

NOTICE OF PROPOSED PROCUREMENT (NPP)
For an
INFORMATION TECHNOLOGY RELATED PROSERVICES REQUIREMENT

GSIN: D302A INFORMATICS PROFESSIONAL SERVICES

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| Reference Number: | PW-22-00982300 | Solicitation Number: | FJA/CJC-2021-121-1 |
| Organization Name: | Office of the Commissioner for Federal Judicial Affairs Canada (FJA) for The Canadian Judicial Council (CJC) | | |
| Solicitation Date: | 2022-01-17 | Closing Date: | 2022-01-28, 3:00 PM ET |
| Anticipated Start Date: | 2022-02-07 | | |
| Estimated Delivery Date: | 2022-03-31 | Estimate Level of Effort: | Up to 60 days |
| Contract Duration: | From date of contract until March 31, 2022, plus one 6-month irrevocable option allowing Canada to extend the term of the contract | | |
| Solicitation Method: | Competitive | Applicable Trade Agreements: | N/A |
| Comprehensive Land Claim Agreement Applies: | No | Number of Contracts: | 1 |

Requirement Details

Tendering Procedure: Selective Tendering

This requirement is open only to those ProServices Supply Arrangement Holders who qualified for services in the National Capital Region for the following category:

- **4.6 – Business system analyst – Senior**

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

- Calian Ltd.
- CGI Information Systems and Management Consultants Inc.
- Cistel Technology Inc.
- COMPUTACENTER TERAMACH INC.
- Deloitte Inc.
- DLS Technology Corporation
- Donna Cona Inc.
- Eagle Professional Resources Inc.
- Ernst & Young LLP
- Excel Human Resources Inc.
- Hays Specialist Recruitment (Canada) Inc.
- Leo-Pisces Services Group Inc.
- Leverage Technology Resources Inc.
- Maplesoft Consulting Inc.
- MaxSys Staffing & Consulting Inc.
- MNP LLP
- Pricewaterhouse Coopers LLP
- Procom Consultants Group Ltd.
- Prologic Systems Ltd.
- Promaxis Systems Inc
- Protak Consulting Group Inc.
- S.I. SYSTEMS ULC
- Sierra Systems Group Inc.
- Softchoice Corporation
- TAG HR The Associates Group Inc.
- Talentlab Inc.

- TEKSYSTEMS CANADA CORP./SOCIÉTÉ TEKSYSTEMS CANADA
- The AIM Group Inc.
- Tiree Facility Solutions Inc.
- TRM Technologies Inc.
- Veritaaq Technology House Inc.

Description of Work:

The Canadian Judicial Council (CJC) has a requirement for the services of a bilingual senior Business Systems Analyst to help identify solutions that will satisfy the business requirements of CJC and its stakeholders. The consultant must have in-depth knowledge and experience in applying industry-recognized methodologies and techniques for carrying out and leading all activities respective of a Business System Analyst.

Background

The CJC is chaired by the Chief Justice of the Supreme Court of Canada, the Right Honourable Richard Wagner, and is composed of Chief Justices and Associated Chief Justices of the Canadian superior courts. It is the body responsible for improving efficiency, uniformity, accountability, and the quality of judicial service in the superior courts of Canada. One way in which Council fulfills this duty is to gather a variety of information from Superior Courts and prepares statistical reports and graphs for use by the Council and the respective courts. To date, this has been accomplished using an intranet web-based database application titled the Courts of Appeal Annual Case Statistics (CAACS). It provides the ability for the courts to run reports and graphs as well as save the information locally. The CJC has access to the source code and the data used for the web-based application and the use of a number of Excel generated reports and graphics. The application was developed using MS Access; using ASP.Net with IIS6, using Windows Server 2003 to develop the requirements. A VPN is available to the web server. The court administrators are responsible to input the data.

Scope of Work/Tasks

The Consultant is to perform the following services and activities:

1. Conduct meetings and presentations to gather information, share ideas, and findings.
2. Facilitate discussions and meetings to identify, consolidate, and define business problems and objectives.
3. Frame business problems and obtain approval from stakeholders.
4. Document and communicate findings and gain consensus to meet business objectives.
5. Effectively communicate insights and plans to cross-functional team members and management.
6. Conduct research on potential solutions to satisfy business and operational objectives.
7. Ensure that solutions meet business needs and requirements.
8. Evaluate current and identify improvements to business processes, define requirements, and prepare potential options of technology solutions.
9. Develop and deliver fully costed project for approval.
10. Gather critical information from meetings with various stakeholders and produce useful documentation to support future development and testing of the solutions.
11. Identify business rules and translate into system requirements.
12. Apply industry-defined methodology to lead ongoing reviews of business processes, document them (Business Requirement Document) and identify and document future processes to optimize them.
13. Manage the requirements gathering process and develop a requirements workplan.
14. Monitor deliverables and ensure timely completion.
15. Compile, analyze, and normalize data from various sources with a view to identifying business value to inform decisions on which data to gather and maintain.
16. Prioritize initiatives based on business needs and requirements.
17. Serve as liaison between stakeholders and users.
18. Support Privacy Impact Analysis and Statement of Sensitivity assessment.
19. Analyse and document information sensitivity from an Information and Technology perspective.

List of Deliverables required (some of the deliverables may be combined)

1. Business Case with Options Analysis and fully-costed Recommendation(s).
2. Business process documents and models.
3. Business Requirements documents (functional, information, security).
4. Change and impact analysis documents.
5. Gap analysis.
6. Information/data description and flow models.
7. Presentation slides.
8. Privacy questionnaire.
9. Statement of Sensitivity.
10. Process improvement recommendations.

The CJC intends to be in possession of most (if not all) deliverables on or before March 31, 2022.

Security Requirement: Common PS SRCL #6 applies

Minimum Corporate Security Required: Designated organization screening (DOS)

Minimum Resource Security Required: Reliability Status

Contract Authority

Name: Daniel Morin
Phone Number: 613-947-6339
Email Address: FJA.Admin@fja-cmf.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 four (4) times per year. If you wish to find out how you can be a "Qualified SA Holder", please contact RCNMDAI.NCRIMOS@tpsgc-pwgsc.gc.ca