

**ATTACHMENT 3.1
BID SUBMISSION FORM**

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

<p>See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".</p>	<p>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p> <p>Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?</p> <p>Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>
<p>Security Clearance Level of Bidder</p> <p>[include both the level and the date it was granted]</p> <p>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</p>	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. 	
<p>Signature of Authorized Representative of Bidder</p>	

ATTACHMENT 3.2
ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by the following Electronic Payment Instrument:

() Direct Deposit (Domestic and International).

ATTACHMENT 4.1
MANDATORY TECHNICAL CRITERIA

Note to Bidder: The bid solicitation publication date is stated under Publish Date on page one of the initial Notice of Proposed Procurement (NPP), not including amendments. The use of any date past the publication date will not be accepted as the publication date.

Note 2 to Bidder: When providing date ranges for reference contracts or projects, Canada requests that bidders use the format MM/DD/YYYY to MM/DD/YYYY. For example: 04/15/2020 to 04/14/2021 is acceptable for a one year period. The examples Apr 2020 to Apr 2021 and 15/Apr/2020 to 30/Apr/2021 would NOT be acceptable for a one year period.

1. Bidder's Corporate Mandatory Technical Criteria:

CRITERIA	MANDATORY TECHNICAL CRITERIA (MTC)	BIDDER'S RESPONSE
	CORPORATE EXPERIENCE	(REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
MTC1	<p>Bidder's Corporate Capacity</p> <p>Using a maximum of three reference contract(s), the Bidder must demonstrate experience delivering SAP professional services, in the past three years as of the bid solicitation publication date, that are/have:</p> <ul style="list-style-type: none"> a) Cumulatively included requirement gathering, functional designs, testing, training, planning and deployment support; b) Cumulatively valued at a minimum amount of \$6M and a minimum duration of 1 year (amendments and applicable taxes included, excluding option years that are yet to be exercised); c) Cumulatively invoiced a minimum amount of \$4.5M (applicable taxes excluded); and d) Cumulatively provided fifteen resources for at least four separate resource categories that are the same as or similar to four of the resource categories described in Section 4 of Annex A - Statement of Work of this requirement. A resource cannot be named more than once for the same resource category. <p>For each of the reference contract(s) cited, the following information must be identified:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. The Contract number and/or contract name; 	

CRITERIA	MANDATORY TECHNICAL CRITERIA (MTC) CORPORATE EXPERIENCE	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<p>iii. The Contract value (including applicable taxes and excluding any option years that have not yet been exercised);</p> <p>iv. The Contract duration (indicating the Contract start and end dates);</p> <p>v. A description of how the contract included requirement gathering, functional designs, testing, training, planning and deployment support (experience can be cumulative over contracts);</p> <p>vi. A list of the four different resource categories provided under the contract(s) that are the same or similar to four of the resource categories described in Section 4 of Annex A – Statement of Work of this requirement;</p> <p>vii. The names of the resources provided under the contract(s) in the respective resource categories listed in response to item vi. above. A resource cannot be named more than once for the same resource category;</p> <p>viii. To demonstrate same or similar services for these resource categories, the Bidder must map at least 70% of the SOW tasks of the identified resource category of this requirement to the tasks of the resource category identified in the reference contract. In the event that 70% of the tasks results in a decimal (for example 4.8 tasks), the number of tasks would be rounded down (i.e. 4 tasks would be accepted as being equivalent).</p> <p>Note: The task mapping must not be a simple copy of the SOW task of this requirement. The Bidder must provide details for the task of the reference contract that clearly demonstrate how it is similar to the SOW task of this requirement;</p> <p>ix. The total dollar-value invoiced (excluding applicable taxes); and</p> <p>x. Customer Reference Information: The name, title, telephone number and e- mail address of the Project Authority that can validate the stated experience.</p> <p><i>The referenced contract(s) must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the</i></p>	

CRITERIA	MANDATORY TECHNICAL CRITERIA (MTC) CORPORATE EXPERIENCE	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)																											
	<p><i>person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</i></p> <p><i>The information listed above must be submitted with the bid along with Attachment 4.3 Customer Reference Questions. The form must be signed by the Client to attest the reference contract information provided is accurate and true.</i></p>																												
MTC2	<p>Bidder's Experience - Resources</p> <p>Using a maximum of five reference contract(s), the Bidder must demonstrate experience providing professional services that are the same or similar to ALL of the resource categories, within a period of twelve months within the last 5 years as of the bid solicitation publication date, for the minimum amount of billable days indicated per resource category in the table below:</p> <table border="1" data-bbox="321 1010 1052 1570"> <thead> <tr> <th>#</th> <th>RESOURCE CATEGORY</th> <th>MINIMUM BILLABLE DAYS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A.1 Application/Software Architect - SAP (Level 3)</td> <td>200</td> </tr> <tr> <td>2</td> <td>A.2 ERP Functional Analyst - SAP – Generalist (Level 3)</td> <td>400</td> </tr> <tr> <td>3</td> <td>A.2 ERP Functional Analyst -SAP – Salary Management (Level 3)</td> <td>200</td> </tr> <tr> <td>4</td> <td>A.2 ERP Functional Analyst - SAP – Funds Management (Level 3)</td> <td>200</td> </tr> <tr> <td>5</td> <td>B.9 Courseware Developer – SAP – Training, Documentation and Delivery (Level 3)</td> <td>200</td> </tr> <tr> <td>6</td> <td>P.1 Change Management Consultant – SAP - Organizational Change Management (Level 3)</td> <td>200</td> </tr> <tr> <td>7</td> <td>P.1 Change Management Consultant – SAP - Release Management (Level 3)</td> <td>200</td> </tr> <tr> <td>8</td> <td>P.9 Project Manager - SAP (Level 3)</td> <td>200</td> </tr> </tbody> </table> <p>The following contact parameters must apply to the reference contracts cited:</p> <p>a) The Contract(s) must include the provision of informatics professional services that are the same or similar to the tasks described in Section 5 of Annex A - Statement of Work of this requirement for the resource categories in the table above.</p>	#	RESOURCE CATEGORY	MINIMUM BILLABLE DAYS	1	A.1 Application/Software Architect - SAP (Level 3)	200	2	A.2 ERP Functional Analyst - SAP – Generalist (Level 3)	400	3	A.2 ERP Functional Analyst -SAP – Salary Management (Level 3)	200	4	A.2 ERP Functional Analyst - SAP – Funds Management (Level 3)	200	5	B.9 Courseware Developer – SAP – Training, Documentation and Delivery (Level 3)	200	6	P.1 Change Management Consultant – SAP - Organizational Change Management (Level 3)	200	7	P.1 Change Management Consultant – SAP - Release Management (Level 3)	200	8	P.9 Project Manager - SAP (Level 3)	200	
#	RESOURCE CATEGORY	MINIMUM BILLABLE DAYS																											
1	A.1 Application/Software Architect - SAP (Level 3)	200																											
2	A.2 ERP Functional Analyst - SAP – Generalist (Level 3)	400																											
3	A.2 ERP Functional Analyst -SAP – Salary Management (Level 3)	200																											
4	A.2 ERP Functional Analyst - SAP – Funds Management (Level 3)	200																											
5	B.9 Courseware Developer – SAP – Training, Documentation and Delivery (Level 3)	200																											
6	P.1 Change Management Consultant – SAP - Organizational Change Management (Level 3)	200																											
7	P.1 Change Management Consultant – SAP - Release Management (Level 3)	200																											
8	P.9 Project Manager - SAP (Level 3)	200																											

CRITERIA	MANDATORY TECHNICAL CRITERIA (MTC) CORPORATE EXPERIENCE	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<p>b) The minimum billable days indicated per resource category must have occurred within a twelve-month period within the past five years as of the bid solicitation publication date;</p> <p>For each of the reference contract(s) cited, the following information must be identified:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. The Contract number and/or contract name; iii. The Contract duration (indicating the Contract start and end dates); iv. The title of the resource category provided under the contract and the corresponding title of the resource category in the table above; v. To demonstrate same or similar services for these resource categories, the Bidder must map at least 70% of the SOW tasks of the identified resource category of this requirement to the tasks of the resource category identified in the reference contract. In the event that 70% of the tasks results in a decimal (for example 4.8 tasks), the number of tasks would be rounded down (i.e. 4 tasks would be accepted as being equivalent); <p>Note: The task mapping must not be a simple copy of the SOW task of this requirement. The Bidder must provide details for the task of the reference contract that clearly demonstrate how it is similar to the SOW task of this requirement;</p> <ul style="list-style-type: none"> vi. The number of billable days performed by each resource category in the reference contract that is the same or similar to the resource categories in the table above, within a period of twelve months within the last 5 years as of the bid solicitation publication date. A resource cannot be named more than once for the same resource category; and vii. Customer Reference Information: The name, title, telephone number and e- mail address of the Project Authority that can validate the stated experience. 	

