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K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Informatics Professional Services Division / Division  
des services professionnels en informatique

Les Terrasses de la Chaudière

10, rue Wellington, 4ième

étage/Floor

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> TBIPS Functional Services Business Analysis and Functional Services (TBIPS)	
<b>Solicitation No. - N° de l'invitation</b> B8947-220390/A	<b>Amendment No. - N° modif.</b> 009
<b>Client Reference No. - N° de référence du client</b> B8947-220390	<b>Date</b> 2022-10-25
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZM-637-41155	
<b>File No. - N° de dossier</b> 637zm.B8947-220390	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2022-10-31</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dupuis, Sébastien	<b>Buyer Id - Id de l'acheteur</b> 637zm
<b>Telephone No. - N° de téléphone</b> (873) 354-0246 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

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

## AMENDMENT NO. 009

This amendment is raised to revise the solicitation and to answer bidders' questions:

### **RFP REVISIONS:**

#### **5. At Appendix C to Annex A – Resources Assessment Criteria and Response Table – A.2 ERP Functional Analyst, Level 2 – MTC1 of this bid Solicitation:**

Delete:

The proposed resource must demonstrate at least 7 years of experience as an ERP Functional Analyst working within an IM/IT environment. This experience must come from at least 2 separate projects.

Insert:

The proposed resource must clearly demonstrate at least 5 years of experience as an ERP Functional Analyst working within an IM/IT environment. This experience must come from at least 2 separate projects.

#### **6. At Appendix C to Annex A – Resources Assessment Criteria and Response Table – B.1 Business Analyst, Level 2 – MTC1 of this bid Solicitation:**

Delete:

The proposed resource must clearly demonstrate at least 7 years of experience as a Business Analyst working within an IM/IT environment while working on at least 2 separate projects.

Insert:

The proposed resource must clearly demonstrate at least 5 years of experience as a Business Analyst working within an IM/IT environment while working on at least 2 separate projects.

#### **7. At Appendix C to Annex A – Resources Assessment Criteria and Response Table – B.1 Business Analyst, Level 3 – MTC1 of this bid Solicitation:**

Delete:

The proposed resource must clearly demonstrate at least 12 years of experience as a Business Analyst working within an IM/IT environment while working on at least 3 separate projects.

Insert:

The proposed resource must clearly demonstrate at least 10 years of experience as a Business Analyst working within an IM/IT environment while working on at least 3 separate projects.

#### **8. At attachment 4.1 – Mandatory Technical Criteria, MTC1 of this bid Solicitation:**

Delete:

Form M1-1 is provided to assist Bidders in structuring the required information for the reference contract. The form must be signed by the client reference to attest the information provided is accurate and true. If

Form M1-1 provided with the bid is not signed by the client reference, the Contracting Authority will inform the Bidder of a time frame within which to provide the signed Form M1-1. Failure to provide the signed Form M1-1 within the time frame will render the bid non-responsive.

Form M1-2 is provided to assist Bidders in structuring the required information for the 120 billable days for each resource.

Form M1-3 is provided to assist Bidders in structuring the required information for mapping tasks for resource categories.

Insert:

Form M1-1 is provided to assist Bidders in structuring the required information for the reference contract.

Form M1-2 is provided to assist Bidders in structuring the required information for the 120 billable days for each resource.

Form M1-3 is provided to assist Bidders in structuring the required information for mapping tasks for resource categories. The form must be signed by the client reference to attest the information provided in **Form M1-1, M1-2, and if applicable, M1-3**, is accurate and true. If Form **M1-3** provided with the bid is not signed by the client reference, the Contracting Authority will inform the Bidder of a time frame within which to provide the signed Form **M1-3**. Failure to provide the signed Form **M1-3** within the time frame will render the bid non-responsive.

## **QUESTIONS AND ANSWERS**

### **Question 23:**

As per Section 3.3 (b) the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods. Since this is currently not a mandatory requirement it puts bidders that choose to increase their rates year over year at risk of scoring lower than bidders that choose not to increase their rates. Having a contract with rates that increase with the cost of living each year will reduce risk to the Crown of having a contract with out dated per diem rates in the Option Periods. When you have a contract with outdated per diem rates you typically see weaker consultants being put forward or higher turn over of resources leaving for higher per diem rates elsewhere.

Would the Crown consider adding the following Mandatory requirement to the Financial Criteria:

### **Mandatory Financial Criteria (MF)**

MF1. The proposed firm all-inclusive per diem rate for each category must increase by a minimum of 3% from one year to the next in each Option Period specified in this solicitation document.

### **Answer 23:**

Your recommendation was considered but Canada will not add this requirement to the RFP.

### **Question 24:**

In MTC 1 (Appendix C to Annex A) for ERP Functional Analysts L2 and for Business Analysts L2, the mandatory criteria is to show 7 or more years of demonstrated experience in each respective category.

We kindly ask the Crown to change the number of mandatory years of experience from “at least 7 years of experience” to “at least 5 years of experience” in order to adhere to TBIPS level descriptions.

**Answer 24:**

MTC1 (Appendix C to Annex A) for ERP Functional Analyst Level 2 and for Business Analyst Level 2, have been revised to indicate that the proposed resource must demonstrate at least 5 years of experience. Please see Solicitation revisions 5 and 6.

**Question 25:**

In MTC 1 (Appendix C to Annex A) for Business Analysts L3, the mandatory criteria is to show 12 or more years of demonstrated experience in each respective category. We kindly ask the Crown to change the number of mandatory years of experience from “at least 12 years of experience” to “at least 10 years of experience” in order to adhere to TBIPS level requirements.

**Answer 25:**

MTC1 (Appendix C to Annex A) for Business Analyst Level 3, has been revised to indicate that the proposed resource must demonstrate at least 10 years of experience. Please see Solicitation revision 7.

**Question 26:**

MTC1 - Sub-item 2(g) states that a signed attestation from the Client confirming that the information provided by the Bidder is accurate and true for the referenced contracts. The requirement then later states that Form M1-1 is to be used to provide the required information. Can the Crown please confirm that the signed Form M1-1 by the Client will be compliant as the signed attestation?

**Answer 26:**

MTC1 has been revised to clarify where the client reference is required to sign on the form. By signing the signature block of Form M1-3 that references Form M1-1, Form M1-2 and Form M1-3, the requirement for the signed attestation from the client reference will be met. Please see Solicitation Revision 8.

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**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

**NOTE:** A BID ALREADY SUBMITTED MAY BE AMENDED PRIOR TO THE CLOSING DATE. AMENDING CORRESPONDENCE MUST ADDRESS THE SOLICITATION NUMBER AND THE CLOSING DATE. BIDS MUST BE SUBMITTED ONLY TO THE PUBLIC WORKS AND GOVERNMENT SERVICE CANADA (PWGSC) BID RECEIVING UNIT VIA CANADA POST CORPORATION (CPC) CONNECT.

For bidders needing to register with CPC Connect the email address is:  
[tpsgc.pareceptiondessaoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessaoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca).

Interested Bidders must register as early as possible, and in any case, at least six business days prior to the solicitation closing date and time (in order to ensure a response). Requests to open an CPC Connect conversation received after that time may not be answered.