



NOTICE OF PROPOSED PROCUREMENT (NPP)

Task Based Informatics Professional Services (TBIPS)

Solicitation Number: IC186981

Contracting Authorities

The Contracting Authority for the Contract is:

Name: Melyssa Zawadka

Title: Senior Contracting & Procurement Officer

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This requirement is for Innovation, Science and Economic Development Canada.

This Request for Proposal (RFP) is open only to those **Supply Arrangement (SA) Holders** listed below who pre-qualified under Stream 5 Project Management Services – P.5. Project Executive – Level 3; P.9. Project Manager – Level 3; P.1. Change Management Consultant – Level 3; P.4. Organizational Development Consultant – Level 3; P.7. Project Coordinator - Level 3 and Stream 4 Business Services – B.1. Business Analyst – Level 3 against the Task Based Informatics and Professional Services (TBIPS) Supply Arrangement # EN578-170432.

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

1. A.S.G. Inc.
2. Access Corporate Technologies Inc.
3. AMITA Corporation
4. BP & M Government IM & IT Consulting Inc.
5. CSI Consulting Inc., FoxWise Technologies Inc., DWP Solutions Inc., Innovision Consulting Inc., IN JOINT VENTURE
6. ESIT Canada Enterprise Services Co. ESIT Canada Services AuxEntreprises Cie.
7. Fujitsu Consulting (CANADA) Inc./Fujitsu Conseil (Canada) Inc.
8. Harrington Marketing Limited
9. Information Management and Technology Consultants Inc.
10. Lansdowne Technologies Inc.
11. Mishkumi Technologies Inc.
12. Pleiad Canada Inc.
13. The Halifax Group Inc.
14. Thinking Big Information Technology Inc.
15. TRM Technologies Inc.

To facilitate the process, Innovation, Science and Economic Development Canada has chosen to attach a copy of the RFP to this NPP to allow those suppliers who were not formally invited to bid on this requirement to submit a proposal should they wish to do so. Only suppliers listed on Annex A of this notice can submit a proposal *(Suppliers listed in Annex A of this notice should hereby consider themselves invited to bid (there is **no requirement** for the suppliers listed in Annex A to further request to be added to the invited bidders list))*

Note: Any resulting Questions and Answers (Q&A) related to this RFP will be posted on GETS as they are issued. No Q&A will be emailed directly to any suppliers. This list will not be updated if additional suppliers request copies of the bid solicitation.



DESCRIPTION OF THE REQUIREMENT:

The professional service outlined will assist the Workplace Technology Services Division (WTSD) with the successful delivery of the Digital Office and Workplace Technology Modernization Program initiatives.

Tasks/Services

The following outlines the key tasks/services/deliverables for each of the stated resource categories.

Project Executive Level 3/Senior Program Executive Advisor

- Performing in the role of a Strategic advisor, provide the Project Authority and Executive Sponsors with a Digital Office and Workplace Technology Modernization program portfolio plan and key strategies;
- Provide executive strategic oversight on the quality of program delivery;
- Assist management with the definition of key business outcomes and measurable metrics;
- Meet with other organizational executives to ensure stakeholders (Internal and external) are committed and moving forward on project and organizational goals;
- Attend steering committees;
- Assist management with developing strategies for resolving any major issues related to the program and or projects;
- Provide strategic advice to the CIO senior management related to business transformation and continuous improvements using “Lean Thinking” and applying digital transformation strategies;
- Assist with project sign-off(s);
- Prepare briefing notes/presentations as required;
- Provide updates/status reporting to senior management as required; and
- Other related duties.

Project Executive Level 3/Senior Program Delivery Expert

- Establish the projects and develop the charters and work streams to support the Digital Office and Workplace Technology Modernization program;
- Manage team leads and project managers;
- Define and document project objectives and determine budget requirements;
- Conduct meetings with other organizational executives to ensure that all internal and external stakeholders are committed and moving forward on project and organizational goals;
- Resolve any project issues;
- Prepare plans, charts tables and diagrams to assist in the analysis or the display of problems working with a variety of project management tools;
- Perform project management duties for one of the key projects as assigned by the Project Authority;
- Prepare briefing notes/presentations as required;
- Provide updates/status reporting to senior management as required;
- Complete project sign-off; and
- Other related duties.

