

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

**GSIN: D302A ADP SYSTEM DEVELOPMENT SERVICES**

<b>Reference Number:</b>	CIO/BSB0046	<b>Solicitation Number:</b>	IC401560
<b>Organization Name:</b>	Industry Canada – Chief Information Office Sector		
<b>Solicitation Date:</b>	2016-03-24	<b>Closing Date:</b>	2016-04-12 11:00 AM Eastern Daylight Saving Time EDT
<b>Anticipated Start Date:</b>	2016-06-01		
<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 three (3) 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 Project Manager (Suppliers to bid one (1), requirement is up to five (5))*

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

1. 2707209 Canada Inc. o/a Kleins Consulting
2. Altruistic Informatics Consulting Inc
3. Design Group Staffing Inc.
4. EMERION
5. Fujitsu Consulting (CANADA) Inc./Fujitsu Conseil (Canada) Inc.
6. Groupe Alithya Inc.
7. Groupe Intersol Group Ltee.
8. Halo Management Consulting Inc., Quallium Corporation in Joint Venture
9. iFathom Corp, Simfront Simulation System Corporation, ING Engineering Inc., in JV
10. Interis Consulting Inc.
11. NavPoint Consulting Group Inc.
12. SYSTEMATIX SOLUTIONS TI INC/SYSTEMATIX IT SOLUTIONS INC
13. The Halifax Group
14. Turtle Technologies Inc. and SOMOS Consulting Group Ltd. In Joint Venture
15. Valcom Consulting Group Inc

## Description of Work:

The mandate of the Chief Information Office (CIO) of Innovation, Science and Economic Development (ISED) formerly Industry Canada is to maximize ISED's business performance through modern and progressive management of 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;
- Establishing department-wide technology standards and architecture to maximize opportunities for horizontal investments in IM/IT across the department; and
- Directing and supporting a program of IM activities to ensure the effective and efficient management of information within Industry, Science and Economic Development.

## PROJECT REQUIREMENTS/OBJECTIVES

ISED requires the services of a Project Manager to work on IT projects for ISED's business clients. The CIO uses a stage gate governance model to facilitate the delivery of IT projects.

The Project Manager is required to manage medium to large scale, complex, multi-team, multi-platform IT systems development projects and/or infrastructure design and implementation projects.

## SCOPE OF WORK / KEY ACTIVITIES

The Project Manager tasks and activities will include but not be limited to the following:

- Develop project estimates for client approval;
- Validate user's requirements and finalize requirements with client;
- Communicate with senior management and clients from a technological and non-technological perspective;
- Participate in weekly Project Manager Status meetings;
- Create a Project Charter to document the purpose, scope, risks, constraints, resource requirements, budget and preliminary schedule for the project;
- Develop and implement impact assessment of application development on Operations and the technical infrastructure;
- Create a detailed project plan;
- Develop work plans for the resources and monitor team activities;
- Develop, maintain and manage the project plan;
- Manage project scope;
- Manage the project's budget;
- Keep clients informed of progress on their projects, conduct status meetings and status reports;
- Manage development teams;
- Negotiate implementation date with client; and
- Other duties as required.

## WORK LOCATION

The contractor will carry out the work on Innovation, Science and Economic Development (ISED) premises located at 235 Queen Street, Ottawa, Ontario.

- Bidders must submit a bid for all resource categories
- The work is currently being performed by Emerion under contract (value \$1,556,743.40)

**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**