

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

**GSIN: D302A INFORMATICS PROFESSIONAL SERVICES**

<b>Reference Number:</b>	9K001-S23-0109	<b>Solicitation Number:</b>	9K001-S23-0109
<b>Organization Name:</b>	Canada Economic Development for Quebec Regions		
<b>Solicitation Date:</b>	2022-09-01	<b>Closing Date:</b>	<b>2022-09-16 at 2:00 PM Eastern Daylight-Saving Time EDT</b>
<b>Anticipated Start Date:</b>	2023-01-01		
<b>Contract Duration:</b>	It is intended to result in the award of one (1) contract for the first year, approximately twelve (12) months, from January 1 <sup>st</sup> , 2023, to December 31 <sup>st</sup> , 2023, plus two (2) one-year irrevocable options of one year each, allowing Canada to extend the term of the contract.		
<b>Solicitation Method:</b>	Competitive	<b>Applicable Trade Agreements:</b>	CCFTA, CFTA, CPFTA, CCoFTA, CPanFTA, CHFTA, CKFTA
<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 #EN578-170432 who qualified for services in the Quebec Region for the following category:

Data conversion specialist (I.1) – Level 2 (Intermediate)

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

- Acosys Consulting Services Inc.
- ADRM Technology Consulting Group Corp. and Randstad Interim Inc.
- Coradix technology Consulting Ltd.
- DLS Technology Corporation
- Donna Cona Inc.
- ENET4S SOFTWARE SOLUTIONS LTD
- Four Point Solutions Ltd.
- IPSG Technology Inc.
- MAKWA Resourcing Inc.
- NATTIQ INC.
- New Technologies Inc.
- Systemscope Inc.
- Trillys Systems Inc.
- Unisys Canada Inc.
- Zernam Enterprise Inc.

- Bidders must submit a bid for the resource category

### **Description of Work:**

The following is a summary of the statement of work for this requirement.

Canada Economic Development for Quebec regions (CED) is searching for a supplier to convert various documents into HTML format to post on its website.

The supplier must provide HTML conversion and coding services for various documents aimed at external audiences. Documents subject to HTML conversion include, but are not limited to:

- Administrative documents (policies, directives, etc.)
- Various publications (reports, studies, briefs, research, etc.)

of up to 200 pages in length, in both official languages (English and French) for posting on CED's website.

Average number: 10 annual recurring publications, posted on the "Departmental publications" page of the CED's Internet site, and other documents received on a case-by-case basis (according to demand), to be posted on CED's website.

At CED's request, the supplier shall provide by email:

- an estimate of the number of hours required for converting each document and the delivery date of the final product.
- The supplier must prepare and submit its estimate to CED within 24 hours of receiving the request. The estimation must be approved by CED before the project is carried out.
- CED shall submit, by email, a task authorization (TA) confirming and authorizing the start of the work.

**Security Requirement:** Common PS SRCL #9 applies

**Minimum Corporate Security Required:** Reliability Status

**Minimum Resource Security Required:** Reliability Status

### **Contract Authority**

**Name:** Cecilia Phuong Thu Ho  
**Phone Number:** 514-346-8484  
**Email Address:** [cecilia-phuong-thu.ho@dec-ced.gc.ca](mailto:cecilia-phuong-thu.ho@dec-ced.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**