CRITERIA	MANDATORY TECHNICAL CRITERIA (MTC) CORPORATE EXPERIENCE	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<p><i>The referenced contracts must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</i></p> <p><i>The information listed above must be submitted with the bid along with Attachment 4.3 Customer Reference Questions. The form must be signed by the Client to attest the reference contract information provided is accurate and true.</i></p>	
MTC3	<p>Bidder's Client Manager Experience</p> <p>The Bidder must demonstrate its internal resourcing capabilities by proposing a Client Manager that will be designated as the ESDC Client Manager responsible for the resource and contract management. The proposed Client Manager must have professional work experience managing SAP resources under two separate contracts simultaneously within any three out of the last five years as of the bid solicitation publication date, in which each contract:</p> <ul style="list-style-type: none"> a) provided resources that have worked in an SAP systems environment; b) provided the professional services of a minimum of eight full-time (220 billable days per resource, per year) resources per year for any three (3) of the last five (5) years; c) has a minimum on-going duration of one year or has a completed duration of one year (Note: duration does not include option periods that have not been exercised); and d) had a minimum value of \$2M (amendments and applicable taxes included). <p>For each of the reference contract(s) cited, the following information must be identified:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the 	

CRITERIA	MANDATORY TECHNICAL CRITERIA (MTC) CORPORATE EXPERIENCE	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<p>services were provided);</p> <ul style="list-style-type: none"> ii. The Contract number and/or contract name; iii. The Contract value (including applicable taxes and excluding any option years that have not yet been exercised); iv. The Contract duration (indicating the Contract start and end dates); v. A description of how the work was performed in an SAP systems environment; vi. The name, resource category and number of billable days performed by each resource demonstrating the bidder provided the professional services of a minimum of eight full-time (220 billable days per resource, per year) resources per year for any three (3) of the last five (5) years. In situations where a resource was replaced, the Bidder must include the names of the replacement resources, the start and end dates of each resource (MM/DD/YYYY), and the respective billable days; and vii. Customer Reference Information: The name, title, telephone number and e-mail address of the Project Authority that can validate the stated experience. <p>The Bidder must provide in its bid the name and résumé of the proposed Client Manager.</p> <p><i>The information listed above must be submitted with the bid along with Attachment 4.3 Customer Reference Questions. The form must be signed by the Client to attest the reference contract information provided is accurate and true.</i></p>	

2. Resource Mandatory Technical Criteria:

A.1 APPLICATION/SOFTWARE ARCHITECT – SAP (LEVEL 3)			
CRITERIA	MANDATORY TECHNICAL CRITERIA (MTC) RESOURCE EXPERIENCE	MET / NOT MET	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
MTC1	<p>Using reference projects, the Bidder must demonstrate that the proposed resource has a minimum of ten years of professional work experience within the last fifteen years (as of the bid solicitation publication date), providing services that are the same or similar to an A.1 Application/Software Architect - SAP. In addition, the Bidder must demonstrate the proposed resource's experience in providing professional IM/IT services by mapping 70% of the tasks that are the same or similar to those identified under Section 5.1.1 of Annex A - Statement of Work (SOW) of this requirement.</p> <p>To allow Canada to assess this experience, for each project the Bidder must include in the proposed resource's résumé the following information:</p> <ul style="list-style-type: none"> i. The name of the client organization for whom the services were provided. For each project conducted within the past five years up to the bid solicitation publication date, the Bidder must also provide a minimum of one Customer Reference (name, phone number and valid email address) that can confirm the stated experience; ii. A summary of the project objectives, needs and issues which necessitated the contribution of the resource; iii. The title of the resource category provided under the project; i. A description of the services provided by the resource including at a minimum: <ul style="list-style-type: none"> (a) The resource's roles and responsibilities; (b) The resource's deliverables that were met; (c) How the work provided by the resource related to the project outcomes. iv. The resource's start and end dates on the project; and v. To demonstrate same or similar services for this resource category, the Bidder must map at least 70% of the tasks for this resource category in Annex A - Statement of Work of this requirement to the tasks of the resource category identified in the reference project. In the event that 70% of 		

	<p>the tasks results in a decimal (for example 4.8 tasks), the number of tasks would be rounded down (i.e. 4 tasks would be accepted as being equivalent).</p> <p>Note: The task mapping must not be a simple copy of the SOW task of this requirement. The Bidder must provide details for the task of the reference project that clearly demonstrate how it is similar to the SOW task for this resource in this requirement.</p>		
	A.2 ERP FUNCTIONAL ANALYST - SAP - GENERALIST (LEVEL 3)		
CRITERIA	MANDATORY TECHNICAL CRITERIA (MTC) RESOURCE EXPERIENCE	MET / NOT MET	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
MTC2	<p>Using reference projects, the Bidder must demonstrate that the proposed resource has a minimum of ten years of professional work experience within the last fifteen years (as of the bid solicitation publication date) providing services that are the same or similar to an A.2 ERP Functional Analyst – SAP - Generalist. In addition, the Bidder must demonstrate the proposed resource's experience in providing professional IM/IT services by mapping 70% of the tasks that are the same or similar to those identified under Section 5.2.1 of the Annex A - Statement of Work (SOW) of this requirement.</p> <p>To allow Canada to assess this experience, for each project the Bidder must include in the proposed resource's résumé the following information:</p> <ul style="list-style-type: none"> i. The name of the client organization for whom the services were provided. For each project conducted within the past five years up to the bid solicitation publication date, the Bidder must also provide a minimum of one Customer Reference (name, phone number and valid email address) that can confirm the stated experience; ii. A summary of the project objectives, needs and issues which necessitated the contribution of the resource; iii. The title of the resource category provided under the project; iv. A description of the services provided by the resource including at a minimum: <ul style="list-style-type: none"> (a) The resource's roles and responsibilities; (b) The resource's deliverables that were met; (c) How the work provided by the resource related to the project outcomes. 		

	<p>v. The resource's start and end dates on the project; and</p> <p>vi. To demonstrate same or similar services for this resource category, the Bidder must map at least 70% of the tasks for this resource category in Annex A - Statement of Work of this requirement to the tasks of the resource category identified in the reference project. In the event that 70% of the tasks results in a decimal (for example 4.8 tasks), the number of tasks would be rounded down (i.e. 4 tasks would be accepted as being equivalent).</p> <p>Note: The task mapping must not be a simple copy of the SOW task of this requirement. The Bidder must provide details for the task of the reference project that clearly demonstrate how it is similar to the SOW task for this resource in this requirement.</p>		
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A.2 ERP FUNCTIONAL ANALYST - SAP – SALARY MANAGEMENT (SFT) (LEVEL 3)			
CRITERIA	MANDATORY TECHNICAL CRITERIA (MTC) RESOURCE EXPERIENCE	MET / NOT MET	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
MTC3	<p>Using reference projects, the Bidder must demonstrate that the proposed resource has a minimum of ten years professional work experience within the last fifteen years (as of the bid solicitation publication date), providing services that are the same or similar to an A.2 ERP Functional Analyst – SAP – Salary Management (SFT), which includes providing services using one or more of the following functional modules:</p> <ul style="list-style-type: none"> i. SAP Salary Management; or ii. Salary Management (SFT); or iii. SAP HCM (Human Capital Management); or iv. SAP HR (Human Resources); or v. Salary Forecasting Tool (SFT). <p>In addition, the Bidder must demonstrate the proposed resource’s experience in providing professional IM/IT services by mapping 70% of the tasks that are the same or similar to those identified under Section 5.3.1 of the Annex A - Statement of Work (SOW) of this requirement.</p> <p>To allow Canada to assess this experience, for each project the Bidder must include in the proposed resource’s résumé the following information:</p> <ul style="list-style-type: none"> i. The name of the client organization for whom the services were provided. For each project conducted within the past five years up to the bid solicitation publication date, the Bidder must also provide a minimum of one Customer Reference (name, phone number and valid email address) that can confirm the stated experience; ii. A summary of the project objectives, needs and issues which necessitated the contribution of the resource; iii. The title of the resource category provided under the project; ii. A description of the services provided by the resource including at a minimum: <ul style="list-style-type: none"> (a) The resource’s roles and responsibilities; (b) The resource’s deliverables that were met; (c) How the work provided by the resource related to the project outcomes. 		