Project Manager Level 3/Senior Project Manager

- Manage key projects as assigned by the Project Authority;
- Provide project management support to Team Leads;
- Provide project management expertise throughout the development, implementation, and operational start up by ensuring that resources are made available and that the project is in on schedule based on agreed upon timeframes, costs and performance parameters;
- Formulate statement of problems and establish procedure for the development and implementation of significant, new or modified project elements in order to resolve any problems and obtain client approval(s);
- Define and document the objectives, composition, roles and responsibilities and terms of reference to the project team;



- Determine budgetary requirements;
- Report on project progress on an ongoing basis and at scheduled points in the project life cycle;
- Resolve any issues/problems by meeting with key stakeholders and other project managers;
- Prepare plans, charts tables and diagrams to assist in the analysis or the display of problems working with a variety of project management tools;
- Coordinate training development and coordinate with key stakeholders;
- Develop and deliver project presentations to multiple stakeholders;
- Facilitate meetings and discussions with project management and stakeholders;
- Provide updates/status reporting to senior management as required; and
- Other related duties.

Business Analyst Level 3/Senior Business Analyst

- Develop and document the Business Requirements plan for the program and projects;
- Develop initial statements of requirements;
- Perform business analysis of functional requirements to identify information, procedures and decision follows;
- Using Lean methodology, evaluate existing procedures and methods to identify and document database content, structure and application sub-systems;
- Define and document interfaces of manual to automated operations with application sub-systems, to external systems, and between new and existing systems;
- Practice continuous improvement processes and procedures, eliminating non-value add activities;
- Establish user acceptance test criteria;
- Support and use ISED departmental methodologies;
- Provide updates/status reporting to senior management as required; and
- Other related duties.

Change Management Consultant Level 3/Senior Change Management Consultant

- Develop the change management plan for the Digital Office and Workplace Technology Modernization Program and projects for the following five (5) People Change Management areas:
 - Stakeholder Management
 - Employee Engagement (adoption of the end state)
 - Strategic/Tactical Communications
 - Training
 - Coaching
- Analyze and develop business “critical success factors”;
- Analyze and develop architecture requirements design, process development, process mapping and training
- Lead other functional staff to define business strategy and processes in support of transformation and change management activities;
- Participate in change impact analysis and change management activities;
- Participate in organizational re-alignment (job re-design and organizational re-structuring);
- Coordinate development of training and coordinate with key stakeholders;
- Create presentations and present to various stakeholders;
- Facilitate meetings and discussions;
- Provide updates/status reporting to senior management as required; and
- Other related duties.

Organizational Development Consultant Level 3/Senior Organizational Development Consultant

- In collaboration with the Senior Change Management Consultant, enable, facilitate and mediate the evolution of the ISED Workplace Technology Services Division toward the Digital Office and Workplace Modernization desired outcomes or structure in support of the Digital Transformation Services Sector (DTSS);
- Assist with organizational needs assessment and strategic planning to ensure development of human capital to meet business objectives and goals;



- Provide advice, support and consultation with senior staff, business units and front-line management to achieve strategic initiatives and goals;
- Research, design, implement and maintain employee development programs including leadership development other management development programs;
- Develop and implement processes to measure the effectiveness of development and learning efforts to ensure performance improvement are focused on measurable attainable results;
- Serves as a subject matter expert by collaborating with HR and business unit executives to ensure clear standards and metrics are aligned to talent reviews and employee development plans;
- Develop strategic partnerships with other internal project managers to identify and consult on change management initiatives to support strategic projects requiring organizational culture change;
- Proactively address and respond to organization development issues by bringing key stakeholders together to assess root causes and performance gaps and recommend appropriate interventions;
- Practice continuous improvement processes and procedures, eliminating non-value added activities;
- Conduct focus groups and/or process improvement sessions as required;
- Implement and manage the organization's training to ensure cost effective employee development activities that support the organization's strategic initiatives;
- Manage and facilitate organization initiatives and process as requested;
- Provide updates/status reporting to senior management as required; and
- Other related duties.

