



REQUEST FOR INFORMATION: IT SUPPLIER AND CONTRACT MANAGEMENT INFORMATION SYSTEM SOLUTION

Request for Information (RFI) No.: 100023572 – Amendment #002

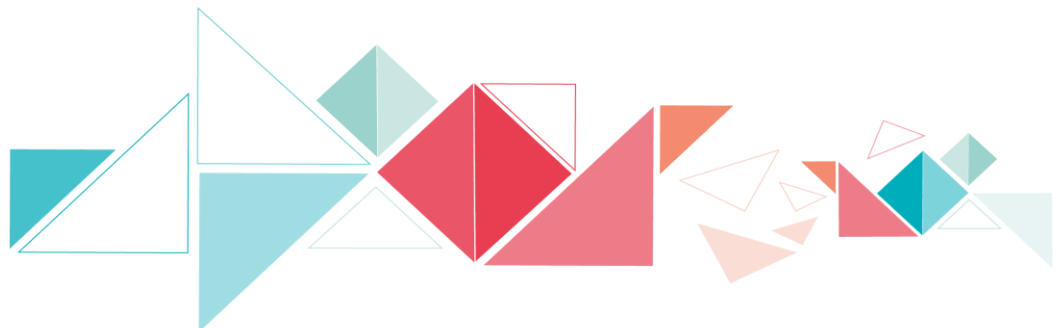
Amendment Issued: 2023-09-15

Question Deadline: 2023-09-25

Addenda (answers provided) Deadline: 2023-09-28

Submission Deadline: 2023-10-03

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This Amendment #002 is raised to do the following:

1. To answer questions from suppliers.

1. **Please confirm the areas of business this implementation will help automate – e.g., Procurement (Buy Side), Sales (Sell Side), Corporate/HR, etc.**

- Automation has to provide better IT procurement business intelligence at the strategic level. The solution will help to provide an overview of the entire IT supplier journey within ESDC from a project definition to the divesting process of IT suppliers. The SCMS solution will gather information from different ESDC IT management processes such as

- Project management
- Relationship management
- Risk management
- Enterprise management
- Architecture Management
- Security management
- Contract management
- Procurement management
- Legal services

Having a better understanding of the IT supplier journey will help ESDC, at the strategic level, to develop and define better:

- Strategic sourcing and guidelines that effectively support the organization's objectives and priorities.
- Process to ensure that service relationships with all suppliers and internal partners are managed effectively and in line with internal and external regulations.
- Better process that ensures effective integration of third-party services into the organization's products and services, and
- Result in IT suppliers' contract that are cost effective and provide value for money while always in line with ESDC's objectives and priorities.

2. **Will this project be Phased (i.e., will this be rolled out by business units, locations, sell vs buy side etc.) or are you contemplating a "Big Bang" Implementation.**

- At this time, we are waiting industry feedback before going further in the planning of the project. However, a Big Bang" or an only one phase implementation approach would be preferable.

3. **How many contract users (Full users & Light users) and supplier users (Supplier Portal) will be onboarded onto the new platform?**

- Full users' access: +- 50
- Light users with limited modification access for: +-100
- Read-only access to selected contracting information: all ESDC employees connected to ESDC intranet.
- ESDC IT suppliers currently under contract: +- 250





4. Could you please provide the number of Contract Types (NDA, MSA, SoW etc.), contract templates, clauses, attributes etc.?

- The SCMS solution will not replace actual IT contract management software or ERP solution. As per [Directive on Service and Digital](#) and the [Appendix J: Standard on Systems that Manage Information and Data](#), we have to ensure that information and data are managed to enable data interoperability, reuse and sharing to the greatest extent possible within and with other departments across the government to avoid duplication and maximize utility, while respecting security and privacy requirements.

Ideally, the SCMS solution will have the ability to collect information without duplicating original documents from various management processes including information from the contract management such as

- Client request document
- Project business case approval document
- Business architecture assessment
- Internal approval document
- Request for information (RFI) document
- Request for Approval (RFP) document
- Statement of work
- Invoices document
- Services levels agreement document
- Contract renewal document
- Security assessment
- IT accessibility assessment
- IT privacy assessment
- Emails
- Various annexes

5. Could you please provide a list of third-party integrations with the new system (in addition to SAP that has been called out)?

- As per [Directive on Service and Digital](#) and the [Appendix J: Standard on Systems that Manage Information and Data](#), we have to ensure that information and data are managed to enable data interoperability, reuse and sharing to the greatest extent possible within and with other departments across the government to avoid duplication and maximize utility, while respecting security and privacy requirements.

Ideally, The SCMS solution will have the ability to collect all information from various management process systems such as

- SAP
- Microsoft Outlook and calendar
- Microsoft SharePoint and calendar
- Microsoft Power Platform application
- BMC remedy

6. How many legacy contracts need to be migrated to the new platform?

- ESDC is open to have a solution with no legacy information migrated.

As per [Directive on Service and Digital](#) and the [Appendix J: Standard on Systems that Manage Information and Data](#), we have to ensure that information and data are managed to enable data interoperability, reuse and sharing to the greatest extent possible within and with other departments across the government to avoid duplication and maximize utility, while respecting security and privacy requirements.

Ideally, the solution will extract data from various internal sources without duplicating original documents.

If there is an opportunity to migrate legacy information, ESDC has more than 250 active IT supplier that information could be migrated in the new platform.





7. How many supplier details need to be migrated to the new platform?

- ESDC is open to have a solution with no legacy information migrated.

As per [Directive on Service and Digital](#) and the [Appendix J: Standard on Systems that Manage Information and Data](#), we have to ensure that information and data are managed to enable data interoperability, reuse and sharing to the greatest extent possible within and with other departments across the government to avoid duplication and maximize utility, while respecting security and privacy requirements.

If there is an opportunity to migrate legacy information, ESDC has + 1000 IT suppliers' portfolios that information could be migrated in the new platform. Other than the contract information, the basic corporate supplier IT information is:

- Company name;
- Presentation and expertise;
- Supplier segmentation (operational, strategic, evaluation);
- Website;
- Location of head office;
- Supplier contacts;
- Section for the IT solution offered by the vendor such as;
- Name of the solution;
- Description of the solution;
- Categorization of the solution by the United Nations Code of Standards for Products and Services (UNSPSC);
- Solution status at ESDC, either active, evaluating, non-compliant, risks/issues or retired;

8. Is there a need for additional metadata extraction from contract documents before migrating this legacy data?

- There is no need for additional metadata extraction from contract documents before migrating this legacy data.

9. Are you looking for a solution incorporating Artificial Intelligence?

- ESDC is seeking any innovative ideas and solutions available on the market and solution incorporating Artificial Intelligence (AI) can be considered but will have to comply with actual Government of Canada law and regulation such as the Directive on Automated Decision-Making.

- TBS weblink: [Directive on Automated Decision-Making- Canada.ca](#)

10. Do you want to build custom reports as a part of the implementation solution? If yes, could you please provide an approx. count of the number of custom reports? (There are a number of pre-built reports already available.)

- Yes, custom reports "ad hoc" options will be required to meet evolving business needs but are not yet defined. ESDC is waiting industries' feedbacks to better understand options available on the market.

11. Is there specific deadline or timeframe that you need solution to go-live?

- The deadline or timeframe for implementation of the solution is not established yet. At this time, we are waiting for industries' feedback before going further in the planning of the project.





All other terms and conditions of the request for information remain unchanged

