

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

**GSIN: B329A BUSINESS SERVICES/MODELLING AND ANALYSIS**

<b>Reference Number:</b>	<i>5000032775</i>	<b>Solicitation Number:</b>	<i>5000032775</i>
<b>Organization Name:</b>	<i>Environment and Climate Change Canada (ECCC)</i>		
<b>Solicitation Date:</b>	<i>2017-11-10</i>	<b>Closing Date:</b>	<i>2017-11-30 02:00 PM Eastern Daylight Saving Time EDT</i>
<b>Anticipated Start Date:</b>	<i>2017-12-18</i>		
<b>Estimated Delivery Date:</b>	<i>2017-12-18</i>	<b>Estimate Level of Effort:</b>	<i>100 days per resource</i>
<b>Contract Duration:</b>	<i>The contract period will be for one (1) year from the date of contract with an irrevocable option to extend it for up to three additional one-year periods</i>		
<b>Solicitation Method:</b>	Competitive	<b>Applicable Trade Agreements:</b>	<i>WTO-AGP, NAFTA, AIT</i>
<b>Comprehensive Land Claim Agreement Applies:</b>	No	<b>Number of Contracts:</b>	<i>1</i>

**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 *NCR* and *GTA* Regions for the following category:

**4. Business Services Stream**

*Two (2)* B.1 Business Analyst - Level 2

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

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| <i>1</i> - Belham PDS Inc.                                     | <i>10</i> - Maplesoft Consulting Inc.        |
| <i>2</i> - BiR Consulting Inc.                                 | <i>11</i> - Mindwire Systems Ltd.            |
| <i>3</i> - Breckenhill Inc.                                    | <i>12</i> - NewFound Recruiting Corporation  |
| <i>4</i> - CAE Inc.  | <i>13</i> - Nova Networks Inc.               |
| <i>5</i> - Excel Human Resources                               | <i>14</i> - Solutions Moerae Inc             |
| <i>6</i> - Fujitsu Consulting (CANADA) Inc.                    | <i>15</i> – TAG HR The Associates Group Inc. |
| <i>7</i> - GCSTRATEGIES INCORPORATED.                          |  |
| <i>8</i> - General Dynamics Information Technology Canada Ltd. |  |
| <i>9</i> - IDS Systems Consultants Inc.                        |  |

## Description of Work:

The Business Analyst will be required to perform tasks which may include but are not limited to:

- 1) Analyzing existing processes, policies, documentation, legislation, requirements and/or organizational structure;
- 2) Eliciting requirements and business processes using various Business Analysis techniques;
- 3) Analyzing requirements and business processes, identifying patterns and similarities;
- 4) Documenting requirements and business processes, and elaborating requirements using use cases, user stories, user interface/workflow wireframes/mock-ups, data dictionaries, and/or business rules;
- 5) Assessing IM/IT solution options against requirements, providing preliminary cost estimates of potential options, developing recommendations/business cases that include a detailed comparison of the options;
- 6) Using Sparx Enterprise Architect to document requirements and related artifacts;
- 7) Communicating, validating and verifying requirements with project stakeholders, including IM/IT staff and business stakeholders;
- 8) Working with Application Developers to implement the requirements;
- 9) Assisting with the creation of project plans, identifying activities and estimates;
- 10) Analyzing and evaluating the current Business Analysis environment (processes, standards, governance and artefact repository) against current industry best practices. Providing expert advice and recommendations for improvement with regards to methodology, processes, governance, repository and deliverables;
- 11) Producing business / information architecture documents.

One Business Analyst level 2 is required to work in the NCR. One Business Analyst level 2 is required to work in the GTA. The 2 Resources are required on as and when requested basis.

- Bidders must submit a bid for all resource categories

**Security Requirement:** *Common PS SRCL #06 applies*  
**Minimum Corporate Security Required:** *Designated Organization Screening (DOS)*  
**Minimum Resource Security Required:** *Enhanced Reliability*

## Contract Authority

**Name:** *Jennifer Legere*  
**Phone Number:** *902-426-9940*  
**Email Address:** [jennifer.legere@canada.gc.ca](mailto:jennifer.legere@canada.gc.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**