



Position: Senior Quality Assurance Specialist
Reference #: 0969
Department: Canadian Food Inspection Agency
Security Clearance: Reliability
Location: National Capital Region
Pay rate is negotiable
Contract Length: 1 year – One 1-year option
Language: English

Statement Of Work

1. Title

Canadian Animal Disease Integrated Applications (CADIA) Project
Product Platform: Quality Management (QM)

2. Background

Solution Architecture for the CADIA project has identified three Product Platforms that require external resource leads. The project team will be leveraging existing capabilities inherent to CFIA infrastructure and not the re-building of functionality that already exists. Functionality will be leveraged in ArcGIS, Dynamics 365 (D-365), and Adobe Experience Manager

External resource will be required to lead a QM team with CFIA resources as Subject Matter Experts in the Agile delivery QM activities through the Agile Iterative Planning and Execution Activities phase.

3. Acronyms

CADIA: Canadian Animal Disease Integrated Applications
CFIA: Canadian Food Inspection Agency
SOW: Statement of Work
ArcGIS: Arc Geographical Information System
QM: Quality Management

4. Applicable documents & references

After contract award, the Contractor will be provided with all the information developed by the CADIA Project Team to date.

5.0 Tasks

The Quality Assurance Specialist/Analyst, Level 3 must perform the following services:

- 5.1 Meet with the Directors, Managers, Team Leads, Developers and/or the “Business” to gather information on systems and business requirements;
- 5.2 Manage the walkthroughs and reviews related to testing and implementation readiness;
- 5.3 Analyze the project requirements and scope and evaluate the risks;
- 5.4 Participate in group meetings to provide input on all test related activities and concerns;
- 5.5 Participate in planning meetings and pre-testing meetings to gather information and requirements;
- 5.6 Lead development of test strategies, plans, test cases, test results reports, summary reports;
- 5.7 Execute all necessary tests, report bugs;
- 5.8 Provide input on any test related activity when needed; and
- 5.9 Create and execute scripts for test automation.

6.0 Deliverables

The following deliverables, but not limited to, will be provided to the Team Lead, Quality Management based on the Agile Sprint CADIA Project Schedule;

- 6.1 Draft and final version of test strategies and test plans;
- 6.2 Manual test cases and automated test scripts for each release;
- 6.3 Bugs descriptions reported daily in a bug tracking tool;
- 6.4 Weekly progress reports;

- 6.5 Draft and final version of test results reports; and
- 6.6 Final report at project close-out based on project risk evaluation.

7. Date of delivery

All QM requirements must be delivered within 12 months after the contract award as per the CADIA project schedule Agile Iterative Planning and Execution Activity phase dictates. The Contractor must work with the CADIA Project Manager to prepare and manage an Agile Work Breakdown Structure inherent to the QM deliverables.

8. Language of Work

All work must be performed in English; to the Contractor resource must be fluent in English.

9. Location of Work

- 9.1 The work will be conducted off-site at the Contractor Offices; and/or,
- 9.2 On-site where the Technical Authority deems necessary.

On-site Offices:

Canadian Food Inspection Agency (CFIA)
59 Camelot Court
Ottawa, Ontario
K1A 0Y9
Canada

Or

Skyline Campus
1431 Merivale Road
Ottawa, ON
K1A 0Y9
Canada

10. Travel

There is no travel outside the National Capital Region associated with this Contract.

11. Meetings

The Contractor must attend (either virtually or in-person, as agreed to between the Contractor and the CFIA):

- 1. CADIA scrums (2-3 per week)
- 2. CADIA Working Group meetings (bi-weekly)

3. Ad-hoc Project meetings

Mandatory Criteria

Quality Assurance Specialist/Analyst, Level 3		MET	NOT MET
M1	<p>The resource must have a minimum of 5 years of demonstrated experience, as of bid closing, as a Quality Assurance Specialist/Analyst.</p> <p>Each project must have the following: -A duration of a minimum of 3 months; -A project reference*; and -A description of the resource’s role on the project which substantiates the required experience.</p> <p>*Each project reference must include, at the minimum, the following information: - Client Organization Name - Client Title - Duration (mm-yyyy to mm-yyyy) The sum of all the examples must equal or exceed 5 years.</p>		
M2	<p>The resource must have a minimum of 5 years of demonstrated experience, as of bid closing, in analyzing project requirements and Quality Management (QM) scope and evaluating the project risk and QM effort estimates.</p> <p>Each project must have the following: -A duration of a minimum of 3 months; -A project reference*; and -A description of the resource’s role on the project which substantiates the required experience.</p> <p>*Each project reference must include, at the minimum, the following information: - Client Organization Name - Client Title - Duration (mm-yyyy to mm-yyyy) The sum of all the examples must equal or exceed 5 years.</p>		
M3	<p>The resource must have a minimum of 2 years of demonstrated experience, as of the bid closing, conducting testing in MS CRM-Dynamics and Azure Tenant environments including the setup of security user roles or permissions (version 2013 or more recent).</p>		

	<p>To demonstrate, each project must have the following:</p> <ul style="list-style-type: none"> -A duration of a minimum of 3 months; -A project reference*; and -A description of the resource’s role on the project which substantiates the required experience. <p>*Each project reference must include, at the minimum, the following information:</p> <ul style="list-style-type: none"> - Client Organization Name - Client Title - Duration (mm-yyyy to mm-yyyy) 		
M4	<p>The resource must have a minimum of 2 years of demonstrated experience, as of the bid closing, with Team Foundation Server (TFS – Azure DevOPS) for testing activities or deliverables.</p> <p>To demonstrate, each project must have the following:</p> <ul style="list-style-type: none"> -A duration of a minimum of 3 months; -A project reference*; and -A description of the resource’s role on the project which substantiates the required experience. <p>*Each project reference must include, at the minimum, the following information:</p> <ul style="list-style-type: none"> - Client Organization Name - - Client Title - Duration (mm-yyyy to mm-yyyy) 		

<p>M5</p>	<p>The resource must have worked on a minimum of 2 projects within the last 10 years, as of the bid closing, performing compatibility testing of desktop applications for Server or Infrastructure upgrade.</p> <p>To demonstrate, each project must have the following:</p> <ul style="list-style-type: none"> -A duration of a minimum of 3 months; -A project reference*; and -A description of the resource’s role on the project which substantiates the required experience. <p>*Each project reference must include, at the minimum, the following information:</p> <ul style="list-style-type: none"> - Client Organization Name - Client Title - Duration (mm-yyyy to mm-yyyy) 		
<p>M6</p>	<p>The resource must have worked on a minimum of 2 projects within the last 5 years, as of the bid closing, conducting testing of Information Management/ Information Technology (IM/IT) applications.</p> <p>To demonstrate, each project must have the following:</p> <ul style="list-style-type: none"> -A duration of a minimum of 3 months; -A project reference*; and -A description of the resource’s role on the project which substantiates the required experience. <p>*Each project reference must include, at the minimum, the following information:</p> <ul style="list-style-type: none"> - Client Organization Name - Client Title - Duration (mm-yyyy to mm-yyyy) 		