

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

**GSIN: D302A ADP SYSTEM DEVELOPMENT SERVICES**

<b>Reference Number:</b>	20210333	<b>Solicitation Number:</b>	20210333
<b>Organization Name:</b>	Administrative Tribunals Support Service of Canada – Information Services & Solutions Team		
<b>Solicitation Date:</b>	2021-10-01	<b>Closing Date:</b>	2021-10-18 02:00 PM Eastern Daylight Saving Time EDT
<b>Anticipated Start Date:</b>	2021-12-01		
<b>Estimated Delivery Date:</b>	2023-03-31	<b>Estimate Level of Effort:</b>	360 days per resource
<b>Contract Duration:</b>	The contract period will be for two (2) years from the date of contract with an irrevocable option to extend it for up to two additional one-year periods		
<b>Solicitation Method:</b>	Competitive	<b>Applicable Trade Agreements:</b>	WTO-AGP, CCFTA, CPFTA, CCoIFTA, CPanFTA, CKFTA, CHFTA, CPTPP, CETA, and CFTA
<b>Comprehensive Land Claim Agreement Applies:</b>	No	<b>Number of Contracts:</b>	1

**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 National Capital Region for the following category(ies):

- One (1) Level 3 Business Consultant
- One (1) Level 3 Business Systems Analyst
- One (1) Level 3 Project Executive
- One (1) Level 3 Project Manager
- One (1) Level 3 Business Analyst
- One (1) Level 3 Project Coordinator
- One (1) Level 3 Project Leader

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

**ALL PRE-QUALIFIED TIER 1 SUPPLIERS HAVE BEEN INVITED TO SUBMIT A PROPOSAL IN RESPONSE TO THIS BID SOLICITATION**

**Description of Work:**

The Administrative Tribunals Support Service of Canada (ATSSC) is responsible for providing support services to twelve (12) federal administrative tribunals by way of a single, integrated organization. The Information Services & Solutions Team (ISST) requires the services of IM/IT professional resources on an “as and when requested” basis to assist with temporary projects within the organization.

The ATSSC manages multiple projects to deliver solutions to the federal administrative tribunals. In support of the Tribunals mandate to deliver access to Justice, the ISST is implementing new websites, e-filing systems and courts and registry systems for the tribunals based on Filemaker Pro technology.

It is the desire of ATSSC to avoid reliance on contractors by ensuring knowledge transfer to employees, reducing customization to reduce the complexity of future upgrades, encouraging standard business practices, and facilitating adoption of native workflow, and paperless transactions.

- Bidders must submit a bid for all resource categories
- The work is currently not being performed by a contracted resource
- The work is currently being performed by Adirondack Information Management Inc. under contract (value \$3.75M)
- The work is currently being performed by Alika Internet Technologies Inc. under contract (value \$3.75M)

**Security Requirement:** Common PS SRCL #09 applies  
**Minimum Corporate Security Required:** Designated Organization Screening (DOS)  
**Minimum Resource Security Required:** Enhanced Reliability

### **Contract Authority**

**Name:** Christine Vachon  
**Phone Number:** 613-292-3054  
**Email Address:** [Christine.Vachon@tribunal.gc.ca](mailto:Christine.Vachon@tribunal.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**