NOTICE OF PROPOSED PROCUREMENT (NPP)

For

TASK BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)

GSIN: D302A INFORMATICS PROFESSIONAL SERVICES

Reference Number:	CIO/SIBS001	**Solicitation Number:**	IC401581
Organization Name:	Innovation, Science and Economic Development Canada – Chief Information Office Sector		
Solicitation Date:	2016-06-29	**Closing Date:**	*2016-07-18 11:00 AM Eastern Daylight Saving Time EDT*
Anticipated Start Date:	*2016-08-02*		
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 two (2) irrevocable options to extend it for one (1) year.*		
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 3 – IM Architect

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

1. 7792395 Canada Inc.
2. B.D.M.K Consultants Inc.
3. BP & M Government IM & IT Consulting Inc.
4. Cogniva Information Solutions
5. Coradix Technology Consulting Ltd.
6. DLS Technology Corporation
7. Emerion
8. Equasion Business Technologies Consulting Inc.
9. Fujitsu Consulting Canada Inc. / Fujitsu Conseil (Canada) Inc.
10. IBM Inc.
11. KPMG LLP
12. Lumina IT Inc.
13. Oracle Canada ULC
14. Randstad Interim Incorporated
15. S.I. Systems Ltd.
16. Sierra Systems Group Inc.
17. Systemscope Inc.
18. The AIM Group Inc.

19. Veritaaq Technology House Inc.

1. 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

Innovation, Science and Economic Development's (ISED) Chief Information Officer (CIO) is accountable for departmental Information Management and has several directorates within the Strategy and Information Services Branch (SISB) responsible for providing Information Management (IM) and Information Technology (IT) planning services. These services include providing advice, guidance, policies and tools in the areas of IM policy for both structured and unstructured information, records management, library, mail and wiki services, IT project planning, Information Architecture (IA) standards, and enterprise metadata management.

The Departmental IM/IT Strategy Performance Directorate (DIMITSPD) works with business units to define, describe, re-use, protect and retain information resources of business value (IRBVs) and information resources of enduring value (IREVs) in both structured and unstructured repositories. Within ISED, these information resources exist in all forms – paper, electronic documents, records in databases and applications, emails, and social media - and all need to be managed properly through a combination of policy, process, advice and technology solutions.

3. BACKGROUND

The IM Policy, Planning and Performance Team of the Departmental IM/IT Strategy Performance Directorate (DIMITSPD) is the lead on two departmental priorities: compliance with the *Directive on Open Government* and maturing an IM Performance Measurement Framework.

Open Government

The Department is committed to achieving the Open Government (OG) core principles of greater availability of information, civic participation, professional integrity and the use of technology for openness and accountability through compliance as specified in the *Directive on Open Government*, and is participating in the advancement of Canada's Action Plan on Open Government's core commitments of Open Information, Open Data and Open Dialogue. Notably, ISED has taken a lead role in the new government-wide canada.ca website and leadership roles in integrating content around three themes: Business and Industry, Science & Technology and Money (Consumers).

In support of Canada's Action Plan on Open Government, ISED will maximize the release of eligible government data and information of business value subject to applicable restrictions related to privacy, confidentiality and security. Planned activities include the following:

- Establishing and maintaining inventories of data and information holdings;
- Prioritizing the publication of data and information based on public demand;
- Publishing data and information in accessible and open formats on federal Open Government websites under an open and unrestrictive license; and
- Reporting annually on progress made.

The *Directive on Open Government*, released by TBS in October 2014, requires all Government departments to establish well-documented governance structures and processes to assist with quality assurance, life-cycle management, identification and prioritization for release, authorization to publish and sufficient resources to ensure the publication of information which is both timely and accurate.

IM Performance Measurement Framework

DIMITSPD wishes to further develop and operationalize its existing IM Performance Measurement Framework (PMF). In order to measure IM compliance to the Treasury Board Secretariat's (TBS) *Directive on Recordkeeping*, provide lines of evidence required for the TBS Management Accountability Framework (MAF) and measure operational performance, the IM Policy, Planning and Performance team requires a mature and operational PMF.