	<p>iv. The resource’s start and end dates on the project; and</p> <p>v. To demonstrate same or similar services for this resource category, the Bidder must map at least 70% of the tasks for this resource category in Annex A - Statement of Work of this requirement to the tasks of the resource category identified in the reference project. In the event that 70% of the tasks results in a decimal (for example 4.8 tasks), the number of tasks would be rounded down (i.e. 4 tasks would be accepted as being equivalent).</p> <p>Note: The task mapping must not be a simple copy of the SOW task of this requirement. The Bidder must provide details for the task of the reference project that clearly demonstrate how it is similar to the SOW task for this resource in this requirement.</p>		
<p>A.2 ERP FUNCTIONAL ANALYST - SAP – FUNDS MANAGEMENT (FM) (LEVEL 3)</p>			
<p>CRITERIA</p>	<p>MANDATORY TECHNICAL CRITERIA (MTC) RESOURCE EXPERIENCE</p>	<p>MET / NOT MET</p>	<p>BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)</p>
<p>MTC4</p>	<p>Using reference projects, the Bidder must demonstrate that the proposed resource has a minimum of ten years professional work experience within the last fifteen years (as of the bid solicitation publication date), providing services that are the same or similar to a A.2 ERP Functional Analyst - SAP – Funds Management. In addition, the Bidder must demonstrate the proposed resource’s experience in providing professional IM/IT services by mapping 70% of the tasks that are the same or similar to those identified under Section 5.4.1 of the Annex A - Statement of Work (SOW) of this requirement.</p> <p>To allow Canada to assess this experience, for each project the Bidder must include in the proposed resource’s résumé the following information:</p> <ul style="list-style-type: none"> i. The name of the client organization for whom the services were provided. For each project conducted within the past five years up to the bid solicitation publication date, the Bidder must also provide a minimum of one Customer Reference (name, phone number and valid email address) that can confirm the stated experience; ii. A summary of the project objectives, needs and issues which necessitated the contribution of the resource; iii. The title of the resource category provided under the project; 		

	<p>iv. A description of the services provided by the resource including at a minimum:</p> <ul style="list-style-type: none"> (a) The resource’s roles and responsibilities; (b) The resource’s deliverables that were met; (c) How the work provided by the resource related to the project outcomes. <p>v. The resource’s start and end dates on the project; and</p> <p>vi. To demonstrate same or similar services for this resource category, the Bidder must map at least 70% of the tasks for this resource category in Annex A - Statement of Work of this requirement to the tasks of the resource category identified in the reference project. In the event that 70% of the tasks results in a decimal (for example 4.8 tasks), the number of tasks would be rounded down (i.e. 4 tasks would be accepted as being equivalent).</p> <p>Note: The task mapping must not be a simple copy of the SOW task of this requirement. The Bidder must provide details for the task of the reference project that clearly demonstrate how it is similar to the SOW task for this resource in this requirement.</p>		
P.9 PROJECT MANAGER – SAP (LEVEL 3)			
CRITERIA	MANDATORY TECHNICAL CRITERIA (MTC) RESOURCE EXPERIENCE	MET / NOT MET	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
MTC5	<p>Using reference projects, the Bidder must demonstrate that the proposed resource has a minimum of ten years professional work experience within the last fifteen years (as of the bid solicitation publication date), providing services that are the same or similar to a P.9 Project Manager - SAP. In addition, the Bidder must demonstrate the proposed resource’s experience in providing professional IM/IT services by mapping 70% of the tasks that are the same or similar to those identified under Section 5.8.1 of the Annex A - Statement of Work (SOW) of this requirement.</p> <p>To allow Canada to assess this experience, for each stated experience the Bidder must include in the proposed resource’s résumé the following information:</p> <ul style="list-style-type: none"> i. The name of the client organization for whom the services were provided. For each project conducted within the past five years up to the bid solicitation publication date, the Bidder must also provide a minimum of one Customer 		

	<p>Reference (name, phone number and valid email address) that can confirm the stated experience;</p> <ul style="list-style-type: none">ii. A summary of the project objectives, needs and issues which necessitated the contribution of the resource;iii. The title of the resource category provided under the project;iv. A description of the services provided by the resource including at a minimum:<ul style="list-style-type: none">(a) The resource's roles and responsibilities;(b) The resource's deliverables that were met;(c) How the work provided by the resource related to the project outcomes.v. The resource's start and end dates on the project; andvi. To demonstrate same or similar services for this resource category, the Contractor must map at least 70% of the tasks for this resource category in Annex A - Statement of Work of this requirement to the tasks of the resource category identified in the reference project. In the event that 70% of the tasks results in a decimal (for example 4.8 tasks), the number of tasks would be rounded down (i.e. 4 tasks would be accepted as being equivalent). <p>Note: The task mapping must not be a simple copy of the SOW task of this requirement. The Contractor must provide details for the task of the reference project that clearly demonstrate how it is similar to the SOW task for this resource in this requirement.</p>		
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ATTACHMENT 4.2

POINT-RATED TECHNICAL CRITERIA

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Note 2 to Bidder: When providing date ranges for reference contracts or projects, Canada requests that bidders use the format MM/DD/YYYY to MM/DD/YYYY. For example: 04/15/2020 to 04/14/2021 is acceptable for a one year period. The examples Apr 2020 to Apr 2021 and 15/Apr/2020 to 30/Apr/2021 would NOT be acceptable for a one year period.

1.0 Bidders' Corporate Point-Rated Technical Criteria

	RATED TECHNICAL CRITERIA (RTC) CORPORATE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
RTC1	<p>Using reference contract(s), the Bidder should demonstrate experience in providing SAP professional services resources for requirements within the last five years from the bid solicitation publication date.</p> <p>The following contract parameters must apply to each of the reference contract(s) cited:</p> <ul style="list-style-type: none"> a) Included gathering, functional designs, testing, training, planning and deployment support; and b) A minimum on-going duration of twelve months or have a completed duration of twelve months (Note: duration does not include option periods that have not been exercised). <p>For each of the reference contract(s) cited, the following information must be identified:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); 	20	<p>The Bidder will be awarded points for the sum of Total Invoiced Value (V) demonstrated as follows:</p> <p>≤ \$4.5M V = 0 pts</p> <p>>\$4.5M V ≤ \$7M V = 5 pts</p> <p>>\$7M V ≤ \$10M V = 10 pts</p> <p>>\$10M V ≤ \$15M V = 15 pts</p> <p>≥ \$15M V = 20 pts</p>	

	RATED TECHNICAL CRITERIA (RTC) CORPORATE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<ul style="list-style-type: none"> ii. The Contract number and/or contract name; iii. The Contract invoiced value (including applicable taxes and excluding any option years that have not yet been exercised); iv. The Contract duration (indicating the Contract start and end dates); v. A summary of the contract objectives, needs and issues which necessitated the Bidder's contribution, that demonstrate that the contract included gathering, functional designs, testing, training, planning and deployment support; and vi. Customer Reference Information (The name, title, telephone number and e-mail address of the Project/Technical Authority) that can validate the stated experience. <p><i>The referenced contracts must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</i></p>			
RTC2	Using reference contract(s), the Bidder should demonstrate experience delivering SAP Enterprise Resource Planning professional services within the last three years from the bid solicitation publication date.	10	The Bidder will be awarded 2 points per resource category that provided services in the reference contract(s), and that is the same or similar to any of the five resource categories named in this	

