



NOTICE OF PROPOSED PROCUREMENT (NPP)

Solicitation #: 1000184806

CLOSING DATE: JANUARY 31, 2017

TIME: 2 P.M. EST (14:00 HRS)

This requirement is for the Public Health Agency of Canada.

Title:

Change Management Consultants - The Office of Border and Travel Health (OBTH)

Background:

The Agency is undertaking to develop and implement a change management process to guide the Office of Border and Travel Health through the transition from the current state and organizational structure to a new, more cohesive and effective organizational design that aligns with a renewed program vision and Agency priorities.

Objective:

The Office of Border and Travel Health (OBTH) requires the services of Change Management Consultant(s) to guide and support the organization through change management to define and transition to a new organizational structure which aligns with the new integrated program vision and re-orient operations to maximize efficiency and effectiveness.

Scope:

- Conducting a situational diagnostic and business process mapping to inform planning, this will include travel to the Regional Offices staff to complete process mapping and gain a clear understanding of the roles and responsibilities in the respective regional locations;
- Developing and implementing a change management strategy and required supporting plans to guide the transition,
- Providing advice and guidance to the director and project management committee on the organizational design, human resource considerations, phasing of change activities, communications activities and tools and mechanisms to support the change,
- Coaching managers, as necessary, through the implementation period,
- Participating in meetings and teleconferences as required to support the project management committee,
- Preparation of guidance documents as needed, and
- Preparing a communication plan with messaging to support the internal transition.

Ownership of Intellectual Property:

The crown will retain IP ownership.

Security Requirement:

Reliability status



Mandatory Requirements:

	Mandatory Criteria (M) All Resources	Page Reference in Proposal
<p>M1</p>	<p>The bidder must demonstrate that at least one of the proposed resources acting in the capacity of “Project Lead” possesses a minimum of 8 years of relevant and recent experience, meets the criteria of TSPS Stream 2, Business Consulting / Change Management, Category 2.6 Change Management Consultant, Level 3 (Senior) as per Business Consulting / Change Management Stream Flexible Grid.</p> <p>The bidder must demonstrate that all other proposed resources possess 2 – 4 years of relevant and recent experience, meet the criteria of TSPS Stream 2, Business Consulting / Change Management, Level 2 (Intermediate) as per Business Consulting / Change Management Stream Flexible Grid.</p> <p>Relevant Experience is described as experience acquired in the field of business consulting and change management including but not limited to change management coaching, developing change management strategies, business process mapping, strategic planning, and organizational design.</p> <p>Recent Experience is defined as the experience acquired within the last 10 years.</p> <p>Note: Experience in teaching change management or business consulting will be considered an asset but will not be considered in the years of required experience</p>	
<p>M2</p>	<p>Provide a brief narrative of two (2) separate projects of similar scope, complexity and nature as the requirement described in Annex “A” statement of work of this RFP document.</p> <p>*Provide 2 references related to the two (2) separate projects with the information stated below.</p> <ul style="list-style-type: none"> a) Contact name of Project Authority b) Business names and previous position details c) Examples of work (details to include role, objectives and outcomes, brief description of project and complexity in sufficient detail to demonstrate its relevance to this requirement.) d) Project Dates e) Phone numbers (and e-mail addresses if available) of Project Authority <p>* PHAC reserves the right to contact any listed client project authority to verify the information provided by the Bidder.</p>	



	Mandatory Criteria (M) All Resources	Page Reference in Proposal
M3	The bidder must demonstrate that at least one of the proposed resources is fluently bilingual in English and French, with demonstrated experience in facilitating meetings and/or focus groups sessions in both official languages of Canada.	

Selection Methodology

Basis of Selection – Highest Combined Rating of Technical Merit 70 % and Price 30%

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

to: Name of the Contracting Authority: Arif Hussain

E-mail address: arif.hussain@hc-sc.gc.ca

