

## **TASK Based Professional Services (TSPS) Requirement**

***Please note that the TSPS NPP MUST be published simultaneously with the issuance of the invitation to suppliers.***

This requirement is for: **Industry Canada**

This requirement is open only to those **Supply Arrangement Holders under E60ZN-15TSPS** who qualified under Tier 1 for the following category: Senior Communications Consultant

**The following SA Holders have been invited to submit a proposal.**

1. Accenture
2. Action Personnel of Ottawa-Hull Ltd
3. Ernst & Young LLP
4. Guardian Business Group Inc.
5. Harrington Marketing Limited
6. HDP Group Inc.
7. Ian Martin Limited
8. Maxsys Staffing & Consulting Inc.
9. MHPM Project Managers Inc.
10. Modis Canada Inc.
11. Revay and Associates Limited
12. Risk Sciences International Inc.
13. Stantec Consulting Inc.
14. Turtle Island Staffing Inc.
15. ZW Project Management Inc.

### **Description of the Requirement:**

The Director, Enterprise Solutions Directorate requires a Senior Communications Consultant who can provide support to the various Enterprise Solutions Directorate initiatives including the IM Ready, ETI, GCDOCS, Business Intelligence as well as other Enterprise Solutions Directorate initiatives.

### **Tasks and Deliverables**

The Senior Communications Consultant will be responsible for the following tasks, services and deliverables:

- Analyze, research, develop and implement multiple strategic communications plans for projects and/or initiatives;
- Conduct research for communications project deliverables;
- Coordinate and implement communications projects and activities from start to finish, including providing strategic direction and project coordination to Industry Canada stakeholders and clients;
- Create communication products that will ensure that clients and stakeholders are kept informed during the various stages of projects or major initiatives;
- Liaise and coordinate activities and deliverables with other project support team representatives including organizational change management and training leads;
- Support the distribution and targeting of publications and information related to the stakeholders for project deliverables;
- Review, re-write and edit technical and other project materials;

- Ensure accurate, efficient and timely delivery of project deliverables;
- Write and coordinate web content;
- Developing bulletins, newsletters, communiques, targeted email groups, intranet, e-newsletter and website content, and other communications related materials;
- Coordinate translation;
- Meet with Senior Management to identify their communication needs;
- Liaise with other sections/branches for content updates and to seek approvals;
- Assist in the development of briefing materials for senior management including but not limited to: briefing notes, backgrounders, fact sheets, Powerpoint presentations, dashboards and other senior management materials; and
- Provide monthly status reports.

### **Reporting Requirements**

In addition to regular project status reporting, the resource must provide Weekly Status reports to the Project Authority detailing:

- Work completed during the reporting period.
- Work planned for the next reporting period.
- Issues, risks and delays encountered or anticipated.

### **Work Location**

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

### **Level of Security Requirement:**

**Secret**

### **Applicable Trade Agreements:**

WTO-AGP, NAFTA, AIT, Canada-Chile, Canada-Colombia, Canada-Panama, Canada-Peru

### **Proposed period of contract:**

The proposed period of contract shall be from September 1, 2015 to August 31, 2016 with 2 additional one year option periods.

### **Estimated Level of Effort:**

The estimated level of effort of the contract will be for 240 days per year.

File Number: IC401482  
 Contracting Authority: Jordan Kearns  
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***NOTE: The Task and Solutions Professional Services (TSPS) Method of Supply is subject to quarterly refresh cycles. If you wish to find out how you can be a “Qualified SA Holder”, please contact [SPTS.TSPS@TPSGC-PWGSC.GC.CA](mailto:SPTS.TSPS@TPSGC-PWGSC.GC.CA)***