

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

**GSIN: D308A PROGRAMMING SERVICES**

<b>Reference Number:</b>	CIO/ECSB0030	<b>Solicitation Number:</b>	IC401496
<b>Organization Name:</b>	Industry Canada – Chief Information Office Sector		
<b>Solicitation Date:</b>	2015-10-05	<b>Closing Date:</b>	<i>2015-10-20 11:00 AM Eastern Daylight Saving Time EDT</i>
<b>Anticipated Start Date:</b>	<i>2015-12-01</i>		
<b>Estimated Delivery Date:</b>	<i>N/A</i>	<b>Estimate Level of Effort:</b>	240 days / year
<b>Contract Duration:</b>	<i>The initial contract period will be from date of contract award and ends one (1) year after with four (4) irrevocable options to extend it for one (1) year.</i>		
<b>Solicitation Method:</b>	Competitive	<b>Applicable Trade Agreements:</b>	WTO-AGP, NAFTA, AIT, Canada-Chile, Canada-Colombia, Canada-Panama, Canada-Peru
<b>Comprehensive Land Claim Agreement Applies:</b>	No	<b>Number of Contracts:</b>	<i>1</i>

**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 Programmer / Analyst*

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

1. Accenture Inc.
2. ADGA Group Consultants Inc.
3. Adhartas Consulting Group
4. Confluence Consulting Inc.
5. Coradix Technology Consulting Ltd.
6. Emerion
7. Excel Human Resources Inc.
8. IT/NET – Ottawa Inc.
9. Maplesoft Consulting Inc.
10. Mindwire Systems Ltd.
11. MNP LLP
12. Robina and Biban Associates Inc.
13. Sierra Systems Group Inc.
14. Sundiata White Group – Intellistaff Ltd.
15. Unisys Canada Inc.

## 1. MANDATE

Industry Canada (IC) works with Canadians in all areas of the economy and in all parts of the country to improve conditions for investment, enhance Canada's innovation performance, increase Canada's share of global trade and build a fair, efficient and competitive marketplace.

This includes managing Canada's airwaves and overseeing its bankruptcy, incorporation, intellectual property and measurement systems; providing financing and industry research tools to help businesses develop, import and export; encouraging scientific research; and protecting and promoting the interests of Canadian consumers.

## 2. 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 Business Services Branch (BSB) is responsible for the development of solutions and applications as well as the maintenance of existing systems to support Industry Canada enterprise and business units.

Services are delivered through four organizational directorates

- Business Solutions
- IT Modernization
- Enterprise Solutions
- SITT & CIPO Development and Support

The SITT & CIPO Development and Support Directorate are responsible for the following:

- Support of existing systems
- CIPO specific middleware
- CIPO mainframe database and data administration

This requirement will fall under the support of existing systems which includes the following:

- Responsible for the maintenance and upkeep of business unit specific existing applications;
- Works closely with the business units to understand their needs and technical requirements;
- Manages dispensation of sun-setting application and/or technologies; and
- Works closely with the development teams building replacement systems in order to ensure proper migration of data, effective integration and compatibility with the existing system during the release and roll-out.

### **3. PROJECT OVERVIEW - CIPO IT IMPLEMENTATION OF BILLS C-31 AND C-8 FOR TRADE-MARKS**

Major changes to the main Trade-marks system are required to allow the new Nice Classification, business process changes due to the Singapore Treaty as well as the compliance to the Madrid Protocol. The Nice Classification is an international agreement on classifying goods and services in relation to trade-marks. As a result system changes are required to enable applicants to select the Nice classes of trade-marks with their application. The implementation of the Nice Agreement will require changes to the electronic commerce filing system which accounts for 96% of new trade-marks applications as well as changes to the trade-marks processing system to handle the individual Nice classes.

The Singapore Treaty harmonizes the processing of trademark applications among member countries. In the case of Canadian trade-marks, Singapore has significant impact on a number of processes/rules. In addition, other process changes were introduced in Bill C-31 and C-8 that impact the trade-mark processing system.

The Madrid Protocol is an international agreement to allow the filing of a trade-marks application in one member country and then designate other member states for protection. The processing of these international applications requires additional workflow steps to the Canadian trade-mark filing process. In addition to these processing steps there is a requirement to transfer the international application/registration between CIPO and World Intellectual Property Organization (WIPO).

Project tasks are centered around the analysis design, development, implementation and support of Team Developer applications based on specifications and requirements according to IC's standards and guidelines and legislative requirements.

### **4. SCOPE OF WORK**

There is a requirement for a Programmer Analyst level 2 to assist the CIPO IT Implementation of Bills C-31 and C-8 for the Trade-Marks project team providing expertise in Team Developer (also known as Centura/SQL Windows).

#### **4.1 TASKS AND KEY ACTIVITIES**

Duties and key activities may include the following:

- Requirements analysis;
  - Meet with stakeholders/clients to validate or gather requirements
- Systems design;
  - Present demos to stakeholders
- Applications development;
  - Create and modify Team Developer code (screens, functions, Active X call, etc.)
  - Set up data in Oracle RDBMS
  - Create and modify Word documents (including Word macros)
  - Create and modify PL/SQL stored procedures
  - Create and modify Oracle tables and columns
  - Perform unit testing
- Creation/execution of performance, scalability, system, functional and integration test plans;
  - Create test scripts
- Applications maintenance;
- Documentation development and updates
  - Design documents
  - Technical documents

- Collaborate with team members including Project Manager, Team Lead and application developers;
- Provide updates/status reporting to project team management.
  - Complete and submit project timesheets for weekly approval using internal project tracking system

## 4.2 DELIVERABLES

Deliverables may include the following:

- Requirements analysis;
- Demos to stakeholders
- Systems design;
- Applications development;
- Test scripts, test plans
- Applications maintenance;
- Documentation development and updates
- Meetings with team members including Project Manager, Team Lead and application developers;
- Reports (status, tracking tools, etc...)
- Documentation (Forms, manuals, designs, technical process guides, etc...)

## 5. MANAGEMENT OF PROJECT

This resource reports to a project manager within the SITT & CIPO development and Support Directorate who is responsible for the CIPO Team Developer applications.

## 6. WORK LOCATION

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

**Security Requirement:** PWGSC FILE # Common PS SRCL #2 applies

**Minimum Corporate Security Required:** FSC - Reliability

**Minimum Resource Security Required:** Reliability

### Contract Authority

**Name:** Stephanie Cleroux  
**Phone Number:** 343-291-1358  
**Email Address:** [stephanie.cleroux@ic.gc.ca](mailto:stephanie.cleroux@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**