	RATED TECHNICAL CRITERIA (RTC) CORPORATE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)										
	<p>The following contract parameters must apply to each of the reference contract(s) cited:</p> <ul style="list-style-type: none"> a) Included requirement gathering, functional design, testing, training, planning and deployment support, and delivering SAP Enterprise Resource Planning professional services; b) A minimum on-going duration of twelve months or have a completed duration of twelve months (Note: duration does not include option periods that have not been exercised); and c) Included the services of at least one resource category that is the same or similar to any of the following resource categories, as described in Section 4 of the Statement of Work of this requirement: <table border="1" data-bbox="191 1199 699 1451"> <tr> <td>1</td> <td>A.1 Application/Software Architect - SAP (Level 3)</td> </tr> <tr> <td>2</td> <td>A.2 ERP Functional Analyst - SAP – Generalist (Level 3)</td> </tr> <tr> <td>3</td> <td>A.2 ERP Functional Analyst - SAP – Salary Management (Level 3)</td> </tr> <tr> <td>4</td> <td>A.2 ERP Functional Analyst - SAP – Funds Management (Level 3)</td> </tr> <tr> <td>5</td> <td>P.9 Project Manager - SAP (Level 3)</td> </tr> </table> <p>For each of the reference contract(s) cited, the following information must be identified:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. The Contract number; iii. The Contract duration (indicating the Contract start and end dates); iv. A summary of the contract objectives, 	1	A.1 Application/Software Architect - SAP (Level 3)	2	A.2 ERP Functional Analyst - SAP – Generalist (Level 3)	3	A.2 ERP Functional Analyst - SAP – Salary Management (Level 3)	4	A.2 ERP Functional Analyst - SAP – Funds Management (Level 3)	5	P.9 Project Manager - SAP (Level 3)		<p>criterion, up to a maximum of 10 points.</p>	
1	A.1 Application/Software Architect - SAP (Level 3)													
2	A.2 ERP Functional Analyst - SAP – Generalist (Level 3)													
3	A.2 ERP Functional Analyst - SAP – Salary Management (Level 3)													
4	A.2 ERP Functional Analyst - SAP – Funds Management (Level 3)													
5	P.9 Project Manager - SAP (Level 3)													

	RATED TECHNICAL CRITERIA (RTC) CORPORATE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<p>needs and issues which necessitated the Bidder's contribution that demonstrate that the contract included gathering, functional design, testing, training, planning and deployment support, and delivering SAP Enterprise Resource Planning professional services;</p> <p>v. The title of the resource category provided under the contract and the corresponding title of the resource category in the table above;</p> <p>vi. To demonstrate same or similar services for these resource categories, the Bidder must map at least 70% of the SOW tasks of the identified resource category of this requirement to the tasks of the resource category identified in the reference contract. In the event that 70% of the tasks results in a decimal (for example 4.8 tasks), the number of tasks would be rounded down (i.e. 4 tasks would be accepted as being equivalent).</p> <p>Note: The task mapping must not be a simple copy of the SOW task of this requirement. The Bidder must provide details for the task of the reference contract that clearly demonstrate how it is similar to the SOW task of this requirement; and</p> <p>vii. Customer Reference Information: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience.</p> <p><i>The referenced contracts must have been contracted with the Bidder submitting a bid for this requirement.</i></p>			

	RATED TECHNICAL CRITERIA (RTC) CORPORATE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<p><i>"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</i></p>			
RTC3	<p>Using reference contract(s), the Bidder should demonstrate experience delivering professional services for an end-to-end implementation or enhancement of an SAP system using SAP ECC 6.0 or higher within the last 10 years from the bid solicitation publication date.</p> <p>The following contract parameters must apply to each of the reference contract(s) cited:</p> <ul style="list-style-type: none"> a) An on-going duration greater than twelve months or have a completed duration greater than twelve months (Note: duration does not include option periods that have not been exercised); b) A minimum contract value exceeding \$2M (including applicable taxes, excluding option years that have not yet been exercised); c) Provided a minimum of six resources, each for a minimum duration of five months within a twelve-month period; d) Included the services of at least four separate resource categories that are the same or similar to any four resource categories described in Section 4 of the Statement of Work of this requirement. 	<p>20</p>	<p>The Bidder will be awarded 5 points for each reference contract, up to a maximum of 20 points.</p>	

	RATED TECHNICAL CRITERIA (RTC) CORPORATE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<p>For each of the reference contract(s) cited, the following information must be identified:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. The Contract number and/or contract name; iii. The Contract value (including applicable taxes and excluding any option years that have not yet been exercised); iv. The Contract duration (indicating the Contract start and end dates); v. A summary of the contract objectives, needs and issues which necessitated the Bidder's contribution, that demonstrates the contract included delivering professional services for an end-to-end implementation or enhancement of an SAP system using SAP ECC 6.0 or higher; vi. The name, resource category, and start and end date of at least six resources that were provided under the contract within a twelve-month period; vii. The title of the resource category provided under the contract and the corresponding title of the resource category described in Section 4 of the Statement of Work of this requirement; viii. To demonstrate same or similar services for these resource categories, the Bidder must map at least 70% of the SOW tasks of the identified resource category of this requirement to the tasks of the resource category identified in the reference contract. In the event that 70% of the tasks results in a decimal (for example 4.8 tasks), the number of tasks would be rounded down (i.e. 4 			

	RATED TECHNICAL CRITERIA (RTC) CORPORATE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<p>tasks would be accepted as being equivalent);</p> <p>Note: The task mapping must not be a simple copy of the SOW task of this requirement. The Bidder must provide details for the task of the reference contract that clearly demonstrate how it is similar to the SOW task of this requirement.</p> <p>xi. Client Reference Information: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience.</p> <p><i>The referenced contracts must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</i></p>			
RTC4	<p>Using reference contract(s), the Bidder should demonstrate experience using SAP Solution Manager to implement, support, operate and monitor SAP solutions within the last 10 years from the bid solicitation publication date.</p> <p>The following contract parameters must apply to each of the reference contract(s):</p> <p>a) An on-going duration greater than twelve months or have a completed duration greater than twelve months (Note: duration does not include option periods that have not been</p>	<p>20</p>	<p>The Bidder will be awarded 5 points for each reference contract, up to a maximum of 20 points.</p>	

	RATED TECHNICAL CRITERIA (RTC) CORPORATE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<p>exercised); and</p> <p>b) Included the services of at least one resource category that is the same or similar to any one of the resource categories described in Section 4 of the Statement of Work of this requirement.</p> <p>For each of the reference contract(s) cited, the following information must be identified:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. The Contract number and/or contract name; iii. The Contract duration (indicating the Contract start and end dates); iv. A summary of the contract objectives, needs and issues which necessitated the Bidder's contribution; v. A description of the work performed by the resource(s), demonstrating experience using SAP Solution Manager to implement, support, operate and monitor SAP solutions; vi. The category of the resource provided under the contract that is the same or similar to one of the resource categories described in Section 4 of the Statement of Work of this requirement; vii. To demonstrate that the identified resource category in the reference contract is the same as or similar to one of the resource categories described in Section 4 of the Statement of Work of this requirement, the Bidder must map at least 70% of the SOW tasks of the identified resource category of this requirement 			

	RATED TECHNICAL CRITERIA (RTC) CORPORATE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<p>to the tasks of the resource category identified in the reference contract. In the event that 70% of the tasks results in a decimal (for example 4.8 tasks), the number of tasks would be rounded down (i.e. 4 tasks would be accepted as being equivalent).</p> <p>Note: The task mapping must not be a simple copy of the SOW task of this requirement. The Bidder must provide details for the task of the reference contract that clearly demonstrate how it is similar to the SOW task of this requirement;</p> <p>viii. Customer Reference Information: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience.</p> <p><i>The referenced contracts must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</i></p>			
RTC5	<p>Using reference contract(s), the Bidder should demonstrate experience developing and maintaining SAP interfaces using interoperability solutions within the last 5 years from the bid solicitation publication date.</p> <p>The following contract parameters must apply to each of the reference contract(s):</p>	<p>20</p>	<p>The Bidder will be awarded 5 points for each reference contract, up to a maximum of 20 points.</p>	

	RATED TECHNICAL CRITERIA (RTC) CORPORATE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<p>a) An on-going duration greater than twelve months or have a completed duration greater than twelve months (Note: duration does not include option periods that have not yet been exercised); and</p> <p>b) Included the services of at least one resource category that is the same or similar to any one of the resource categories described in Section 4 of the Statement of Work of this requirement.</p> <p>For each of the reference contract(s) cited, the following information must be identified:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. The Contract number and/or name of the contract; iii. The Contract duration (indicating the Contract start and end dates); iv. A summary of the contract objectives, needs and issues which necessitated the Bidder's contribution; v. A description of the work performed by the resource(s), demonstrating experience developing and maintaining SAP interfaces using interoperability solutions; vi. The category of the resource provided under the contract that is the same or similar to one of the resource categories described in Section 4 of the Statement of Work of this requirement; vii. To demonstrate that the identified resource category in the reference contract is the same as or similar to one of the resource categories 			

