

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

**GSIN: D302A ADP SYSTEM DEVELOPMENT SERVICES**

<b>Reference Number:</b>	CIO/BSB0041	<b>Solicitation Number:</b>	IC401538
<b>Organization Name:</b>	Industry Canada – Chief Information Office Sector		
<b>Solicitation Date:</b>	2016-01-27	<b>Closing Date:</b>	2016-02-16 11:00 AM Eastern Daylight Saving Time EDT
<b>Anticipated Start Date:</b>	2016-03-01		
<b>Estimated Delivery Date:</b>	N/A	<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 two (2) irrevocable options to extend it for one (1) year periods.</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>	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 Business Systems Analyst (Suppliers to bid one (1), requirement is up to three (3))*

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

1. BP & M Government IM & IT Consulting Inc.
2. Coradix Technology Consulting Inc.
3. Eagle Professional Resource Inc.
4. Emerion
5. Inround Innovations Incorporated, 3056058 Canada Inc., In Joint Venture
6. Lintex Computer Group Inc.
7. LuminalT
8. MDOS Consulting Inc., INVA Corporation, KOZA Technology Consulting Inc., In Joint Venture
9. Mindwire
10. Randstad Interim Incorporated
11. Somos Consulting Group Ltd.
12. Systematix IT Solutions Inc.
13. TekSystems Canada
14. The Aim Group
15. The Halifax Group Inc.
16. TRM Technologies Inc., BP&M Government IM & IT Consulting Inc., In Joint Venture
17. Turtle Technologies Inc.

## **Description of Work:**

The Chief Information Office (CIO) is mandated to maximize Innovation, Science and Economic Development's (ISED) 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, enterprise solutions, IT modernization as well as the maintenance of existing systems to support Innovation, Science And Economic Development enterprise and business units.

Services are delivered through four organizational directorates

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

This resource requirement will fall under the IT Modernization (ITM) Directorate.

## **PROJECT REQUIREMENTS/OBJECTIVES**

The CIPO Modernized IP Case and Workflow Solution for Trademarks, Patents and Copyright and Industrial Design will modernize CIPO's Trademarks, Patents, Copyright, Industrial Design (National or Hague System) International, National and Correspondence generation solutions by developing end to end IP transaction capabilities that will improve business processes and support ongoing regulatory and business changes. The new solution for international and national processing will interface with existing services and sub systems and with the solutions that will be deployed as part of the Trademarks, Patents E-filing, CIPO Document Access System, Integrated Financial Services, Client Relationship Management and CIPO Enterprise Content Management projects. This solution will enable CIPO to:

- Upgrade Trademark's, Patents and Copyright/Industrial Design (CID) operational systems with state of the art technology;
- Improve traceability of IP transaction/events in support of Business Intelligence processes;
- Ease of workflow configuration to increase business agility to facilitate process improvements;
- Improve tools for employees to do their work more easily and efficiently in order to meet the increasing pressure and demands of their daily workload; and
- Realize considerable savings by not having to maintain and improve Trademarks', Patents and CID legacy system and specialized contractors.

## **SCOPE OF WORK / KEY ACTIVITIES**

The scope of work for the Business Systems Analyst includes, but is not limited to the following:

- Prepare and conduct user walkthrough sessions in the gathering of requirements;

- Work with business clients/stakeholders to analyze, document and validate business requirements or user stories, process flows, identifying system and process solution components, producing functional specifications for solution components and for the integrated solutions;
- Analyze functional requirements to identify information work flows, procedures and decision flows;
- Analyze current and future state of the automated processes;
- Identify business processes for redesign;
- Document requirements that define the associated business transformation;
- Map processes and develop models;
- Perform gap analysis in the review of business and/or system processes;
- Develop requirements traceability matrices;
- Ensure requirements integrity by managing changes to requirements;
- Defining and documenting integration points of related applications and business system processes;
- Assist with the prioritization of initial feature development and ongoing change requests;
- Align and validate requirements to architectures and models;
- Work closely with system architects and development teams to convert the detailed business requirements document into a system/technical requirements specification documents which may include documents with screen shots, mock-ups, data mappings, etc.;
- Prototype potential solutions;
- Identify and documenting database content, definitions and structure;
- Integrate technical solutions with the business environment, recognizing systems interdependencies, reusability and ensuring seamless delivery;
- Assist in translating requirements into test conditions and expected results for product, performance, and user acceptance testing;
- Assist in the development of conversion and implementation strategies and plans;
- Conduct pre and post implementation reviews, ensuring all technical solutions have met business requirements;
- Develop various project documentation including but not limited to business case documentation, options analysis, use cases and business requirements documents (BRD's), technical design documents, process/work flow diagrams, business/technical models, etc.; and
- Provide updates/status reporting to project team management as required.

## WORK LOCATION

The contractors will carry out the work on Innovation, Science and Economic Development 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@Canada.ca](mailto:Jordan.Kearns@Canada.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**