number;</li> <li>4. A brief description of the services provided;</li> </ol>	<b>6</b>	<p>1 additional contract to those provided in <b>CM1</b> = 2 points</p> <p>2 additional contracts to those provided in <b>CM1</b> = 4 points</p> <p>3 additional contracts to those provided in <b>CM1</b> = 6 points</p>

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

<p>5. The name, the telephone number and e-mail address of the organizations' contact responsible for the Contract;</p> <p>6. The dates (dd/mm/yyyy) for both the start and end date (if applicable) of the contracts;</p> <p>7. The PeopleSoft version(s) supported.</p> <p>The information listed above should be submitted with the bid using Form 5 – Customer Reference Contact Information Form. If any of the information is not submitted, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the information listed above within this time frame will render the bid non-responsive.</p> <p>It is the Bidder's responsibility to ensure that any information provided is accurate.</p> <p>The Bidder should have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the customer of the work. If the Bidder's contract was to perform work which another entity had itself first been contracted to perform, the Bidder will not be considered as the prime contractor. For example, Z (customer) contracted with Y, in turn, entered into a contract with X to provide all or part of these services to Z. In this example, Y is a prime contractor and X is a subcontractor.</p> <p>Bidders are reminded that a Supply Arrangement or Standing Offer is not a contract and therefore any reference to this type of document will not be accepted for the purpose of evaluating contract experience. For example if the Bidder</p>		
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<b>Solicitation No. – N° de l’invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l’acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	references is TBIPS SA number such as EN578-170432/XXX/EL for the purpose of demonstrating experience under the evaluation criteria, Canada will disregard this experience because it does not relate to a specific contract.		
<b>CPR2</b>	The Bidder should provide contract(s) for Work performed or on-going in-service support of a military organization.	4	1 contract = 2 points 2 contracts= 4 points
<b>CPR3</b>	The Bidder should have been providing for a minimum of seven (7) years, support services for <b>PeopleSoft</b> Human Capital Management products and supplying resources performing *in-service support tasks as described in the Statement of Work.  <b>To demonstrate this, the Bidder must provide a description of the Human Capital Management services provided each year (with tasks such as those described in the SOW).</b>  <b>* In-service support tasks” means providing production including conducting tasks that ensure the optimum availability, reliability, efficiency and business continuity.</b>	<del>10</del> 8	<del>1 point per year up to max of 10 points</del>  7 to less than 8 years = 2 points 8 to less than 9 years = 4 points 9 to less than 10 years = 6 points 10 years = 8 points
<b>CPR4</b>	The Bidder should demonstrate that it has successfully led a large software upgrade projects to upgrade <b>PeopleSoft</b> Human Capital Management Products applications from older to newer versions, and/or to other <b>PeopleSoft</b> Human Capital Management Products software products.	<del>20</del> 40	Per project:  5 points – Contract <b>annual</b> value was at least \$ \$500K and less than \$5M  10 points – Contract <b>annual</b> value was \$5M or more  5 points – Contract duration was at least 1 year and less than 2 years

Solicitation No. – N° de l'invitation  
W6369-210260/A

Amd. No – N° de la modif.  
004

Buyer ID – Id de l'acheteur  
014IPS

Client Ref. No. – N° de réf. De client  
W6369-210260

File No. – N° du dossier  
014IPS – W6369-210260

CCC No./ N° CCC – FMS No/ N° VME

<p>To demonstrate this, the Bidder must provide 2 software development project references. For each submitted project the Bidder should include a copy of the contract cover page and a brief description of the Vendor's role.</p> <p>A "large software upgrade project" being defined as having a contract value of \$500K (including applicable taxes) or more and a duration of at least one year, and having been started or completed within the last 5 years. There must be at least 6 months of Work completed.</p> <p><del>To demonstrate this, the Bidder must provide 2 software development project references for each submitted project.</del></p> <p><del>The characteristics of each project that will be evaluated are:</del></p> <ul style="list-style-type: none"><li><del>• Scope (dollar value);—</del></li><li><del>• Total annual; contract/tasking expenditure, based on a fixed price arrangement or on per diem rates over at least 5 resource categories; and</del></li><li><del>• Duration—Duration of the contract is including any option periods.</del></li></ul> <p>A reference for each project including the name, title, organization and recent telephone number is required. If it is a federal government contract, the</p>		10 points – Contract duration was at least 2 years.
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<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b> 004	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>Bidder must specify the department, title of contract, contract number, value and name of client contract with recent telephone number.</p> <p>Note: The contract referenced in requirement <b>CM1</b> may be used for this requirement.</p>		
	<b>MAXIMUM AVAILABLE POINTS:</b>	<b>58 points</b>	
	<b>MINIMUM POINTS REQUIRED:</b>	<b>41 points</b>	
	<b>POINTS ACHIEVED:</b>		



Solicitation No. – No de l'invitation  
W6369-210260/A

Amd. No – No de la modif.  
004

Buyer ID – Id de l'acheteur  
014IPS

Client Ref. No. – No de réf. De client  
W6369-210260

File No. – No du dossier  
014IPS. W6369-210260

CCC No./ No CCC – FMS No/ No VME

**FORM 5**  
**CUSTOMER REFERENCE CONTACT INFORMATION FORM**  
**REVISED March 4<sup>th</sup>, 2022**

**Customer Reference Contact Information:**

Name of client organization: \_\_\_\_\_

Size of client organization: \_\_\_\_\_

Name of client: \_\_\_\_\_

Client's title: \_\_\_\_\_

Client telephone n°: \_\_\_\_\_

Email address: \_\_\_\_\_

**Contract Information:** The Bidder must provide with this Form a copy the reference contract (a copy of the contract cover page, the duration of the Contract and the Statement of Work).

Contract n°: \_\_\_\_\_

A brief description of the services provided: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Total contract value (excluding including Applicable Taxes and not including amendments):  
\_\_\_\_\_

PeopleSoft Version supported: \_\_\_\_\_

By signing below, the Bidder certifies that the information provided in this Form is accurate.

Signature of authorized representative of  
the Bidder:

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_