	RATED TECHNICAL CRITERIA (RTC) CORPORATE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO ADDITIONAL SUBSTANTIATING MATERIALS INCLUDED IN BID)
	<p>described in Section 4 of the Statement of Work of this requirement, the Bidder must map at least 70% of the SOW tasks of the identified resource category of this requirement to the tasks of the resource category identified in the reference contract. In the event that 70% of the tasks results in a decimal (for example 4.8 tasks), the number of tasks would be rounded down (i.e. 4 tasks would be accepted as being equivalent).</p> <p>Note: The task mapping must not be a simple copy of the SOW task of this requirement. The Bidder must provide details for the task of the reference contract that clearly demonstrate how it is similar to the SOW task of this requirement.</p> <p>viii. Customer Reference Information: The name, title, telephone number and e-mail address of the Project Authority that can validate the stated experience.</p> <p><i>The referenced contracts must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</i></p>			
	<p align="right">Maximum Points Available:</p>	<p align="center">90</p>		
	<p align="right">Minimum Points Required:</p>	<p align="center">63</p>		

2.0 Resource Point-Rated Technical Criteria

A.1 APPLICATION/SOFTWARE ARCHITECT – SAP (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
RTC1	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has over six months of professional work experience working with the SAP Solution in addition to the 10 years required as part of the requirement identified in mandatory criterion MTC1 for this resource category.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 15 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ol style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with the SAP Solution; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project ; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 	5	<p>Months of experience above the 10 years required as part of the requirement identified in mandatory criterion MTC1 for this resource category:</p> <p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts >24 to 36 months = 3 pts >36 to 48 months = 4pts >48 months = 5 pts</p>	
RTC2	<p>The Bidder should demonstrate that the proposed resource possesses a SAP certification for any of the following:</p> <ul style="list-style-type: none"> • SAP Financial Accounting (FI/CO) Certification as delivered by SAP; or • SAP Accelerated SAP (ASAP) Certification as delivered by SAP; or • Any valid SAP certification <p>A copy of the certification(s) must be included with the bid.</p>	2	<p>1 point per certification up to a maximum of 2 points</p>	

A.1 APPLICATION/SOFTWARE ARCHITECT – SAP (LEVEL 3)

CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
RTC3	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience working with SAP version ECC 6.0 or higher.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with SAP version ECC 6.0 or higher; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; iv. Customer Reference Information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 points</p>	
RTC4	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience working with SAP ASAP Methodology.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with SAP ASAP Methodology; 	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

A.1 APPLICATION/SOFTWARE ARCHITECT – SAP (LEVEL 3)

CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<ul style="list-style-type: none"> iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 			
RTC5	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience working with SAP Solution Manager, Solution Documentation.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with SAP Solution Manager, Solution Documentation; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; iv. Customer reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts	
RTC6	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience reviewing business process mapping and reviewing solution documentation for SAP business scenarios.</p>	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts	

A.1 APPLICATION/SOFTWARE ARCHITECT – SAP (LEVEL 3)

CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience reviewing business process mapping and reviewing solution documentation for SAP business scenarios; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 		<p>>36 to 48 months = 4 pts >48 months = 5 pts</p>	
RTC7	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience overseeing problem escalation and resolution, and working with SAP AG or other software/hardware vendors to resolve problems.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with SAP AG or other software/hardware vendors to resolve problems; 	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

A.1 APPLICATION/SOFTWARE ARCHITECT – SAP (LEVEL 3)

CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<ul style="list-style-type: none"> iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 			
RTC8	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience leading architecture integration for a PSCD implementation.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 5 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience leading architecture integration for a PSCD implementation; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts	
RTC9	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience leading the development of functional specifications and overall system design in support of an implementation or enhancement project(s).</p>	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts	

A.1 APPLICATION/SOFTWARE ARCHITECT – SAP (LEVEL 3)

CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience leading the development of functional specifications and overall system design in support of an implementation or enhancement project(s); iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 		>48 months = 5 pts	
RTC10	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience with any of the following Architecture principles:</p> <ul style="list-style-type: none"> a) Development of solution architectures, frameworks and strategies for a major application area to meet the business and application requirements; or b) Analysis and evaluation of alternative technology. <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); 	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts	

A.1 APPLICATION/SOFTWARE ARCHITECT – SAP (LEVEL 3)

CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<ul style="list-style-type: none"> ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience with any of the Architecture principles listed above; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 			
RTC11	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience designing an integrated architecture using the Layered Enterprise Architecture Development (LEAD) framework approach in support of an implementation and/or enhancement project(s).</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience designing an integrated architecture using the Layered Enterprise Architecture Development (LEAD) framework approach in support of an implementation and/or enhancement project(s); iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 	3	1 point per project up to a maximum of 3 points	

A.1 APPLICATION/SOFTWARE ARCHITECT – SAP (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	Maximum Points Available:	50		
	Minimum Points Required:	35		

A.2 ERP FUNCTIONAL ANALYST - SAP - GENERALIST (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
RTC12	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has over six months of professional work experience working with the SAP Solution in addition to the 10 years required as part of the requirement identified in mandatory criterion MTC2 for this resource category.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 15 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource’s résumé:</p> <ol style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with the SAP Solution iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 	5	<p>Months of experience above the 10 years required as part of the requirement identified in mandatory criterion MTC2 for this resource category:</p> <p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	
RTC13	The Bidder should demonstrate if the proposed resource possesses any valid SAP certification, as delivered by SAP.	3	1 point per certification up to a maximum of 3 points	

A.2 ERP FUNCTIONAL ANALYST - SAP - GENERALIST (LEVEL 3)

CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	A copy of the certification(s) must be included with the bid.			
RT1C4	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience working with SAP version ECC 6.0 or higher.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with SAP version ECC 6.0 or higher; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	
RTC15	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience working with SAP ASAP Methodology.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); 	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP - GENERALIST (LEVEL 3)

CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<ul style="list-style-type: none"> ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with SAP ASAP Methodology; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 			
RTC16	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience providing production support by troubleshooting and fixing incidents/problems in SAP.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience providing production support by troubleshooting and fixing incidents/problems in SAP; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts	
RTC17	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience processing integration using any of the following modules:</p>	5	1 point per module up to a maximum of 5 points	

A.2 ERP FUNCTIONAL ANALYST - SAP - GENERALIST (LEVEL 3)

CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>a) SAP Finance; b) SAP Controlling; c) SAP Materials Management; d) SAP Funds Management; or e) SAP PSCD.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <p>i. The name of the client organization (to whom the services were provided);</p> <p>ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience processing integration using any of the modules listed above;</p> <p>iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience.</p>			
RTC18	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience with process integration using any of the following:</p> <p>a) SAP Workflow with Business Rules Framework Plus (BRF+); or b) Financial Delegation Matrix.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p>	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP - GENERALIST (LEVEL 3)

CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience with process integration using any of the tools listed above; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 			
RTC19	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience overseeing problem escalation and resolution, and working with SAP AG (SAP OSS).</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience overseeing problem escalation and resolution, and working with SAP AG (SAP OSS); iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts	

A.2 ERP FUNCTIONAL ANALYST - SAP - GENERALIST (LEVEL 3)

CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
RTC20	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience developing and enhancing SAP reports to meet business requirements.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience developing and enhancing SAP reports to meet business requirements; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	
RTC21	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience performing all of the following functional development activities (experience can be cumulative over various projects):</p> <ul style="list-style-type: none"> a) Development of business requirement; b) Development of Impact Assessments; c) Development of configuration/system settings; d) Development of functional designs (RICEFW); and e) Development of test cases in HP-ALM. <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p>	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP - GENERALIST (LEVEL 3)

CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience performing the functional development activities listed above (experience can be cumulative over various projects); iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 			
RTC22	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience with a PSCD implementation.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 5 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience with a PSCD implementation; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone 	5	<p>6 months or less = 0 months >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP - GENERALIST (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	number and e- mail address of the Project/Technical Authority that can validate the stated experience.			
	Maximum Points Available:	53		
	Minimum Points Required:	37		

