

**NOTICE OF PROPOSED PROCUREMENT (NPP)
For
Temporary Help Services (THS)**

GSIN: R201BA – THS –Professional and Technical

Reference Number:	23-225010	Solicitation Number:	23-225010
Organization Name:	Department of Foreign Affairs, Trade and Development		
Solicitation Date:	2022-11-23	Closing Date:	2022-12-08 02:00 PM Eastern Standard Time (EST)
Anticipated Start Date:	as soon as possible		
Estimated Delivery Date:	48 weeks after contract award.	Estimate Level of Effort:	220 days per resource
Contract Duration:	The contract period will be from contract award to 48 weeks later.		
Solicitation Method:	Competitive		
Comprehensive Land Claim Agreement Applies:	No	Number of Contracts:	One (1)

Applicable Trade Agreements:

- the Canadian Free Trade Agreement (CFTA),
- the Canada-Chile Free Trade Agreement (CCFTA),
- the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
- the Canada-Columbia Free Trade Agreement (CCoIFTA)
- the Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- the Canada-Honduras Free Trade Agreement (CHFTA)
- the Canada-Korea Free Trade Agreement (CKFTA)
- the Canada-Panama Free Trade Agreement (CPanFTA)
- the Canada-Peru Free Trade Agreement (CPFTA)
- the Canada-Ukraine Free Trade Agreement (CUFTA)
- World Trade Organization Agreement on Government Procurement (WTO-AGP)

Requirement Details

Tendering Procedure: Selective Tendering

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

Resource Category	Level of Expertise	Estimated Number of Resources Required
<u>Stream 1—Office support categories</u> <u>1.13 Clerk, records management</u>	Intermediate	Up to 4

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

9149481 Canada Inc.
Access Corporate Technologies Inc.
Contract Community Inc.
Dare Human Resources Corporation
Design Group Staffing Inc.
Donna Cona Inc.
Excel Human Resources Inc.
Labor Tek Personnel Services Ltd / Labor Tek Services de Personnel Ltee
Lionel Drouin
Modis Canada Inc
Newfound Recruiting Corporation
Quantum Management Services Limited / Les services de gestion Quantum Limitée
Quarry Consulting Inc.
Teambuilder Consulting Inc.

Description of Work:

The Access Management Unit (AMU) provides the department, and its partners, with access to its key IM/IT systems. This includes network system access, email accounts, email distribution lists, security groups for shared network drives, PKI encryption, remote access via SECURID tokens, etc. to its clients in 170 locations throughout the world.

Using ITSM (IT Service Management) software tools (BMC Remedy), the AMU manages access to DFATD's classified and designated networks. This includes creating, deleting, moving, updating client's user accounts, email accounts, and security groups in a Microsoft Windows environment. Access Management Administrators use customized web based tools, and execute visual basic scripts, to access the Windows Active Directory environment. The Administrators also use vendor provided applications such as MEK and RSA to provide clients with remote access to DFATD's voice and data networks. Also, administration of DFTAD's access to entrust encryption software and access to employees' web based compensation portal.

Technical functions include running AD scripts to gather information to be compared between 2 networks, using ADSIEdit to modify Active Directory attributes of active directory accounts. Using DOS based commands to gather information required for other technical teams. Maintain default setup of all computers in office for specific software used in the Access Management Unit. Liaise with other teams when implementing new software/patches and testing. Liaise with other technical teams to update/improve tools, processes, forms, and procedures. Provide technical assistance to other, non-technical, co-workers when required.

The Service Delivery and Support division, SIS, within DFATD is responsible to manage access to DFATD's computing network and network resources. We require up to 4 resources. The number of resources will depend on the volume of client requests and any other ongoing projects that affect the AMU.

Incumbent Information:

The incumbent providing the services outlined in the requirement is:

Vendor Name: Excel Human Resources
Value: \$400,000.00
Contract Period: May 2021 – September 2022

Security Requirement: Common PS SRCL #34 applies
Minimum Corporate Security Required: SECRET
Minimum Resource Security Required: SECRET

Contract Authority

Name: Cadmiel Martel
Phone Number: 613-791-6369
Email Address: Cadmiel.Martel@international.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