

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

**GSIN: D302A ADP SYSTEM DEVELOPMENT SERVICES**

<b>Reference Number:</b>	87055-16-0155	<b>Solicitation Number:</b>	87055-16-0155
<b>Organization Name:</b>	Canadian Nuclear Safety Commission (CNSC)		
<b>Solicitation Date:</b>	2016-09-15	<b>Closing Date:</b>	2016-09-30 02:00 PM Eastern Daylight Saving Time (EDT)
<b>Anticipated Start Date:</b>	1 to 2 months from closing date	<b>Estimate Level of Effort:</b>	165 days
<b>Estimated Delivery Date:</b>	The contract period will be for 165 days from the date of contract.		
<b>Contract Duration:</b>	The contract period will be for 165 days from the date of contract.		
<b>Solicitation Method:</b>	Competitive	<b>Applicable Trade Agreements:</b>	NAFTA, AIT
<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, A.16 Web Multi-media Content Consultant**

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

4165047 Canada Inc.
529040 Ontario Inc. and 880382 Ontario Inc.
7792395 Canada Inc.
Access Corporate Technologies Inc.
ADGA Group Consultants Inc.
ADRM Technology Consulting Group Corp.
ADRM Technology Consulting Group Corp. and Randstad Interim Inc.
Cistel Technology Inc., TECSIS Corporation in Joint Venture
Cistel Technology Inc.
CompuStaff Corp.
Coradix Technology Consulting Ltd.
Dare Human Resources Corporation
Donna Conna Inc.
Donna Conna Inc., IBM Canada Limited in Joint Venture
Excel Human Resources Inc.
Groupe Alithya Inc. / Alithya Group Inc.
IBISKA Telecom Inc.
IT Services Canada Inc.

Lansdowne Technologies Inc.
Leverage Technology Resources Inc.
Makwa Resourcing Inc., TPG Technology Consulting Ltd, in Joint Venture
MERAK Systems Corporation
Mindwire Systems Ltd.
Naut'sa mawt Resources Group Inc.
New Technologies Inc.
Nisha Technologies Inc., Contract Community Inc., in Joint Venture
Norconex Inc.
Olav Consulting Corp., Moshwa Aboriginal Information Technology Corporation, in Joint Venture
Precision IT Inc., IDS Systems Consultants Inc., PrecisionERP Incorporated, In Joint Venture
Procom Consultants Group Ltd.
Procom Consultants Group Ltd., Emerion, in Joint Venture
Proex Inc.
Promaxis Systems Inc.
Robertson & Company Ltd.
Sierra Systems Group Inc.
The VCAN Group Inc.
Tundra Technical Solutions Inc.
Turtle Island Staffing Inc.

However, should an uninvited SA Holder wish to be invited, it may contact the Contracting Authority in writing to request an invitation at any time prior to five days before the published bid closing date, and an invitation will be made to that SA Holder unless it would not be consistent with the efficient operation of the procurement system. In no circumstance will such an invitation require Canada to extend a bid closing date.

**Description of Work:**

**Scope of Work**

CNSC requires the full-time professional services of one (1) **Level 2 Web Multi-media Content Consultant** to:

- coordinate all daily requests submitted to the Graphics email inbox
- provide video and graphic design production support for internal clients for a range of video web and print uses
- manage timeframes and schedules to ensure timely delivery of products
- liaise with internal communications advisors as needed to support their graphics and video requests
- coordinate graphics and video services with established internal and external suppliers
- provide functional guidance to contract resources such as printers or other vendors and ensuring quality of work produced
- work in both PC and Macintosh computing environments using primarily MS Office and Adobe Creative Suite software

The Web Multi-media Content Consultant will discuss video and graphic design needs with CNSC project managers on a project-by-project basis. Meetings may be needed with internal CNSC contacts if clarity or more information is required. Projects will result in new or updated communications products, and intranet, website or social media (e.g., Facebook, YouTube, etc.) content as prescribed by project managers.

Graphic design and video services/products designed, created and produced by the resource include but are not limited to interactive Web animations, forms, static graphics for website, signs, decals, brochures/flyers, publications, ads, logos, kit folders, certificates, posters, presentation materials for conferences, signage, diagrams and charts, audio or video files, specialized products, graphics for Internet/intranet information materials, and promotional items.

## **Tasks to be Performed**

The tasks to be performed include but are not limited to the following:

- Be familiar with Treasury Board Federal Identity Program brand requirements
- Coordinate and assign all daily requests submitted to the Graphics email inbox
- Coordinate between content providers (project managers) and the CNSC's internal graphic design resources and external contractors to ensure timely and successful completion of all graphic design requests.
- Discuss needs with CNSC project managers on a project-by-project basis and clarify deadlines, project scope and specifications, etc. if more information is required
- Ensure that external resources have all the required source files to complete their assigned projects
- Keep track of all assigned projects and any changes requested, from start to finish, to ensure a high-quality end product
- Use standard Adobe graphic design and multimedia production tools to design, create and produce graphic and video products
- Review and acquaint themselves with the CNSC's website and intranet
- Become familiar with CNSC's logos, brand and master design templates
- Research photography, video or other images as needed
- Produce the HTML files for a bi-weekly online internal newsletter (Synergy), including the design, creation and production and integration of video, graphics, animation and interactive components using supplied templates
- Attend meetings as needed
- Create and modify Web graphics and video as required
- Create training materials as needed
- Manage all assigned tasks within timeframes allotted
- Raise any concerns or quality issues with Director, Creative Services
- Undertake and complete all required training as assigned by the Director, Creative Services
- Perform administrative activities to support the unit's work
- Participate in CNSC emergency exercises as needed

## **Incumbent:**

The work is currently not being performed by a contracted resource in the last 12 months.

**Security Requirement:** Common PS SRCL #6 applies  
**Minimum Corporate Security Required:** Facility Security Clearance (FSC)  
**Minimum Resource Security Required:** Reliability Status Clearance

## **Contract Authority**

**Name:** Nathalie Arbour  
**Phone Number:** 613-996-6767  
**Email Address:** nathalie.arbour@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 RCNMDAL-NCRIMOS@pwgsc.gc.ca**