

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

This requirement is for: The Department of Justice Canada

This requirement is open only to those **Supply Arrangement Holders under E60ZN-15TSPS** who qualified under Tier 1 for the following category : 2.8 Business Architect - Senior level.

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

- Legal Name ( alphabetical order )
1. 4Plan Consulting Corp.
  2. Adirondack Information Management Inc., The AIM Group Inc. in Joint Venture
  3. Belham PDS Inc.
  4. Calian Ltd.
  5. Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
  6. Emerion
  7. Gris Orange Consultant Inc.
  8. IT/Net - Ottawa Inc.
  9. Leverage Technology Resources Inc.
  10. Mindwire Systems Ltd.
  11. NavPoint Consulting Group Inc.
  12. Nortak Software Ltd.
  13. Run Straight Consulting Ltd
  14. The AIM Group Inc.
  15. The Devon Group Ltd.

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

This bid solicitation is being issued to satisfy the requirement of Department of Justice for Task and Solutions Professional Services. It is intended to result in the award of one (1) contract for two (2) senior Business Architects available immediately and for an initial period of 2 months, plus two (2) one-year irrevocable options on an as and when requested basis allowing Canada to extend the term of the contract until April 2018. One or two additional resources of the same level and category may be required during the contract period.

There is no incumbent and no contractors have performed any similar work for the Department of Justice in the last 12 months.

### **Objective**

The consultants specializing in Business Architecture and Change Management are to develop implementation and engagement plans and related activities for its:

- Information@Justice information strategy,
- information and knowledge plan,
- analog-to-digital information transformation, and,
- design of supporting service delivery models and organizational structures of the library, research, information management, and records management services.

### **Background**

The Department of Justice is mandated to support the government in the development of legal policy and the drafting and reform of Canada's laws. At the same time, it acts as the government's legal adviser, providing legal counsel and representing the Government of Canada in court.

Justice is a medium-sized department with approximately 5,000 employees. Roughly one half of departmental employees are lawyers; the other half a broad range of professionals, including paralegals, program managers, and other knowledge workers. The Department delivers some services through legal services units that are physically located within the buildings of the departments they work for. The Department of Justice has a large workforce in the National Capital Region as well as six regional offices located across the country.

In 2014-15, Justice Canada's CIO obtained Deputy Minister approval for the Information@Justice vision, strategy, information principles and support for the corresponding Information@Justice Strategy Action Plan.

### Scope

The required services for the Contractor's resources are to perform work related to the objective above and may include the following:

- Recommending changes to improve operational performance;
- Ensuring consistency and integration with the organization's and government architectures and business strategies;
- Evaluating the feasibility of the architecture and technologies related to a business change;
- Identifying risks associated with the architecture and technologies and recommending risk mitigation;
- Advising Senior Management on trends and emerging technologies and their impact on the organization's and government architectures and business strategies;
- Recommending alternative solutions, methodologies and strategies;
- Assisting in the prioritization and assignment of architectural improvements;
- Managing the development and implementation of an architectural improvement plan; and
- Coaching, mentoring and training the organization on business architecture.
- Designing interventions that improve organizational effectiveness through people-centered change and results in: bringing about change, an improved environment, greater involvement and a more responsive workforce;
- Developing and implementing change management strategies, plans, framework;
- Providing expertise, consultative advice, guidance and coaching to build project capacity to make effective use of change management strategies and related tools;
- Articulating the purpose of change in a manner that makes sense to staff and provides a compelling picture of the new organization;
- Integrating performance monitoring disciplines in an organization's development or change management plan;
- Evaluating the effectiveness of the change management initiative

### Deliverables

Deliverables for the resource 1 may include, but not limited to:

#### Reports and Recommendations

- Results of collaborative engagement with senior managers, clients, branch personnel, and key internal and external stakeholders
- Business (legal and corporate) information and knowledge needs analysis
- Gap analysis
- Resourcing & implementation strategies to meet needs
- Information Service mandate alignment, service delivery model, performance metrics, and organizational structure.

#### Implementation Plans

- Information@Justice activities
- Information and knowledge roadmap
- Alignment of Information Service mandate, service model, service offerings, service levels and standards, and organizational structure to the Information@Justice Strategy and the departmental mandate.

- Change Management & Communications

Deliverables for the resource 2 may include, but not limited to:

Reports and Recommendations

- Results of collaborative engagement with senior managers, clients, branch personnel, and key internal and external stakeholders
- Resourcing & implementation strategies to meet needs
- Information Service mandate alignment, service delivery model, performance metrics, and organizational structure.

Implementation Plans

- Information@Justice activities
- Alignment of Information Service mandate, service model, service offerings, service levels and standards, and organizational structure to the Information@Justice Strategy and the departmental mandate.
- Change Management & Communications

Location of Work

Service delivery will be performed in the National Capital Region, primarily at Justice Headquarters 284 Wellington Street, Ottawa.

Language of Work

The Contractor's resource(s) must be able to communicate effectively, both orally and in writing in English and French

**Security Requirement:**

Common PS SRCL #6 Security Clauses:

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#6

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex \_\_\_\_\_;
  - b. *Industrial Security Manual* (Latest Edition).

**Applicable Trade Agreements:**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the

Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), and the Canada-Panama Free Trade Agreement (CPanFTA).

### **Proposed Period of Contract:**

It is intended to result in the award of one (1) contract until April 15, 2016, plus two (2) x one (1) year irrevocable options allowing Canada to extend the term of the contract.

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

For the initial period from contract award to April 15, 2016  
The estimated level of effort for the resource 1 is for **40 days**  
The estimated level of effort for the resource 2 is for **47 days**

For the option period 1 from April 16, 2016 to April 15, 2017  
The estimated level of effort for the resource 1 is for **120 days ( unfunded )**  
The estimated level of effort for the resource 2 is for **120 days ( unfunded )**

For the option period 2 from April 16, 2017 to April 15, 2018  
The estimated level of effort for the resource 1 is for **120 days ( unfunded )**  
The estimated level of effort for the resource 2 is for **120 days ( unfunded )**

### **General information**

File Number: 1000019561  
Contracting Authority: Sylvain Desbois  
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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)***