



Notice of Proposed Procurement (NPP)

Task and Solutions Professional Services (TSPS)

The information contained in this notice is a brief description of the requirement and is for information purposes only. Bidders must refer to the complete Request for Proposal (RFP) document for a full description of the requirement and the full bid instructions.

This requirement is open only to those Supply Arrangement Holders who qualified under Tier 1 in the National Capital Region for the following category:

WORKSTREAM 3 – Project Management Services:

- 3.2 Project Manager(s) (3 – Level 3)
- 3.4 Project Planner (Level 2)

- a) Elections Canada File No: **ECRS-RFP-15-0553**
- b) Solicitation Date : **January 26, 2016**
- c) Anticipated Start Date: **March 1, 2016**
- d) Closing Date: **February 10, 2016**
- e) Number of Contracts: **One-Four**
- f) Applicability of Trade Agreements: **Yes**
- g) Tendering Procedure: **Only qualified suppliers may submit a bid**
- h) Attachment: **No**
- i) Competitive Procurement Strategy: **Highest Combined Rating Technical & Merit**
- j) Comprehensive Land Claim Agreement: **No**

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

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| ALTIS HUMAN RESOURCES (OTTAWA) INC. | KPMG LLP | PGF CONSULTANTS INC. |
| DONNA CONA INC. | MINDSTREAM TRAINING CENTER AND PROFESSIONAL SERVICES BUREAU, INC | PROLOGIC SYSTEMS LTD. |

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| EXCEL HUMAN RESOURCES INC. | MODIS CANADA INC | T.E.S. CONTRACT SERVICES INC. |
| FOURSIGHT CONSULTING GROUP INC. | N12 CONSULTING CORPORATION | THE AIM GROUP INC. |
| INTERIS CONSULTING INC. | NAVPOINT CONSULTING GROUP INC. | ZW PROJECT MANAGEMENT INC. |

Background

The Chief Electoral Officer of Canada (“CEOC”), an agent of Parliament, exercises general direction and supervision over the conduct of elections and referendums at the federal level. The CEOC heads the Office of the Chief Electoral Officer, commonly known as Elections Canada.

Elections Canada’s Corporate Strategy Office has a requirement to source resources related to the development of modernization and transformation projects for the 2019 general election.

Requirement

Elections Canada’s Corporate Strategy Office is seeking to contract with three Project Managers (Level 3) and one Project Planner (Level 2) in order to assist the agency in the planning and management of modernization and transformative projects in support of the agency’s business plan in preparation for the 2019 general election. These resources will be assigned to work in collaboration with project teams and will facilitate the liaison between project directors and the Corporate Strategy Office. The contract’s initial period for each resource is one year, with the possibility of two-additional one year option periods for each resource

Period of the Contract

The Contract period(s) will be for two years from the Effective Date of the Contract (the “Initial Term”). The Contractor will grant to Elections Canada irrevocable options to extend the period of the Contract by two additional periods of one year under the same terms and conditions.

International Trade Agreements

This procurement process is subject to the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement, the Canada-Colombia Free Trade Agreement, Canada-Honduras Free Trade Agreement the Canada-Panama Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Korea Free Trade Agreement and the Agreement on Internal Trade (AIT).

Submission of Bids

It is requested that bids be addressed to the attention of the Contracting Authority and delivered to the Proposal Receiving Unit. Bids must be delivered to the following address, sealed, on or before **February 10, 2016** at 2:00 p.m. (Gatineau, Quebec time).

Mailing Address:

Elections Canada
30 Victoria Street -1st Floor (Business Centre)
Gatineau, QC
K1A 0M6
Attn: Ron Shaheen, Senior Advisor, Procurement and Contracting Services
Elections Canada File No: ECRS-RFP-15-0553

For sending packages by courier or for dropping off, please note that the Business Centre hours are Mondays to Fridays from 8:00 a.m. to 4:00 p.m. (Gatineau, Quebec time).

Bids sent via electronic mail or facsimile will not be accepted.

All enquiries and other communication with Elections Canada officials are to be directed ONLY to the Contracting Authority. The Contracting Authority will be the bidder's primary contact. All requests for information must be directed to this contact. Bidders who contact anyone other than the Contracting Authority may be disqualified. All enquiries must be submitted in writing to Proposition-Proposal@elections.ca no later than the deadline indicated in the RFP. Enquiries received after that time may not be answered.

Request for Proposal (RFP) documents are 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.

Documents may be submitted in either official language of Canada.

Elections Canada retains the right to negotiate with suppliers on any procurement.

Further information about Elections Canada may be obtained at www.elections.ca

Debriefings

Once the successful bidder has been announced, bidders may request a debriefing on the results of the RFP process. Bidders should make the request to the Contracting Authority as per the terms of the RFP. The debriefing may be in writing, by telephone or in person.

NOTE: Task and Solutions Professional Services (TSPS) 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 spts.tsps@tpsgc-pwgsc.gc.ca