

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

GSIN: D302A INFORMATICS PROFESSIONAL SERVICES

Reference Number:	CIO/BSB0053	Solicitation Number:	IC401580
Organization Name:	Innovation, Science and Economic Development Canada – Chief Information Office Sector		
Solicitation Date:	2016-06-28	Closing Date:	2016-07-12 11:00 AM Eastern Daylight Saving Time EDT
Anticipated Start Date:	2016-08-04		
Estimated Delivery Date:	N/A	Estimate Level of Effort:	240 days / year
Contract Duration:	<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.</i>		
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 – Technical Writer

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

1. ADRM Technology Consulting Group Corp and Randstad Interim Inc
2. Ares Consulting Services Ltd.
3. Calian Ltd.
4. Coradix Technology Consulting Ltd.
5. Deloitte Inc.
6. Donna Conna Inc.
7. Eagle Professional Resources Inc.
8. Emerion
9. IBISKA Telecom Inc.
10. Inround Innovations Incorporated, 3056058 Canada Inc, in Joint Venture
11. Interis Consulting Inc.
12. Lansdowne Technologies Inc.
13. Lumina IT Inc.
14. Maplesoft Consulting Inc
15. MaxSys Staffing and Consulting Inc.
16. Mindwire Systems Ltd.
17. Precision IT Inc, IDS Systems Consultants Inc., Precision ERP Inc, in Joint Venture

1.0 MANDATE

Innovation, Science and Economic Development (ISED), formerly Industry Canada works with Canadians in all areas of the economy and in all parts of the country to improve conditions for investment, enhance Canada's innovation performance, increase Canada's share of global trade and build a fair, efficient and competitive marketplace.

This includes managing Canada's airwaves and overseeing its bankruptcy, incorporation, intellectual property and measurement systems; providing financing and industry research tools to help businesses develop, import and export; encouraging scientific research; and protecting and promoting the interests of Canadian consumers.

2. ORGANIZATION

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 Innovation, Science and Economic Development.

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 Industry Canada enterprise and business units.

Services are delivered through four organizational directorates:

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

The SITT & CIPO Development and Support Directorate are responsible for the following:

- Support of existing systems
- CIPO specific middleware
- CIPO mainframe database and data administration

3. PROJECT REQUIREMENTS/OBJECTIVES

Wide reaching changes are required to the main Patent system as the Patent Law Treaty (PLT) harmonizes the rules and processing of patent applications among member countries. The major areas of change concern the minimum application requirements which can be requested at the time of filing to establish a filing date.

Currently, applicants cannot secure a filing date without paying a fee; under the harmonized PLT, the fee will no longer be required for the purpose of securing a filing date. In addition, the harmonized PLT makes it possible for the applicant, not just a patent agent, to pay the maintenance fees for both applications and patents. System changes are not only required at the step of the original filing but also at later steps impacting other areas of the patent processing system.

4. SCOPE OF WORK / KEY ACTIVITIES

The Technical Writer tasks and activities will include but not be limited to the following:

- a) Transform code and or system specifications into AS IS documents;
- b) Analyze material, such as specifications, notes, drawings, writing manuals, user guides, and other documents to explain the requirements clearly and concisely;
- c) Determine documentation requirements and develop an action plan to implement them;
- d) Gather information concerning the features and functions provided by the subject matter experts;
- e) Conduct interviews/working group sessions to elicit and/or validate subject matter expert documentation requirements;
- f) Gather information and assess the audience (internal and external clients) for the documents or manuals, to prepare a statement of purpose and scope for each;
- g) Develop a table of contents for each document or manual and create or edit the required content;
- h) Investigate the accuracy of the information collected by making direct use of the material being documented;
- i) Assimilate and convey technical material in a concise, effective manner;
- j) Prepare or coordinate the preparation of any required illustrations and diagrams;
- k) Review documents, drawings and associated data for conformance to established standards; and

5. CONSTRAINTS

- a) All documents shall be prepared using Microsoft Office® software applications; and
- b) Follow Governmental of Canada publishing guidelines and policies.

6. MANAGEMENT OF PROJECT

This resource will report to the CIO Project Manager of the program.

7. WORK LOCATION

The contractor will carry out the work on Industry Canada premises located at 235 Queen Street, Ottawa, Ontario.

Security Requirement: PWGSC FILE # Common PS SRCL #4 applies

Minimum Corporate Security Required: FSC - Reliability

Minimum Resource Security Required: Reliability

Contract Authority:

Name: Stephanie Cleroux

Phone Number: 343-291-1358

Email Address: stephanie.cleroux2@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