

NOTICE OF PROPOSED PROCUREMENT (NPP)
For
TASK BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)

GSIN: D302A ADP SYSTEM DEVELOPMENT SERVICES

Reference Number:	033	Solicitation Number:	IC401442
Organization Name:	Industry Canada – Chief Information Office Sector		
Solicitation Date:		Closing Date:	2015-04-17 11:00 AM Eastern Standard Time EST
Anticipated Start Date:			
Estimated Delivery Date:	N/A	Estimate Level of Effort:	240 days per resource
Contract Duration:	The contract period will be for one (1) year from the date of contract with an irrevocable option to extend it for up to three additional one year periods		
Solicitation Method:	Competitive	Applicable Trade Agreements:	WTO-AGP, NAFTA, AIT...
Comprehensive Land Claim Agreement Applies:	No	Number of Contracts:	1

Requirement Details

Tendering Procedure: Selective Tendering

This requirement is open only to those TBIPS Supply Arrangement Holders who qualified under Tier 1 for services in the National Capital Region for the following category:

One (1) Level 2 – P.11 Quality Assurance Specialist/Analyst at bid closing but up to four for the duration of this TBIPS.

The following SA Holders have been invited to submit a proposal:

1. ADGA Group Consultants Inc.
2. Andrew Mazeikis, Andrew Lee
3. Calian Ltd.
4. Eagle Professional Resources Inc.
5. Fujitsu Consulting (Canada) Inc./Fujitsu Conseil (Canada) Inc.
6. IT/Net Ottawa Inc.
7. Luminal IT Inc.
8. Modis Canada Ltd.
9. Nortak Software Ltd.
10. Procom Consultants Group Ltd.
11. Procom Consultants Group Ltd., Emerion in JV
12. Promaxis Systems Inc.
13. Randstad Interim Inc.
14. Rockwell Collins Canada Inc.
15. The Aim Group Inc.
16. The Bell Telephone Company of Canada / La Compagnie de Téléphone Bell du Canada ou Bell Canada
17. The Halifax Group Inc.
18. Unisys Canada Inc.
19. Veritaaq Technology House Inc.

1. ORGANIZATION

The Chief Information Office (CIO) is mandated to maximize Industry Canada's business performance through modern and progressive management of information management (IM) and information technology (IT) services, policies, and resources. The CIO Branch is specifically responsible for:

- Establishing IM/IT strategies and policies that support the overall mandate of the Department and are consistent with established funding envelopes;
- Aligning IM/IT resources with departmental priorities and IM/IT plans through a practical governance structure;
- Providing high-quality, affordable IM/IT services to departmental business partners;
- Providing high-quality and responsive support to departmental IM/IT users; and
- Establishing department-wide technology standards and architecture to maximize opportunities for horizontal investments in IM/IT across the department.

The Transformation Programs Branch (TPB) works horizontally across the CIO to support the design and delivery of client centric IT solutions and enterprise operations. The TPB is responsible for:

- Identifying options, application technology strategies, and methods through Solutions Architecture that meet the Client's requirements;
- Performing Solutions Quality Assurance activities for IT projects and programs through a centralized testing group; and,
- Enabling the development branches (TPB, BSB and ESB) to effectively deliver on the CIO portion of governed and non-governed projects and CWRs (CIO work)

Services are delivered through two organizational Directorates:

- Architecture & Integration
- Programs, Planning & Oversight

2. PROJECT REQUIREMENTS/OBJECTIVES

Within the Architecture and Integration Directorate the Quality Assurance section has the following responsibilities:

- Acts as a centralized testing group for IT projects and programs
- Manages the Knowledge Management repository and distribution of all test documents
- Selects, implements, evolves and distributes testing tools for the CIO
- Provides best practices and standards for all testing activities
- Provides test management functionality and oversight where required
- Works closely with development teams to help establish, document and propagate internal testing processes
- Responsible for establishing and managing a Quality Assurance test environment
- Performs Quality Management (QM) and Quality Assurance (QA) functionalities, including:
 - Establishes guidelines and frameworks for QM, as well as IC QA Common Testing Framework;
 - Executes all QM and/or QA specific testing for the IT project and programs within the CIO;
 - Tests applications hosted in order to baseline the interactions and performance prior to production deployment, including: accessibility, functionality, security, usability and any additional tests deemed necessary to ensure the quality of the applications;
 - Conducts performance and load testing as deemed necessary; and
 - Provides common tools and templates, processes and guidance to projects.

3. SCOPE OF WORK / KEY ACTIVITIES

The QA Specialist/Analyst will assist CIO project team(s) with ongoing quality assurance, testing and support. The resource will work directly with the testing and development teams providing expertise in quality assurance and testing. Their duties and deliverables may include but not be limited to the following:

- Collaborate with development team members and other project team members to ensure that business/project needs are being met and technical issues resolved;
- Prepare and perform reviews and walkthroughs;
- Analyze, update and refine QA/Test procedures, standards and policies;
- Provide quality assurance services on web-centric or mainframe projects following QA/Testing life-cycle functions including but not limited to the following:
 - Analysis
 - Review functional and design specifications to ensure full understanding of individual deliverables
 - Identify test requirements from specifications
 - Develop traceability matrix
 - Map test case requirements
 - Creation and updates to test plan/strategy
 - Test scope
 - Test methodology
 - Test estimates
 - Test schedule
 - Risks
 - Preparation of test case documents
 - Test cases
 - Test scripts
 - Test data
 - Traceability matrix
 - Conduct and facilitation of test plan/case reviews with cross-functional team members
 - Test Execution
 - Function
 - System
 - Acceptance
 - Regression
 - Log/filing of defects in tracking tool (JIRA)
 - Track and update of defects to closure
 - Documentation of test results
 - Updated test case results
 - Ensure content and structure of all testing documents/artefacts is documented and maintained in JIRA
 - Assist if the preparation of test reports
 - Test sign-off by client
 - Test closure report
 - Post-implementation reviews
 - Lessons learned
- Provide updates/status reporting to project team management.

4. PERIOD OF CONTRACT

Initial Contract Period: Contract award to April 30, 2016 and 3 option year periods

- Bidders may submit a bid for one resource category.
- The work is currently not being performed by a contracted resource

Security Requirement: Common PS SRCL #04 applies
Minimum Corporate Security Required: Designated Organization Screening (DOS)
Minimum Resource Security Required: Secret

Contract Authority

Name: Tony Eyre
Email Address: tony.eyre@ic.gc.ca

Inquiries

Inquiries regarding this RFP requirement must be submitted to the Contracting Authority named above. Request for Proposal (RFP) documents will be e-mailed directly from the Contracting Authority to the Qualified Supply Arrangement Holders who are being invited to bid on this requirement. BIDDERS ARE ADVISED THAT "BUYANDSELL.GC.CA" IS NOT RESPONSIBLE FOR THE DISTRIBUTION OF SOLICITATION DOCUMENTS. The Crown retains the right to negotiate with any supplier on any procurement. Documents may be submitted in either official language.

NOTE: Task-Based Informatics Professional Services (TBIPS) Method of Supply is refreshed three (3) times per year. If you wish to find out how you can be a "Qualified SA Holder", please contact RCNMDAI.-NCRIMOS@pwgsc.gc.ca