NOTICE OF PROPOSED PROCUREMENT (NPP)

For

TASK BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)

GSIN: D302A ADP SYSTEM DEVELOPMENT SERVICES

Reference Number:	CIO/BSB0049	**Solicitation Number:**	IC401565
Organization Name:	Industry Canada **–** Chief Information Office Sector		
Solicitation Date:	2016-04-15	**Closing Date:**	*2016-04-29 11:00 AM Eastern Daylight Saving Time EDT*
Anticipated Start Date:	*2016-06-01*		
Estimated Delivery Date:	*N/A*	**Estimate Level of Effort:**	240 days / year
Contract Duration:	*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.*		
Solicitation Method:	Competitive	**Applicable Trade Agreements:**	WTO-AGP, NAFTA, AIT, Canada-Chile, Canada-Colombia, Canada-Panama, Canada-Peru
Comprehensive Land Claim Agreement Applies:	No	**Number of Contracts:**	*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 Analyst (Suppliers to bid one (1), requirement is up to five (5))*

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

1. Adirondack Information Management Inc., Amita Corporation, Artemp Personnel Services Inc., The AIM Group Inc.,in JOINT VENTURE
2. Computer Sciences Canada Inc. /Les sciences de l'informatique Canada Inc.
3. Deloitte Inc.
4. Donna Cona Inc.
5. Eclipsys Solutions Inc.
6. Emerion
7. Flex Tech Services Inc.
8. Foursight Consulting Group Inc.
9. GC Strategies Incorporated
10. IBISKA Telecom Inc.
11. IDS Systems Consultants Inc.
12. Modis Canada Inc.
13. RainMakers Consulting Services Inc.
14. Solutions Morae Inc
15. Watershed Information Technology Inc., ED-COM Software Inc. and IDEV Solutions Inc. as a contractual Joint Venture

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 Business Analysts to work on IT projects and initiatives for ISED's business client.

The Business Analyst may be responsible for analyzing and interpreting plans, strategies and business systems associated with the technical environments within ISED. The Business Analyst is a client facing resource for the CIO. Working in conjunction with the ISED client, the Project Manager and the development team, the Business Analyst connects the clients' business need with an IT solution.

The CIO uses a stage gate governance model to facilitate the delivery of IT projects. The Business Analyst may be tasked with assisting the Business client navigate the stage gate process and assist in the development of artifacts required at the different stages.

Note: The progression from one State-Gate to the next is subject to ISED approvals, as well as wider Government of Canada initiatives. Projects may be halted, redefined or cancelled at any stage, at which point the Project Management Resource may, at the CIO's discretion, be reassigned temporarily or permanently to another project(s). Alternatively, should (a) project(s) fail to proceed to later Stage-Gates, the resulting contract may be reduced in scope or terminated early.

SCOPE OF WORK / KEY ACTIVITIES

The Business Analyst tasks and activities will include but not be limited to the following:

- Organizing and leading workshops to gather user requirements;
- Business requirements planning, gathering, analyzing and validating business requirements;
- Prioritizing business requirements and developing traceability matrices;
- Analyzing and documenting as-is (current state) and to-be (future state) business processes;
- Performing gap analysis;
- Re-designing of core business processes;
- Analyzing risks;
- Analyzing functional requirements to determine information, procedure and decision flows;
- Business process modeling;
- Development of business and project management documentation such as:
    - Project charter;
    - Mission/vision statement;
    - Business proposal;
    - Business case;

- o Business Requirements Document (BRD);
- o Business process design documentation;
- o Functional specifications;
- o Non-functional specifications;
- o Use case documentation;
- o Requirements traceability matrix;
- o User documentation; and
- o Training documentation.
- Performing function fit analysis in the evaluation of COTS (commercial off-the-shelf) software;
- Assessing and recommending implementation alternatives to multi stakeholder groups including development teams and business clients through the creation of artefacts such as an options analysis;
- Developing user acceptance criteria;
- Solution assessment and validation to ensure that the proposed IT solution solves the clients' business problem;
- Developing and delivering reports, management presentations and status updates; and
- Other tasks and deliverables 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 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

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