Project Coordinator Level 3/Senior Project Coordinator

- Assist program and project management teams with project control processes, project coordination and synchronization tasks;
- Assist with the development and on-going updates to the program dashboard;
- Provide project administrative support as required;
- Main project documentation and application/system libraries;
- Track project change requests;
- Main and update relevant project information (e.g. project activity schedule, status reports, project correspondence) in manual and/or electronic files;
- Provide updates/status reporting to project management as required; and
- Other project coordination related duties.

Deliverables

Using an iterative, agile and tam-based approach, the project resources listed above will be responsible but not limited to the following deliverables:

- Digital Office and Workplace Modernization roadmap;
- Program delivery office set-up, and roles and responsibilities;
- Temporary program matrix organizational structure leveraging WTSD key functional areas along with other relevant organizational areas;
- Program delivery strategies;
- Program charter;
- Supporting project plans (including scope, budget, schedule and quality components);
- People change management plan;
- Communications plan;
- Training plan;
- Program RACI (Responsible/Accountable/consulted/Informed) charts;
- Program and project registry (including risks, issues and change requests);
- Requirements management plan;
- Organization impact analysis and action plan;



- Project business requirements documentation;
- Continuous improvement strategy, Lean action plans (based on Lean methodology);
- Program portfolio dashboards and other project related documentation;
- Integrated governance program model (integrated with ISED Project Management and existing governance committees);
- Participation with ISED business clients, DTSS, ISED CIO and WTSD functional areas in relation to business requirements, project management templates, security policies, enterprise technical architecture and other relevant project components; and
- Other relevant project related deliverables.

PROPOSED PERIOD OF CONTRACT:

It is intended to result in the award of one contract for one (1) year, plus one (1) one-year irrevocable options periods allowing Canada to extend the term of the contract(s).

SECURITY REQUIREMENTS:

Secret



ANNEX A LIST OF SUPPLIERS

Only SA Holders listed below are eligible to submit a proposal in response to RFP # IC186981.

The following 183 suppliers are eligible as they were listed as pre-qualified as per the search done on December 08, 2017 based on the following search criteria:

Professional Services: TBIPS Supply Arrangement

Number of Resources: 2 x P.5. Project Executive – Level 3

1 x P.9. Project Manager – Level 3

1 x B.1. Business Analyst – Level 3

1 x P.1. Change Management Consultant – Level 3

1 x P.4. Organizational Development Consultant – Level 3

1 x P.7. Project Coordinator – Level 3

Supplier Security Clearance: Secret

Document Safeguarding: None Required

Region/Metropolitan: National Capital Region (NCR)

Estimated Requirement Dollar Value Range: Greater than NAFTA to \$2 Million

List of Suppliers:

1. 1728193 Ontario Inc
2. 2707209 Canada Inc. o/a Kleins Consulting
3. 4165047 Canada Inc.
4. 4165047 CANADA INC., INNOVISION CONSULTING INC., IN JOINT VENTURE
5. 529040 ONTARIO INC and 880382 ONTARIO INC
6. 6362222 CANADA INC., doing business as the Createch Group
7. 7792395 Canada Inc.
8. A Hundred Answers Inc.
9. A. Net Solutions Inc.
10. A.S.G. Inc.
11. Accenture Inc.
12. Access Corporate Technologies Inc.
13. ADGA Group Consultants Inc.
14. Adhartas Consulting Inc.
15. Adirondack Information Management Inc., Amita Corporation, Artemp Personnel Services Inc., The AIM Group Inc., in JOINT VENTURE
16. ADIRONDACK INFORMATION MANAGEMENT INC., Valcom Consulting Group Inc., FlexEDGE Consulting Inc., IN JOINT VENTURE
17. ADRM Technology Consulting Group Corp.
18. ADRM Technology Consulting Group Corp. and Randstad Interim Inc
19. Aerotek ULC
20. Alcea Technologies Inc.
21. Alika Internet Technologies Inc.
22. Alivaktuk Consulting Inc. & NavPoint Consulting Group Inc. in JV
23. Altis Human Resources (Ottawa) Inc., and Excel Human Resources Inc., in Joint Venture
24. ALTRUISTIC INFORMATICS CONSULTING INC.
25. AMITA Corporation
26. ARTEMP PERSONNEL SERVICES INC
27. AZUR HUMAN RESOURCES LIMITED
28. BDO Canada LLP
29. Beyond Technologies Consulting Inc.
30. BiR Consulting Inc.
31. BMB Data Consulting Services Inc.
32. BP & M Government IM & IT Consulting Inc.



