ANNEX E - PROOF OF CONCEPT

1. **Planning and Proof of Concept:**

   ESDC may conduct and evaluate the top ranked bidder through the following Proof of Concept. ESDC may also decide, for any reason, not to conduct the Proof of Concept
   a) Setup of a development environment in Canada's cloud environment.
      a. Creation of an implementation plan of the Proof of Concept and timeline
         Implement a Proof of Concept RPA solution development cloud environment.

   b) Based on Process design document (PDD), develop each script(s) associated to the processes provided:
      a. Establishing a Test plan and have reviewed for feedback
      b. Develop the RPA automation scripts based on PDD requirements
      c. Execute testing scenarios based on Test plan
         i. Run automations and monitor performance and results
      d. Correct any bugs.
      e. Produce Test Report documentation
         i. Confirmation that solution is on track meets established requirements, with feedback to the Contractor regarding any issues, should those be present;
      f. Produce and present a final implementation report
         i. Create Post proof of concept Implementation plan for work beyond the Proof of Concept.
         ii. Creation of an Enterprise Architecture Review Board(EARB) deck and presentation made during the PoC for how to move forward as a part of the implementation plan
         iii. Final confirmation that solution is meeting established requirements, with feedback to Vendor regarding any remaining issues, should those be present;

2. **Proof of Concept Implementation**

   2.1 Schedule and Estimated Level of Effort (Work Breakdown Structure)
   2.1.1: Proof of concept Phase schedule:

   The tasks must include, but are not limited to the following:

Task(s)	Timeframe

a) Setup of a development environment in Canada's cloud environment.
     a. Creation of an implementation plan of the Proof of Concept and timeline
     b. Implement a Proof of Concept RPA solution development cloud environment.
	Approximately 2 weeks.

b) Based on Process design document (PDD), develop each script(s) associated to the processes provided:
     a. Establishing a Test plan and have reviewed for feedback
     b. Develop the RPA automation scripts based on PDD requirements
     c. Execute testing scenarios based on Test plan
         i. Run automations and monitor performance and results
     d. Correct any bugs.
     e. Produce Test Report documentation
	Approximately 6 weeks.

i. Confirmation that solution is on track meets established requirements, with feedback to the Contractor regarding any issues, should those be present;
f.   Produce and present a final implementation report
     i. Creation of an Enterprise Architecture Review Board deck and presentation made during the POC for how to move forward as a part of the implementation plan
    ii. Final confirmation that solution is meeting established requirements, with feedback to Vendor regarding any remaining issues, should those be present;	

Total duration of proof of concept: approximately 8 weeks.

3. **ADDITIONAL INFORMATION ABOUT DELIVERABLES:**

   A - Documentation:
   1. **Proof of Concept Implementation Plan:** Develop a "Proof of Concept" plan including timelines and deliverables to demonstrate product compliancy and expected results.
   2. **Full Implementation of RPA Soultion Plan:** Develop a project plan and risk analysis for full implementation of the RPA solution at the enterprise level with consideration given to the existing automated processes already in production in all ESDC business lines. This project plan must be updated weekly in order to ensure proper project management guidelines are in place and be available to Canada.
   3. Provide proposed RPA implementation plan outlining steps required from a technical and functional perspective; Phased approach.
   4. Create documentation for a Security Review (SA&A) and address any Critical or High risks presented.
   5. Present the final recommendations and deliverables to ESDC project lead, project sponsor, and incorporate feedback, as required.
   6. **Testing Plan:** Create a testing plan documenting the approach for testing RPA scripts that need to be reviewed prior to the start of testing.
   7. Create a final test report of the results of the RPA scripts that need to be reviewed after testing has completed.
   8. **Close out Report:** Prepare status reports outlining completed work, planned work, and any challenges experienced. In addition to the plans and strategies previously mentioned, the Contractor will prepare a close out report summarizing the project and including recommendations for expanding toward an RPA enterprise state. Maintain and update a project schedule and reporting will consist of:
      i. weekly reporting;
      ii. Ad-hoc reporting;

   B - Environment setup:
   9. Architect, deploy and validate RPA software in an ESDC development/test environment:
      i. Provide technical support for the environment as required.

   C - Create automation:
   10. ESDC will provide a Process Design Document (PDD) which will detail a series of six (6) ESDC business processes which will include attended and unattended automation. Based on steps described in PDD, the Contractor must develop these automation by using their solution.
   11. Develop an RPA script for each ESDC business processes (max of 6)
   12. Test the RPA scripts to ensure that they function.

D – Implementation:

13. Identify selected business processes that will be used to prove stability and conformity to the ESDC infrastructure.   This will include but is not limited to ESDC infrastructure requirements, training requirements, change management migration (updates to RPA software, ESDC application, business process etc.), bot credential management, bot governance, business continuity, and contingency planning and security.

14. Demonstrate the success of the proof of concept, based on the business process analysis and collaboration with ESDC IT and SSC. ESDC's technical staff will be permitted to work side-by-side with the Contractor during this phase to gain knowledge on the implementation process and to develop a good understanding of the system setup and configuration; To succeed at the PoC, the Vendor must succeed in implementing all of ESDC business processes identified (max of 6). For each process execution, ESDC business team will verify and confirm accuracy of actions performed by robots. The execution time (performance) will also be considered in the evaluation. To succeed, the execution time will have to be equal or faster than the current automations.

4. **REQUIRED RESOURCES OR TYPES OF ROLES TO BE PERFORMED**

Contractor:
   a) All technical expertise required to realize this Proof of Concept (environment setup, architecture, security, databases, documentation and testing); and
   b) A dedicated individual (e.g. account executive) to be ESDC's primary contact.
   c) Ongoing reporting on the progress for the Proof of concept (weekly reporting and adhoc reporting)

ESDC Canada:
   a) ESDC Canada will identify roles to enable role-based access to the platform.
   b) ESDC Canada will provide access to consultants provided for environment setup.
   c) ESDC Canada will provide required PDD documentation
   d) ESDC Canada will evaluate and track the project and brief senior management.
   e) ESDC business partners to verify execution results
   f) ESDC technical expert (technical advisors, team leads, developers) to receive training from vendor and give vendor advice and expertise on current automations.

5. **Evaluation criteria:**

The bidder must meet all evaluated criteria in order to successful:

ID	Rated Requirement Description	Rating Criteria	Result
PR1	Scaleability of the solution based on Post proof of concept Implementation plan	In the Post proof of concept Implementation plan that will be provided via architectural diagrams, hardware requirements and servers hosted for future environments. The RPA solution is able to accommodate initial amount of robots required and scale to the amount specified in the Statement of Work.	SUCCESSFUL / NOT SUCCESSFUL

PR2	Implemented development environment	Ensure that the development environment created for scripting and robot execution works.	SUCCESSFUL / NOT SUCCESSFUL
PR3	RPA Script accuracy (all scripts)	From the Test Results report documentation, ensure that there are no outstanding bugs after developing the scripts and that the scripts perform to the same performance standards or better than the current productionalized scripts. Information will be contained in the PDD.	SUCCESSFUL / NOT SUCCESSFUL
PR4	Receipt of completed documentation: - PoC Implementation plan - Test Plan - Test Report - EARB presentation	Ensure that implementation artifacts are received.	SUCCESSFUL / NOT SUCCESSFUL