



Advance Contract Award Notice (ACAN) under SA# E60ZT-18TSPS under Stream 2-Business Consulting/Change Management.2.5 for a Business Process Consultant - Senior

1. Advance Contract Award Notice (ACAN)

The purpose of this ACAN is to provide notice to TSPS suppliers of the supplier community that CER intends to award a contract for these **Business Process Consultant - Senior** services. Before awarding the contract however, the government will only allow qualified suppliers of TSPS SA to signal their interest in bidding and demonstrate they are capable of satisfying the requirements by submitting a Statement of Capabilities within the 15 calendar day posting period.

If no other potential supplier submits a Statement of Capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

2. Description of Requirement

The Canadian Energy Regulator (CER) requires expertise and deliverable as covered under the streams and categories of Business Consulting/Change Management and Project Management of the Task and Solution Professional Services (TSPS) under Supply Arrangement (SA) for the provision of the following professional services:

- TSPS SA# E60ZT-18TSPS
- Stream 2 Business Consulting/Change Management Services
 - o 2.5 Business Process Consultant

The services required by a provider to submit a resource qualified in Stream 2 Business Consulting/Change Management Services, 2.5 Business Process Consultant - Senior to assist the CER in meeting the following objectives and services;

a) Objectives

- Develop the HR business mapping and change management documentation
- Attended Change Advisory Board meetings as/when required
- Document all HR related business process changes and improvements within the Quality Management System
- Develop training and information sessions for CER staff
- Provide mentoring and coaching assistance to CER staff
- Develop mapping exercise, analysis of needs, implementation
- Develop HR Reports and template within SAP and tools for managers to simplify access and encourage them to use system

b) The required services may include, but are not limited to the following:

- Advising Senior Management on a range of issues affecting the organization's ability to achieve the business objectives



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- Developing and/or managing the implementation of an organizational improvement plan to identify, analyze, plan, track and control organizational improvements on a continuous basis
 - Making recommendations and providing advice for improvements and assisting in developing solutions and implementing recommendations
 - Collecting and analyzing information and presenting findings on complex issues, carrying out or coordinating research as required and preparing reports
 - Defining and producing business requirement document
 - Coaching on business
 - Assisting stakeholders with understanding their strategic goals
 - Analyzing stakeholder's business objectives and recommending and developing solutions to address their business problem
 - Implementing and evaluating cross-functional decisions that will enable an organization to achieve its objectives
 - Assessing the organization's capacity/capability to undertake and successfully deliver an initiative or a change
 - Defining, developing and implementing business strategies and plans
 - Examining the link between the goals of the organization and how the work is performed to achieve those objectives at strategic and operational levels
 - Processing problems into solutions or new opportunities/initiatives, identifying and researching best practices

Work Location: CER Office in Calgary located at:

Suite 210, 517 - 10th Ave SW,
Calgary, Alberta

Telework for home is also acceptable

Level of Effort: Anticipated level of effort is approximately 1500 Hours/200days

Language of Work: English

3. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)

The CER requires any interested qualified supplier must demonstrate by way of a statement of capabilities, of a 2.5 Business Process Consultant - Senior who is able to undertake the following tasks:

- 1) Understand enterprise level human resource, change management, and business mapping processes within a government capacity.
- 2) Understand Information Technology Systems Management (ITSM) business processes and solutions in order to provide assistance with Human Resources Information System (HRIS) network maintenance, specifically SAP.



- 3) Understand ITSM business processes and solutions in order to provide assistance with documenting HR process changes and improvements within the Quality Management System for IT, Compensation, HR and Facilities Management units
- 4) Develop training material and transfer knowledge to CER staff for any changes made to HR process
- 5) Develop HR and Change reports and template and tools for managers to simplify access and encourage them to use system
- 6) Has experience working in SAP S/4 Hana.
- 7) Has experience in Canada Federal Government Human Resource policies and directives
- 8) Has operational knowledge with the CER TIME system

4. Applicability of the trade agreement(s) to the procurement

This procurement is subject to the following trade agreement(s):

- i. NAFTA
- ii. CFTA

5. Justification for the Pre-Identified Supplier

The Contractor, MaxSys Staffing and Consulting, is suggested because:

- i. The current project has been under way for more than 18 months and was scheduled to go-live on April 1, 2020 but has been delayed to go-live on April 1 2021. The current resource has been embedded in the project for the last six months and has been an instrumental in the identification of solutions to bring this project to a successful conclusion.
- ii. The current project has slipped by one year and is ongoing with additional work identified to meet the requirements to ensure that the system is tested completely and training is developed in an online format.
- iii. The COVID-19 Pandemic interruption has caused significant, unforeseen delays to the project deadline.
- iv. The MaxSys Staffing and Consulting has the available resource meeting the qualification, education and experience to complete the tasks outlined in this ACAN, with essential experience below:
 - a. HRIS network maintenance, specifically SAP
 - b. Working in SAP S4/Hana.
 - c. In Canada Federal Government Human Resource policies and directives
 - d. Operational knowledge with the CER TIME system
- v. The current resource has been working on the project for five months and has the combined experience and skills that are not readily available. It would be very costly to bring another resource up to speed.



6. Government Contracts Regulations Exception(s)

The following exception(s) to the *Government Contracts Regulations* is invoked for this procurement under subsection 6(d) - "only one person is capable of performing the work".

7. Period of the proposed contract or delivery date

The proposed contract period is from the date of award to May 31, 2021.

8. Cost estimate of the proposed contract

The estimated value of the contract is \$195,000.00 (GST/HST extra).

9. Name and address of the pre-identified supplier

MaxSys Staffing and Consulting
173 Dalhousie Street
Ottawa Ontario K1N 7C7

10. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully capable of providing the services described in the ACAN may submit a Statement of Capabilities in writing to the contact person identified in this notice on or before the closing date of this notice. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements.

11. Closing Date for a submission of a statement of capabilities.

The closing date and time for accepting statements of capabilities is June 30, 2020 at 14:00Hrs (MDT).

12. Inquiries and submission of statements of capabilities:

Frances Todd, Procurement Specialist;
Procurement Services Unit

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