4. PROJECT OBJECTIVES/REQUIREMENTS

As part of these initiatives, the Directorate will be responsible for the following activities:

- Review and update ISED's IM Governance Accountability Framework (IM GAF) to ensure roles and responsibilities are clearly delineated for management of the Department's structured and unstructured information, and in line with the new GC Im Policy Suite
- Develop and report to TBS on the following:
  - Description of ISED's governance structures and processes supporting OG
  - Summary of activities undertaken to:
    - maximize the release of open information and open data
    - complete and maintain inventories of data and all other information resources, including a summary of high value/high priority resources subject to release
    - remove access restrictions on information resources prior to transfer to Library and Archives Canada (LAC)
- The PMF was recently reviewed and updated for currency and relevance, and to expand the framework beyond recordkeeping to other IM/IT areas (e.g., information architecture, tools and support, data management, policy, and information security). The next phase of PMF expansion will focus on:
  - Operationalizing the existing PMF logic model and suite of performance indicators to enable timely, accurate and customizable reporting
  - Developing a data collection methodology for current and draft indicators, reviewing existing dashboards currently in use and designing a new dashboard

5. SCOPE OF WORK / KEY ACTIVITIES

The IM Architect resources will be required on "as and when required" basis. Areas of expertise that will be required will include but may not be limited to:

General Tasks/Services

- Analyze existing IM requirements and frameworks, develop and/or redesign frameworks and recommend areas for improved IM capability, efficiency and integration;
- Evaluate existing procedures and methods, identify and document data models, structure, and information sources;
- Developing and implementing IM and data governance frameworks, models (conceptual, logical and physical models, matrices, workflow diagrams, naming standards), strategies and processes in alignment with Departmental, Government of Canada and industry best practices;
- Develop and implement models and tools, such as data inventories, metadata policies and procedures, data quality assurance methodologies, data release processes and performance measurement reports, ensuring alignment with existing corporate and/or Government of Canada IM frameworks, models, approaches, products and tools;
- Developing reporting and visualization processes for current and future PMF indicators.
- Provide data and IM advice/services, guidance and support to the CIO;
- Provide IM advice and tools (templates and frameworks) to implement Government of Canada (GC) initiatives at the departmental level;
- Provide advice/services in developing and integrating strategies and processes including improving data management efficiency through recommendations on how to better utilize current metadata repositories;
- Provide advice/services in defining new requirements and opportunities for applying efficient and effective solutions;
- Develop and document detailed statements of IM requirements;
- Ensure that any proposed IM frameworks and tools are aligned with existing corporate and/or GC IM frameworks, models, approaches, products and tools;
- Work with international, GC or departmental information/data standards as input to the design and development of IM and data models and frameworks;
- Work with international, GC or departmental information/data standards as input to the design of the solution;
- Consult with other ISED and CIO resources;
- Provide knowledge transfer to ISED staff; and
- Provide status reports as required.

Tasks Related to IM Governance Accountability Framework (IM GAF)

- Review existing ISED IM policy instruments, including a gap analysis of ISED's current IM Governance Accountability Framework (IM GAF);
- Conduct an environmental scan of other government departments' IM GAFs and data management/release processes in order to compile list of best practices/success factors
- Develop a new IM GAF strategy, including the following elements:
  - Demonstrate alignment with IM- and OG-related policies, directives and mandatory procedures
  - Define roles and responsibilities
  - Design a roadmap for implementation

Tasks Related to Open Government

- Develop and document processes for:
  - Governance framework for data management, including procedures for the facilitation of data classification, quality control, lifecycle handling, repository control
  - Methodology for the creation and maintenance of an inventory of ISED's datasets, using a template provided by TBS
  - Governance framework and processes for the release of ISED information on the Open Government Portal

Tasks Related to Performance Measurement Framework

- Review expanded IM performance indicators and address any outstanding gaps;
- Make specific and actionable recommendations to operationalize the expanded IM PMF, including the development of a repetitive process for data collection for new and existing indicators;
- Produce the first iteration of the updated IM PMF dashboard in collaboration with DIMITSPD dedicated resources; and
- Provide additional support to iterate and incorporate feedback into the expanded IM PMF, indicators and dashboard as new information becomes available.

7. OTHER PROJECT DETAILS

7.1   Constraints

The resource must work within constraints imposed by the department, such as government policies and mandatory procedures, current and proposed related activities, security, sensitivity to other interests, protection of the environment, conservation of resources and other relevant restrictions and work space as required.

7.2   Work Location

The resource would be available on mutually agreed upon timelines to work offsite or onsite at Innovation, Science and Economic Development Canada in the National Capital Region (only) for meetings at 235 Queen Street, Ottawa, Ontario.

8. MANAGEMENT OF THE PROJECT

This project will be managed by the Departmental IM/IT Strategy and Performance Directorate. The name of the Project Authority will be provided upon contract award.

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