A.2 ERP FUNCTIONAL ANALYST - SAP – SALARY MANAGEMENT (SFT) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
RTC23	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has over six months of professional work experience in any of the following functional modules:</p> <ul style="list-style-type: none"> i. SAP Salary Management; or ii. Salary Management (SFT); or iii. SAP HCM (Human Capital Management); or iv. SAP HR (Human Resources); or v. Salary Forecasting Tool (SFT) <p>working with the SAP Solution in addition to the 10 years required as part of the requirement identified in mandatory criterion MTC4 for this resource category.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 15 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience in any of the functional modules listed above; 	5	<p>Months of experience above the 10 years required as part of the requirement identified in mandatory criterion MTC4 for this resource category:</p> <p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP – SALARY MANAGEMENT (SFT) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience.</p>			
RTC24	<p>The Bidder should demonstrate if the proposed resource possesses any valid SAP certification, as delivered by SAP.</p> <p>A copy of the certification(s) must be included with the bid.</p>	3	1 point per certification up to a maximum of 3 points	
RTC25	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience working with SAP version ECC 6.0 or higher.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource’s résumé:</p> <p>i. The name of the client organization (to whom the services were provided);</p> <p>ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with SAP version ECC 6.0 or higher;</p> <p>iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number</p>	5	<p>6 months or less = 0 pts</p> <p>>6 to 12 months = 1 pt</p> <p>>12 to 24 months = 2 pts</p> <p>> 24 to 36 months = 3 pts</p> <p>>36 to 48 months = 4 pts</p> <p>>48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP – SALARY MANAGEMENT (SFT) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	and e- mail address of the Project/Technical Authority that can validate the stated experience.			
RTC26	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience working with SAP ASAP Methodology.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource’s résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with SAP ASAP Methodology; iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 	5	<p>6 months or less = 0 pts</p> <p>>6 to 12 months = 1 pt</p> <p>>12 to 24 months = 2 pts</p> <p>> 24 to 36 months = 3 pts</p> <p>>36 to 48 months = 4 pts</p> <p>>48 months = 5 pts</p>	
RTC27	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience providing guidance, advice and best practice with one or more of the following:</p> <ul style="list-style-type: none"> i. SAP Salary Management module; or ii. Salary Management (SFT); or iii. SAP HCM; or iv. SAP HR; or 	5	<p>6 months or less = 0 pts</p> <p>>6 to 12 months = 1 pt</p> <p>>12 to 24 months = 2 pts</p> <p>> 24 to 36 months = 3 pts</p> <p>>36 to 48 months = 4 pts</p> <p>>48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP – SALARY MANAGEMENT (SFT) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>v. Salary Forecasting Tool (SFT).</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 7 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource’s résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience providing guidance, advice and best practice with one or more of the modules listed above; iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 			
RTC28	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience providing production support services that included troubleshooting and fixing incidents/problems in one or more of the following:</p> <ul style="list-style-type: none"> i. SAP Salary Management module; or ii. Salary Management (SFT); or iii. SAP HCM; or iv. SAP HR; or v. Salary Forecasting Tool (SFT). <p>Each project cited must have a minimum duration of six consecutive months, within</p>	5	<p>6 months or less = 0 points >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP – SALARY MANAGEMENT (SFT) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource’s résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience providing production support services that included troubleshooting and fixing incidents/problems in one or more of the modules listed above; iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 			
RTC29	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience performing in process integration using SAP-Human Capital Management (HCM) Organisational Management (OM).</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 7 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource’s résumé:</p>	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP – SALARY MANAGEMENT (SFT) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience performing in process integration using SAP-Human Capital Management (HCM) Organisational Management (OM); iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 			
RTC30	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience performing in process integration using SAP-Human Capital Management (HCM) HR Mini-Master.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 7 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource’s résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience performing in process integration using SAP-Human Capital Management (HCM) HR Mini-Master; 	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts	

A.2 ERP FUNCTIONAL ANALYST - SAP – SALARY MANAGEMENT (SFT) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience.</p>			
RTC31	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience performing in process integration using PeopleSoft within a Service Oriented Architecture.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 7 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource’s résumé:</p> <p>i. The name of the client organization (to whom the services were provided);</p> <p>ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience performing in process integration using PeopleSoft within a Service Oriented Architecture;</p> <p>iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the</p>	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP – SALARY MANAGEMENT (SFT) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	Project/Technical Authority that can validate the stated experience.			
RTC32	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience overseeing problem escalation and resolution, and working with SAP AG (SAP OSS).</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource’s résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience overseeing problem escalation and resolution, and working with SAP AG (SAP OSS); iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience. 	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts	
RTC33	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience developing and enhancing reports in the area of one or more of the following to meet business requirements:</p> <ul style="list-style-type: none"> i. SAP Salary Management module; or ii. Salary Management (SFT); or iii. SAP HCM; or 	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts	

A.2 ERP FUNCTIONAL ANALYST - SAP – SALARY MANAGEMENT (SFT) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>iv. SAP HR; or v. Salary Forecasting Tool (SFT).</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource’s résumé:</p> <p>i. The name of the client organization (to whom the services were provided);</p> <p>ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience developing and enhancing reports in the area of one or more of the modules listed above to meet business requirements;</p> <p>iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project Technical Authority that can validate the stated experience.</p>		>48 months = 5 pts	
RTC34	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience performing all of the following functional development activities (experience can be cumulative over various projects):</p> <p>a) Development of business requirement;</p> <p>b) Development of Impact Assessments;</p> <p>c) Development of configuration/system settings;</p>	5	<p>6 months or less = 0 pts</p> <p>>6 to 12 months = 1 pt</p> <p>>12 to 24 months = 2 pts</p> <p>> 24 to 36 months = 3 pts</p> <p>>36 to 48 months = 4 pts</p> <p>>48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP – SALARY MANAGEMENT (SFT) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>d) Development of functional designs (RICEFW); and</p> <p>e) Development of test cases in HP-ALM.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource’s résumé:</p> <p>i. The name of the client organization (to whom the services were provided);</p> <p>ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience performing the functional development activities listed above (experience can be cumulative over various projects);</p> <p>iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e- mail address of the Project/Technical Authority that can validate the stated experience.</p>			
	Maximum Points Available:	58		
	Minimum Points Required:	40		

A.2 ERP FUNCTIONAL ANALYST - SAP – FUNDS MANAGEMENT (FM) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
RTC35	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has over six months of professional work experience working with the SAP Solution in addition to the 10 years required as part of the requirement identified in mandatory criterion MTC5 for this resource category.</p> <p>Each project cited must have a minimum duration of six consecutive months, within 15 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with the SAP Solution; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience. 	5	<p>Months of experience above the 10 years required as part of the requirement identified in mandatory criterion MTC5 for this resource category:</p> <p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	
RTC36	<p>Using reference projects, the Bidder should demonstrate if the proposed resource possesses any valid SAP certification, as delivered by SAP.</p> <p>A copy of the certification(s) must be included with the bid.</p>	3	1 point per certification up to a maximum of 3 points	
RTC37	Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience working with SAP version ECC 6.0 or higher.	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP – FUNDS MANAGEMENT (FM) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with SAP version ECC 6.0 or higher; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience. 		<p>> 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	
RTC38	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience working with SAP ASAP Methodology.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource 	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP – FUNDS MANAGEMENT (FM) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>that demonstrate experience working with SAP ASAP Methodology;</p> <p>iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience.</p>			
RTC39	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience providing production support services that included troubleshooting and fixing incidents/problems in the SAP Funds Management (FM) module.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 7 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <p>i. The name of the client organization (to whom the services were provided);</p> <p>ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience providing production support services that included troubleshooting and fixing incidents/problems in the SAP Funds Management (FM) module;</p> <p>iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The</p>	5	<p>6 months or less = 0 pts</p> <p>>6 to 12 months = 1 pt</p> <p>>12 to 24 months = 2 pts</p> <p>> 24 to 36 months = 3 pts</p> <p>>36 to 48 months = 4 pts</p> <p>>48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP – FUNDS MANAGEMENT (FM) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience.			
RTC40	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience performing in process integration using at least 2 SAP modules:</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience performing in process integration using at least 2 SAP modules. The Bidder must list the modules and integration points in each project; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience. 	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts	
RTC41	Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience performing in process integration in each project using the following:	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts	

A.2 ERP FUNCTIONAL ANALYST - SAP – FUNDS MANAGEMENT (FM) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>a) SAP Workflow with Business Rules Framework Plus (BRF+); or</p> <p>b) Financial Delegation Matrix</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience performing in process integration using the tools listed above; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience. 		<p>>36 to 48 months = 4 pts</p> <p>>48 months = 5 pts</p>	
RTC42	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience overseeing problem escalation and resolution, and working with SAP AG (SAP OSS).</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p>	5	<p>6 months or less = 0 pts</p> <p>>6 to 12 months = 1 pt</p> <p>>12 to 24 months = 2 pts</p> <p>> 24 to 36 months = 3 pts</p> <p>>36 to 48 months = 4 pts</p> <p>>48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP – FUNDS MANAGEMENT (FM) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience overseeing problem escalation and resolution, and working with SAP AG (SAP OSS); iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience. 			
RTC43	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience developing and enhancing reports in the area of SAP Funds Management (FM) to meet business requirements.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 7 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience developing and enhancing reports in the area of SAP Funds Management (FM) to meet business requirements; 	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts	

