

Transcript of English Webinar for ScaleUp001 requirement for a Gamification Expert

This transcript has been edited to present essential information relevant to this requirement and an overview of the process for bid submission and the associated forms.

For additional information regarding the SRI/PBN registration, the P2P process, and additional information on Technation and how to become part of the digital marketplace, please see the specific decks that have been posted with the other related documents for the Gamification Expert posting in the notice.

In attendance as Presenters:

Guylaine Carriere – SSC Technical Authority

Audrey St-Cyr – SSC – Team Leader CoEAIP

Kris Ruiters – Procurement Assistance Canada (Supplier Registration/PBN) – not included in the transcript

Mohammad Ismail – SSC (P2P representative English Webinar) – not included in the transcript

Kar-Ann Patterson – SSC (P2P representative French Webinar) – not included in the transcript

Natasha Apollonova – Technation (Digital Marketplace) – not included in the transcript

Non-Presenters in Attendance

James Morgan – SSC Contracting Authority for Gamification Expert

Nicholas Palframan – SSC - ScaleUp team Procurement Officer

Guylaine:

We are implementing at SSC, Agile Procurement Process 3.0. It's a new way to do procurement. In order to deploy that new approach, we need to train 200 contracting

officers to develop awareness material for directors, DGs, and senior management. Developing the capacity to build on the job coaching within a procurement community by working with a technical expert.

So in order to do that, I took some training and attended a web-event. I met a gamification expert at the time, and I didn't even know that this sort of expertise was even in existence. That stayed in my head and I said, OK, so we are about to develop training and new ways of developing the capabilities of our people. So we are using the ScaleUp process to put in place a contract for the Gamification Expert requirement.

Estimated value of the contract is \$15k.

How will it work? Let's pretend you have signed a contract to work with SSC as the gamification expert. You will be part of a cross functional team that is responsible for developing various training material. So you would have to give us suggestions and advice. Maybe you will have to provide some recommendations for SSC that will help discover some new functionality or new type of IT solutions for the gamification platform, for example.

So as part of this cross functional team you will be there to interact with the various experts that will be responsible for developing the Agile procurement Learning toolkit.

How that would work is weekly, at the beginning of the week, I will send the gamification expert an email saying OK, by the way, this week I would like you to produce the following – perhaps some reports or give us the following advice on such and such, and I would like to invite you to those meetings to provide input on the spot. This would be managed weekly.

What we don't actually know at SSC, is to what extent the gamification could improve and increase learning so that the process is fun! For me I'm a visual person and I know I will already like it, but to what extent is the gamification effective helping people to learn more rapidly? So that is a component of what the gamification expert will be invited to do. It will be about how do we measure learning and how we can leverage gamification to improve the learning of the participants.

The other challenge we are facing is accessibility - We are looking to see if there's some sort of existing platform that could be accessible or are there games that can be adapted to the various needs of the learners. Those are the type of things that we are looking for regarding the gamification.

Audrey:

The scale up program is a social procurement initiative to increase the diversity of bidders in the government procurement process and it addresses and targets micro and small businesses that are either indigenous businesses or businesses owned or led by underrepresented groups such as women, visible minorities, and persons with

disabilities. So today I will be providing some timelines and an overview of how to submit a bid and how to fill the solicitation forms.

The closing date is December 14 at 2:00 PM Eastern Time, which means you have to submit your bid prior to this date and time to the contracting authority, James Morgan. As for your registration in SRI and P2P, you will have until contract award to complete this, but hopefully you get a head start following this session.

Any additional information required on completing the forms will be disseminated on December 9th and 10th.

We will have the individual demonstrations following the closing date - on December 16th and 17th. More information on this is available directly in the solicitation forms, but we will send an invitation to each of the responsive (successful) bidders on the day before, and this will be where you present your gamification example that was produced, and where you will be evaluated in accordance with the evaluation criteria in the form.

We are aiming to award the contract on or before December 24th, 2021 and have the flexibility with this process to award additional contracts over the course of the following year. We are looking to have any Debriefings done after the holidays and will also be reaching out to get your feedback as we would love to have your input on how we can improve the process.

So now a bit of information regarding the solicitation document. There are few documents included in the notice that was posted on BuyandSell. First you have the ScaleUp standard instructions, which is a read only document. It's for you to review and understand the process before submitting your bid.

Secondly, we have the Bid Submission Form, which is an interactive PDF document that you will need to complete and submit as your technical bid.

Finally, we have the financial bid form, which is an Excel document where you enter your per diem rates and your business name, and the Resulting contract form, which is read-only as well and is really only a draft of what would be the final contract.

The resulting contract form will be updated by SSC before contract award and requires no input from you – it's purely there as an example.

In total you only have two documents to actually complete and submit, and these two are the bid submission form and the financial bid form.

Here's an overview of what the bid submission form is.

The first page is a self-explanatory snapshot of the requirements and contains the most relevant information.

The entire document is very intuitive and it's very user friendly.

On the second page is where you start entering information regarding your business and answering the prompts and entering all the information we require from you.

Please take the time to open the little question marks on the form as they contain important additional information and/or explanations of what is being requested.

Under the self evaluation section there's one criteria and it asks you about your experience. Once you respond to the 1st question it will open up additional fields that you can choose. and then once your answer to 1st question have you done this in the last five years? Your interim score is calculated automatically and the form shows you the minimum pass mark as well as your score. In the text box is where you will input the name and experience of your resource and information you think will be relevant to your submission. You have a maximum of 1500 characters. .

The score you will see is called the Interim score because it will be reviewed during the Technical evaluation by Canada.

There is also a section for demonstrations, and it gives you the point rated criteria for the live demos. Please take the time to review this section and to consider all of these criteria and the minimum pass marks when you are preparing for your demo.

At the end of the form there are some certifications and a signature which you will need to complete and save before submitting your package to the Contracting Authority