33. BurntEdge Incorporated
34. Cache Computer Consulting Corp.
35. Calian Ltd.
36. CALIAN LTD., DWP SOLUTIONS INC., IN JOINT VENTURE
37. CGI Information Systems and Management Consultants Inc.
38. CISTEL TECHNOLOGY INC, TECSIS CORPORATION IN JOINT VENTURE
39. Cistel Technology Inc.
40. CloseReach Ltd.
41. CloseReach, FoxRed Consulting Inc., Bell, Browne, Molnar & Delicate Consulting Inc., IN JOINT VENTURE
42. CM Inc.
43. Cofomo Inc.
44. Conoscenti Technologies Inc.
45. Contract Community Inc.
46. Coradix technology Consulting Ltd.
47. CoreTracks Inc.
48. CSI Consulting Inc.
49. CSI Consulting Inc., FoxWise Technologies Inc., DWP Solutions Inc., Innovision Consulting Inc., IN JOINT VENTURE
50. Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
51. Dare Human Resources Corporation
52. Deloitte Inc.
53. DLS Technology Corporation
54. Donna Cona Inc.
55. DONNA CONNA INC., IBM CANADA LIMITED IN JOINT VENTURE
56. Eagle Professional Resources Inc.
57. Emerion
58. Equasion Business Technologies Consulting Inc and Watershed Information Technology Inc in CJV
59. Ernst & Young LLP
60. ESIT Canada Enterprise Services Co. ESIT Canada Services AuxEntreprises Cie.
61. Evolving Web Inc.
62. Excel Human Resources Inc.
63. Facilité Informatique Canada Inc.
64. Fifalde Consulting Inc.
65. Flex Tech Services Inc.
66. Foursight Consulting Group Inc.
67. FoxRed Consulting Inc.
68. Fujitsu Consulting (CANADA) Inc./Fujitsu Conseil (Canada) Inc.
69. GCSTRATEGIES INCORPORATED
70. Groupe Alithya Inc / Alithya Group Inc
71. Groupe Intersol Group Ltee.
72. Halo Management Consulting Inc.
73. Halo Management Consulting Inc., Quallium Corporation in Joint Venture
74. Harrington Marketing Limited
75. HCM WORKS INC./HCM TRAVAIL INC.
76. I4C INFORMATION TECHNOLOGY CONSULTING INC
77. IAN MARTIN LIMITED
78. IBISKA Telecom Inc.
79. Ibiska Telecom Inc. and CM Inc., as a contractual Joint Venture
80. IBM Canada Ltd.
81. iFathom Corp, Simfront Simulation System Corporation, ING Engineering Inc., in JV
82. iFathom Corporation
83. Information Management and Technology Consultants Inc.
84. Inround Innovations Incorporated, 3056058 Canada Inc., IN JOINT VENTURE
85. Integra Networks Corporation
86. Isheva Inc.
87. IT/Net - Ottawa Inc.
88. IT/NET OTTAWA INC, KPMG LLP, in joint venture