A.2 ERP FUNCTIONAL ANALYST - SAP – FUNDS MANAGEMENT (FM) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience.</p>			
RTC44	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience performing all of the following Functional development activities (experience can be cumulative over various projects):</p> <p>a) Development of business requirement; b) Development of Impact Assessments; c) Development of configuration/system settings; d) Development of functional designs (RICEFW); and e) Development of test cases in HP-ALM.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <p>i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience performing the Functional development activities (experience can be cumulative over various projects); iii. The project duration (indicating the project start and end dates) and the</p>	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

A.2 ERP FUNCTIONAL ANALYST - SAP – FUNDS MANAGEMENT (FM) (LEVEL 3)				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>resource's start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience.</p>			
RTC45	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience with a PSCD implementation.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 5 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <p>i. The name of the client organization (to whom the services were provided);</p> <p>ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience with a PSCD implementation;</p> <p>iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience.</p>	5	<p>6 months or less = 0 pts</p> <p>>6 to 12 months = 1 pt</p> <p>>12 to 24 months = 2 pts</p> <p>> 24 to 36 months = 3 pts</p> <p>>36 to 48 months = 4 pts</p> <p>>48 months = 5 pts</p>	
	Maximum Points Available:	53		
	Minimum Points Required:	37		

P.9 PROJECT MANAGER – SAP - LEVEL 3				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
RTC46	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has over six months of professional work experience working with the SAP Solution in addition to the 10 years required as part of the requirement identified in mandatory criterion MTC6 for this resource category.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 15 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ol style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with the SAP Solution; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience. 	5	<p>Months of experience above the 10 years required as part of the requirement identified in mandatory criterion MTC5 for this resource category:</p> <p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	
RTC47	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience planning all aspects of project delivery including the following (experience can be cumulative over various projects):</p> <ol style="list-style-type: none"> a) Review; b) Planning; c) Development; 	5	<p>6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts</p>	

P.9 PROJECT MANAGER – SAP - LEVEL 3				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>d) Implementation; e) Roll out; and f) Support & maintenance.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience planning all aspects of project delivery including the elements listed above (experience can be cumulative over various projects); iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience. 			
RTC48	<p>The Bidder should demonstrate if the proposed resources possesses any of the following Professional Certifications:</p> <ul style="list-style-type: none"> a) Project Management Professional (PMP) or related Project Management Certificate; b) ITIL (Information Technology Infrastructure Library) Certification; or c) Accounting Designation (CPA). <p>A copy of the certification(s) must be included with the bid.</p>	3	1 point per certification up to a maximum of 3 points	

P.9 PROJECT MANAGER – SAP - LEVEL 3				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
RTC49	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience working with SAP version ECC 6.0 or higher.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with SAP version ECC 6.0 or higher; iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience. 	5	<p>6 months or less = 0 pts</p> <p>>6 to 12 months = 1 pt</p> <p>>12 to 24 months = 2 pts</p> <p>> 24 to 36 months = 3 pts</p> <p>>36 to 48 months = 4 pts</p> <p>>48 months = 5 pts</p>	
RTC50	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience working with SAP ASAP Methodology.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p>	5	<p>6 months or less = 0 pts</p> <p>>6 to 12 months = 1 pt</p> <p>>12 to 24 months = 2 pts</p> <p>> 24 to 36 months = 3 pts</p> <p>>36 to 48 months = 4 pts</p> <p>>48 months = 5 pts</p>	

P.9 PROJECT MANAGER – SAP - LEVEL 3				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<ul style="list-style-type: none"> i. The name of the client organization (to whom the services were provided); ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience working with SAP ASAP Methodology; iii. The project duration (indicating the project start and end dates) and the resource’s start and end dates on the project; and iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience. 			
RTC51	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience, within the last 10 years as of the bid solicitation publication date, developing each of the following (experience can be cumulative over various projects):</p> <ul style="list-style-type: none"> a) Project Charters; b) Project Schedules; c) Scopes; and d) PMP. <p>Each project cited must have:</p> <ul style="list-style-type: none"> a) a minimum duration of six consecutive months; and b) A minimum value of 3 million (including applicable taxes, not including any option years that have not yet been exercised). <p>For the project cited, the following information must be identified on the proposed resource’s résumé:</p> <ul style="list-style-type: none"> i. The value of the project (including applicable taxes, not including any 	5	6 months or less = 0 pts >6 to 12 months = 1 pt >12 to 24 months = 2 pts > 24 to 36 months = 3 pts >36 to 48 months = 4 pts >48 months = 5 pts	

P.9 PROJECT MANAGER – SAP - LEVEL 3				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>option years that have not yet been exercised);</p> <p>ii. The name of the client organization (to whom the services were provided);</p> <p>iii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience developing the items listed above (experience can be cumulative over various projects);</p> <p>iv. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and</p> <p>v. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience.</p>			
RTC52	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience providing advice and recommendation on the evolution of SAP, and the alignment with the Comptroller General's direction for ERP solutions.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <p>i. The name of the client organization (to whom the services were provided);</p> <p>ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience providing advice and recommendation on the evolution of SAP, and the alignment with the</p>	5	<p>6 months or less = 0 pts</p> <p>>6 to 12 months = 1 pt</p> <p>>12 to 24 months = 2 pts</p> <p>> 24 to 36 months = 3 pts</p> <p>>36 to 48 months = 4 pts</p> <p>>48 months = 5 pts</p>	

P.9 PROJECT MANAGER – SAP - LEVEL 3				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	<p>Comptroller General's direction for ERP solutions;</p> <p>iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience.</p>			
RTC53	<p>Using reference projects, the Bidder should demonstrate that the proposed resource has professional work experience leading projects, which required the supervision of multi-disciplinary teams, including functional/technical resources and Third Party Suppliers.</p> <p>Each project cited must have a minimum duration of six consecutive months, within the last 10 years as of the bid solicitation publication date.</p> <p>For each project cited, the following information must be identified on the proposed resource's résumé:</p> <p>i. The name of the client organization (to whom the services were provided);</p> <p>ii. A project description, the documentation produced and the deliverables provided by the resource that demonstrate experience leading projects, which required the supervision of multi-disciplinary teams, including functional/technical resources and Third Party Suppliers;</p> <p>iii. The project duration (indicating the project start and end dates) and the resource's start and end dates on the project; and</p> <p>iv. Customer Reference information for experience within the last 5 years as of the bid solicitation publication date: The</p>	5	<p>6 months or less = 0 pts</p> <p>>6 to 12 months = 1 pt</p> <p>>12 to 24 months = 2 pts</p> <p>> 24 to 36 months = 3 pts</p> <p>>36 to 48 months = 4 pts</p> <p>>48 months = 5 pts</p>	

P.9 PROJECT MANAGER – SAP - LEVEL 3				
CRITERIA	RATED TECHNICAL CRITERIA (RTC) RESOURCE EXPERIENCE	MAX POINTS	POINTS ALLOCATION	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
	name, title, telephone number and e-mail address of the Project/Technical Authority that can validate the stated experience.			
	Maximum Points Available:	38		
	Minimum Points Required:	26		

ATTACHMENT 4.3
CUSTOMER REFERENCE QUESTIONS

MTC1 - Bidder's Corporate Capacity

Contract Information:

Contract n°: _____

The Contract value (including applicable taxes and excluding any option years that have not yet been exercised): _____

The total dollar-value invoiced (excluding applicable taxes) for the Contract:

Start date: _____ End date: _____

Question 1:

Has the Bidder supplied your organization with SAP professional services including any of the following types of tasks (please check all that apply):

- Requirement gathering
- Functional designs
- Testing
- Training
- Planning
- Deployment support;

Question 2:

Has the Bidder supplied your organization with any of the same or similar resource categories indicated below, during the last three years as of the bid solicitation publication date?

