NOTICE OF PROPOSED PROCUREMENT (NPP)

For

TASK BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)

GSIN: D302A ADP SYSTEM DEVELOPMENT SERVICES

Reference Number:	CIO/WTBS0007	**Solicitation Number:**	IC401469
Organization Name:	Industry Canada – Chief Information Office Sector		
Solicitation Date:	2015-07-02	**Closing Date:**	*2015-07-17 11:00 AM Eastern Daylight Saving Time EDT*
Anticipated Start Date:	*2015-08-04*		
Estimated Delivery Date:	*N/A*	**Estimate Level of Effort:**	120 days / year
Contract Duration:	*The initial contract period will be from date of contract award and ends March 31, 2016 with one (1) irrevocable option to extend it for one (1) year.*		
Solicitation Method:	Competitive	**Applicable Trade Agreements:**	WTO-AGP, NAFTA, AIT, Canada-Chile, Canada-Colombia, Canada-Panama, Canada-Peru
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 3 Project Executive*

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

1. Aerotek ULC
2. Cistel Technology Inc.
3. Coradix Technology Consulting Inc.
4. Emerion
5. Excel Human Resources Inc.
6. Excelsa Technologies Consulting Inc.
7. Integra Networks Corporation
8. Le Groupe Conseil Bronson Consulting Group
9. Maplesoft Consulting Inc.
10. Mindwire Systems Ltd.
11. Modis Canada Inc.
12. TEKSYSTEMS CANADA INC.
13. TeraMach Technologies Inc.
14. Turtle Island Staffing Inc.
15. Veritaaq Technology House Inc.

Description of Work:

The Workplace Technology Services Branch (WTSB) is responsible for leading the engineering, design, delivery, and support functions of the workplace technology infrastructure. WTS works with Shared Services Canada (SSC), Industry Canada (IC) application services, and the Business Units to enable integration of workplace technology services.

The Workplace Technology Services Branch is responsible for:

▪   Key engineering functions including:

- o Analysis and 3rd level support for WTS infrastructure;
- o Product installation scripting, delivery, and packaging services; and,
- o Rollout and readiness services such as application integration and testing, change and release planning and implementation.

- ▪ Key operational functions including:
  - o IT Service Desk and IT Support Services national capital and regions),
  - o Centre of Expertise (2nd level support); and,
  - o IT Service Management operations to ensure timely and efficient services.

- ▪ The innovation and evolution of workplace technology services including: the strategic design, domain architecture, integration, development, rollout, support, and maintenance of existing or new services such as desktop and mobile devices, video conferencing, audio visual, and wi-fi services.

Scope of Work:

Industry Canada requires the assistance of a Senior Project Executive on a part-time basis (10 days per month) to support the office of the Director General, Workplace Technology Services Branch (WTSB), Chief Information Office in the delivery of branch projects.

The work will consist but not limited to defining and documenting strategies; meeting with organizational executives and project stakeholders (internal and external) to ensure alignment with strategic direction of the department as well as the Government Canada transformation agenda; advising on key issues related to technology architecture, design, and security; assist in defining and mitigating project risks; and in preparing necessary plans, charts, and diagrams to assist with analysis and problem resolution.

The Senior Project Executive is required to have knowledge and experience with the following technologies: identity management, desktop virtualization, application virtualization, mobile computing, remote access services, and directory services.

The Senior Project Executive will be involved in the following tasks and deliverables:

Assist members of the Workplace Technology Services Branch in achieving their strategic objectives for FY2015/16, specifically:

1. Project Delivery
   a. Provide project oversight and guidance to Director of Projects and project teams
   b. Provide architecture guidance on secure remote access services and solutions specific to telework and research and development users.
   c. Assist with project planning for FY2016/17

2. Software Lifecycle Management
   a. Assist with the finalization of the software lifecycle framework and related activities
   b. Assist with process definition, including roles and responsibilities, guided by the framework
   c. Assist with the implementation of selected/prioritized processes
   d. Assist with planning of FY2016/17 process implementation

3. Workplace Technology Capability Roadmap
   a. Assist with the finalization of a capability roadmap
   b. Assist with project planning activities
   c. Assist with reviewing service definitions and support models and their alignment to GC service catalogue
   d. Assist with service strategy and design activities
   e. Assist with market and GC trend analysis

Deliverables:

1. Monthly progress reports
2. Technical design documents, architecture diagrams, and other project artefacts required as part of functional requirements and project planning phase
3. Issue papers (description of issue, risks, options, and recommendations) as identified by project teams

Abilities Required:

The Project Executive must:

a. Operate at senior levels of management within the IT organization as well as with business units understanding and accommodating varied, conflicting and/or overlapping business needs and objectives

b. Understand, develop and document prioritized business and technical requirements, dependencies and linkages

c. Understand GC concepts, including Shared Services Canada's transformation agenda

d. Understand market trends in the distributed computing domain including but not limited to end user computing/desktop services, desktop and application virtualization and mobility computing

e. Operate independent of product selection, i.e. focus at the service and capability levels, planning IT releases that deliver business value to the organization

Work Location:

The contractor will carry out the work on Industry Canada premises located at 235 Queen Street, Ottawa, Ontario.

- Bidders must submit a bid for all resource categories
- The work is currently NOT being performed by a contracted resource.

Security Requirement: PWGSC FILE # Common PS SRCL #4 applies
Minimum Corporate Security Required: FSC - Secret
Minimum Resource Security Required: Secret

Contract Authority

Name: Jordan Kearns
Phone Number: 343-291-1268
Email Address: Jordan.Kearns@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