89. iVedha Inc.
90. Jumping Elephants Incorporated
91. Juno Risk Solutions Incorporated
92. Koroc Consulting Inc., Isheva Inc. in JOINT VENTURE
93. KPMG LLP
94. Lannick Contract Solutions Inc.
95. Lansdowne Technologies Inc.
96. Le Groupe Conseil Bronson Consulting Group
97. Leverage Technology Resources Inc.
98. Leverage Technology Resources Inc., Farlane Systems Inc., IN JOINT VENTURE
99. Lightning Tree Consulting, Burbek, and P.G. Rodier Consulting in Joint Venture
100. LNW Consulting Inc
101. Lumina IT inc.
102. Makwa Resourcing Inc., TPG Technology Consulting Ltd. in JOINT VENTURE
103. Maplesoft Consulting Inc.
104. MaxSys Staffing & Consulting Inc.
105. MDA Systems Ltd.
106. MERAK Systems Corporation
107. Messa Computing Inc.
108. Metaflow Inc.
109. Michael Wager Consulting Inc.
110. Mindstream Training Center and Professional Services Bureau, Inc
111. Mindwire Systems Ltd.
112. Mishkumi Technologies Inc.
113. Modis Canada Inc
114. Myticas Consulting Inc.
115. N12 Consulting Corporation
116. NATTIQ INC.
117. NATTIQ INC., ADGA GROUP CONSULTANTS INC., IN JOINT VENTURE
118. NavPoint Consulting Group Inc.
119. New Technologies Inc.
120. Newfound Recruiting Corporation
121. Nisha Technologies Inc.
122. Nisha Technologies Inc., Contract Community Inc., IN JOINT VENTURE
123. Nortak Software Ltd.
124. NRNS Incorporated
125. Olav Consulting Corp
126. ONIX Networking Canada Inc.
127. OpenFrame Technologies, Inc.
128. Orangutech Inc.
129. Pleiad Canada Inc.
130. Portage Personnel Inc.
131. PRECISIONERP INCORPORATED
132. PrecisionIT Inc,IDS Systems Consultants Inc., PrecisionERP Incorporated, in JOINT VENTURE
133. Pricewaterhouse Coopers LLP
134. Primex Project Management Limited
135. Procom Consultants Group Ltd., Emerion , IN JOINT VENTURE
136. Proex Inc.
137. Prolity Corporation
138. Promaxis Systems Inc
139. Promaxis Systems Inc. and Holonics Inc. IN JOINT VENTURE
140. Promitus Solutions Ltd., in Joint Venture with Icorp.ca Inc., Fineworks, Hamilton, Thomas & Associates Ltd., Elemental Strategies Inc.
141. Protak Consulting Group Inc.
142. QMR Staffing Solutions Incorporated
143. Quallium Corporation
144. RainMakers Consulting Services Inc
145. Randstad Interim Incorporated
146. Robertson & Company Ltd.



147. S.i. Systems Ltd.
148. Shore Consulting Group Inc.
149. Sierra Systems Group Inc.
150. Solutions Moerae Inc
151. Somos Consulting Group Ltd.
152. Spaghetti Logic Inc.
153. Spearhead Management Canada Ltd.
154. Sundiata Warren Group Inc.
155. Symbiotic Group Inc.
156. Systematix IT Solutions Inc./Systematix Technologies de L'Information Inc./Les Services Conseils Systematix Inc. in Joint Venture.
157. SYSTEMATIX SOLUTIONS TI INC/SYSTEMATIX IT SOLUTIONS INC
158. Systemscope Inc.
159. T.E.S. Contract Services INC.
160. Talentlab Inc.
161. Taligent Consulting Inc.
162. Teambuilder Consulting Inc.
163. TECSIS Corporation
164. TEKSYSTEMS CANADA INC./SOCIETY TEKSYSTEMS CANADA INC.
165. TELUS Communications Inc.
166. TeraMach Technologies Inc.
167. The AIM Group Inc.
168. The Bell Telephone Company of Canada or Bell Canada/La Compagnie de Téléphone Bell du Canada ou Bell Canada
169. The Devon Group Ltd.
170. The Halifax Group Inc.
171. The Right Door Consulting & Solutions Incorporated
172. The VCAN Group Inc.
173. Thinking Big Information Technology Inc.
174. TPG Technology Consulting Ltd.
175. Transpolar Technology Corporation and The Halifax Computer Consulting Group In Joint Venture
176. TRM Technologies Inc.
177. TRM Technologies Inc., BP&M Government IM & IT Consulting Inc., IN JOINT VENTURE
178. Tundra Technical Solutions Inc
179. Turtle Technologies Inc.
180. Turtle Technologies Inc. and SOMOS Consulting Group Ltd. In Joint Venture
181. Unisys Canada Inc.
182. Veritaaq Technology House Inc.
183. Yoush Inc.