- A.1 Application/Software Architect – SAP- Level 3
For similar resource category, please specify resource category name: _____
Number of resources provided: ____
Resource name(s): _____
- A.2 ERP Functional Analyst – SAP - Generalist – Level 3
For similar resource category, please specify resource category name: _____
Number of resources provided: ____
Resource name(s): _____
- A.2 ERP Functional Analyst – SAP - Salary Management – Level 3
For similar resource category, please specify resource category name: _____
Number of resources provided: ____
Resource name(s): _____
- A.2 ERP Functional Analyst – SAP - Funds Management – Level 3
For similar resource category, please specify resource category name: _____
Number of resources provided: ____
Resource name(s): _____

- B.9 Courseware Developer - SAP - Training, Documentation and Delivery - Level 3
For similar resource category, please specify resource category name: _____
Number of resources provided: ____
Resource name(s): _____
- P.1 Change Management Consultant – SAP - Organizational Change Management - Level 3
For similar resource category, please specify resource category name: _____
Number of resources provided: ____
Resource name(s): _____
- P.1 Change Management Consultant - SAP - Release Management - Level 3
For similar resource category, please specify resource category name: _____
Number of resources provided: ____
Resource name(s): _____
- P.9 Project Manager – SAP - Level 3
For similar resource category, please specify resource category name: _____
Number of resources provided: ____
Resource name(s): _____

Table M1

RESOURCE CATEGORY TASK MAPPING

The Bidder must provide a signed statement from the Customer Reference confirming that the tasks are the same or similar to the tasks listed in Section 5 of Annex A – SOW of this requirement.

Table M1 is provided to assist Bidders in structuring the required information for MTC1. Bidders should replicate Table M1 below as needed to provide the required information.

TABLE M1 RESOURCE CATEGORY TASK MAPPING	
1. Specify the resource category from this solicitation's SOW	Resource Category:
2. Specify the resource category identified in the reference contract	Resource Category:
3. SOW Tasks for the Resource Category from Annex A of this requirement	Tasks for Resource Category from Reference Contract
a. (Insert task from SOW in its entirety)	a. (Insert task from reference contract) Example of text to be inserted: “(Maps to SOW Task a)”
b. (Insert task from SOW in its entirety)	b. (Insert task from reference contract)
c. (Insert task from SOW in its entirety)	c. (Insert task from reference contract)

d. (Insert task from SOW in its entirety)	d. (Insert task from reference contract)
e. (Insert task from SOW in its entirety)	e. (Insert task from reference contract)
f. (Insert task from SOW in its entirety)	f. (Insert task from reference contract)
etc.	etc.
Number of tasks mapped:	

Response:

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

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

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

Organization Name: _____

Client Name: _____

Client's title: _____

Client telephone no. _____

Email address: _____

Client's Signature: _____

MTC2 - Bidder's Experience - Resources

Contract Information:

Contract n°: _____

Start date: _____ **End date:** _____

Question 1:

Has the Bidder supplied your organization with any of the same or similar resource categories for the total amount of billable days as indicated below, during a twelve-month period within the last five years?

A.1 Application/Software Architect – SAP- Level 3
For similar resource category, please specify resource category name: _____
Number of billable days _____ Period of Services: from _____ to _____

- A.2 ERP Functional Analyst – SAP - Generalist – Level 3
For similar resource category, please specify resource category name: _____
Number of billable days _____ Period of Services: from _____ to _____
- A.2 ERP Functional Analyst – SAP - Salary Management – Level 3
For similar resource category, please specify resource category name: _____
Number of billable days _____ Period of Services: from _____ to _____
- A.2 ERP Functional Analyst – SAP - Funds Management – Level 3
For similar resource category, please specify resource category name: _____
Number of billable days _____ Period of Services: from _____ to _____
- B.9 Courseware Developer - SAP - Training, Documentation and Delivery - Level 3
For similar resource category, please specify resource category name: _____
Number of billable days _____ Period of Services: from _____ to _____
- P.1 Change Management Consultant – SAP - Organizational Change Management - Level 3
For similar resource category, please specify resource category name: _____
Number of billable days _____ Period of Services: from _____ to _____
- P.1 Change Management Consultant - SAP - Release Management - Level 3
For similar resource category, please specify resource category name: _____
Number of billable days _____ Period of Services: from _____ to _____
- P.9 Project Manager – SAP - Level 3
For similar resource category, please specify resource category name: _____
Number of billable days _____ Period of Services: from _____ to _____

Table M2

RESOURCE CATEGORY TASK MAPPING

The Bidder must provide a signed statement from the Customer Reference confirming that the tasks are the same or similar to the tasks listed in Section 5 of Annex A – SOW of this requirement.

Table M2 is provided to assist Bidders in structuring the required information for MTC2. Bidders should replicate Table M2 below as needed to provide the required information.

TABLE M2 RESOURCE CATEGORY TASK MAPPING	
1. Specify the resource category from this solicitation’s SOW	Resource Category:
2. Specify the resource category identified in the reference contract	Resource Category:
3. SOW Tasks for the Resource Category from Annex A of this requirement	Tasks for Resource Category from Reference Contract
a. (Insert task from SOW in its entirety)	a. (Insert task from reference contract) Example of text to be inserted: “(Maps to SOW Task a)”
b. (Insert task from SOW in its entirety)	b. (Insert task from reference contract)

c. (Insert task from SOW in its entirety)	c. (Insert task from reference contract)
d. (Insert task from SOW in its entirety)	d. (Insert task from reference contract)
e. (Insert task from SOW in its entirety)	e. (Insert task from reference contract)
f. (Insert task from SOW in its entirety)	f. (Insert task from reference contract)
etc.	etc.
Number of tasks mapped:	

Response:

- Yes, the Bidder has provided my organization with the services described above.
 No, the Bidder has not provided my organization with the services described above.
 I am unwilling or unable to provide any information about the services described above.

Organization Name: _____
Client Name: _____
Client's title: _____
Client telephone n°: _____
Email address: _____
Client's Signature: _____

MTC3 - Bidder's Client Manager Experience

Contract Information

Contract n°: _____
Start date: _____ **End date:** _____
Contract value (including applicable taxes and excluding any option years that have not yet been exercised): _____

Client manager name: _____

Question 1:

Was _____ the designated client manager responsible for resources and contract management within any three years out of the last five years as of the bid solicitation publication date?

Response:

- _____ Yes, the Client Manager has provided my organization with the services described above.
- _____ No, the Client Manager has not provided my organization with the services described above.
- _____ I am unwilling or unable to provide any information about the services described above.

Question 2:

Was the contract for the provision of resources that worked in an SAP systems environment?

Response:

- _____ Yes, the Client Manager has provided my organization with the services described above.
- _____ No, the Client Manager has not provided my organization with the services described above.
- _____ I am unwilling or unable to provide any information about the services described above.

Question 3:

FORM M3

RESOURCE BILLABLE DAYS

Form M3 is provided to assist Bidders in structuring the required information for MTC3. Bidders should replicate Form M3 below as needed to provide the required information.

FORM M3 RESOURCE BILLABLE DAYS	
Reference Contract No. (from MTC3):	
RESOURCE #	
First and Last Name:	
Title of the resource category provided under the reference contract:	
The start and end dates (MM/DD/YYYY) for any three of the last five years in which the resource worked a minimum 220 billable days per year:	Start Date: End Date:
Total number of billable days:	

Did the contract for professional services provide a minimum of 8 full-time resources each for a period of 220 billable days per resource per year for any three (3) of the last five (5) years, as described above?

Response:

Yes, the Client Manager has provided my organization with the services described above.
 No, the Client Manager has not provided my organization with the services described above.
 I am unwilling or unable to provide any information about the services described above.

Question 4:

Did the contract have a minimum on-going duration or have a completed duration of one year (Note: duration does not include option periods that have not been exercised)?

Response:

Yes, the contract has a minimum on-going duration or has a completed duration of one year.
 No, the contract did not have a minimum on-going duration or have a completed duration of one year.
 I am unwilling or unable to provide any information about the duration of the contract.

Question 5:

Did the contract have a minimum value of \$2M (amendments and applicable taxes included)?

Response:

Yes, the contract has a minimum value of \$2M (amendments and applicable taxes included).
 No, the contract does not have a minimum value of \$2M (amendments and applicable taxes included).
 I am unwilling or unable to provide any information about the minimum value of the contract.

Organization Name: _____

Client Name: _____

Client's title: _____

Client telephone no. _____

Email address: _____

Client's Signature: _____

ATTACHMENT 5.1
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY –
CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.
OR
- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).