



NOTICE OF PROPOSED PROCUREMENT (NPP)

Solicitation #: 1000182262
EST

Closing Date: Thursday, September 15, 2016 **Time:** 2pm

This requirement is for the department of Health Canada.

TITLE:

Procurement Specialist for the Health Information and Claims Processing Services (HICPS)

BACKGROUND:

The Non-Insured Health Benefit (NIHB) Program of the First Nations and Inuit Health Branch (FNIHB) is Health Canada's largest program. It provides a range of medically necessary health related goods and services not provided through private insurance plans, provincial and territorial insured health, and social or other publicly funded programs to eligible First Nations people and recognized Inuit.

The goal of the HICPS project is to acquire (through procurement), a private contractor to provide the NIHB Program with the services required for the processing and settlement of non-insured health benefit claims, the collection and reporting of health information, the ability to register health benefit providers and supporting the NIHB various benefit pre-authorization, predetermination and exception centers. These services must be able to accommodate and comply with applicable NIHB Program rules and policies including audit, reporting and financial control practices. This includes the effective transition to a new and improved claims processing service contract by December 1, 2019 (or by December 1, 2020 at the latest) and to ensure that services to NIHB clients continue to be offered with no interruption

SCOPE:

This is a new requirement and there is no incumbent in the position. The procurement expert will specialize in complex government procurement and writing of complex documentation (such as RFP, and related attachments/annexes), thus will be familiar with all the federal government procurement rules, regulations and intricate details. The contractor must be knowledgeable and well versed in Information Technology, more specifically infrastructure renewal.

The successful contractor must be able to work effectively with Health Canada Subject Matter Experts, Departmental Stakeholders to develop RFP-related documentation. This documentation that must be clear, concise that can distinguish and detail an open and competitive procurement processes, that will deliver the highest caliber of services at the best cost and within the shortest reasonable time. The contractor must also be proficient in all aspect of the procurement process, as their services may be required to lead and assist the team through the entire procurement process lifecycle, including any resulting appeals or challenges.

The successful contractor must possess excellent verbal and written English communication skills) including the ability to facilitate meetings and workshops. The contractor must have extensive experience in the production of high level reports and/or presentations for executive management. The contractor will produce graphs, charts, tables, diagrams and power point presentations and/or other descriptive forms to solidify the documents contents.

The successful contractor must be proficient in the use of project management and desktop tools, such as MS Project, Microsoft Word, Visio, and Power Point. Extensive project administration experience is required for the position.

ESTIMATED VALUE:

\$125,000

OWNERSHIP OF INTELLECTUAL PROPERTY:

The crown will retain IP ownership.

SECURITY REQUIREMENT:

Reliability Status

MANDATORY REQUIREMENTS:

Criteria No:	Mandatory Criteria	Meets	Meets
		Yes	No
MT1:	Education: Undergraduate Degree or Higher from a recognized University, (Demonstrated by certified copy from institution)		
MT2:	5 years' experience within the last 10 years working on a major crown, corporate IT project of \$10,000,000 or greater. Tasks including, but not limited to, developing Statement of Work (SOW), Service Level Agreements (SLA's), Request for Proposals (RFP) and co-ordinating a procurement bid evaluation process.		
MT3:	5 years' experience within the last 10 years in dealing with the Canadian federal, provincial, or territorial governments as a contractor, public servant or Canadian Forces (demonstrated by naming the government agency, ministry or institution and the years or periods of service).		
MT4:	Experience in engaging with multiple Subject Matter Experts for the development of deliverables; including but not limited to: requests for proposals and related documents such as requests for information; rating criteria for bid evaluations.		
MT5:	Experience in managing, support Information Technology project and, more significantly, infrastructure renewal projects.		
MT6:	Proficiency in using project management and desktop tools such as: MS Project, Microsoft Word, Visio, and Power Point.		

SELECTION METHODOLOGY:

Basis of Selection – Highest Combined Rating of Technical Merit 60% and Price 40%.

Enquiries regarding this Request for Proposals are to be submitted in writing to:

Name of the Contracting Authority: Sean Gosson

E-mail address: sean.gosson@hc-sc.gc.ca