



<b>Position: Intermediate Procurement Specialist</b>
<b>Reference #: 9164</b>
<b>Department:</b> Natural Resources Canada
<b>Security Clearance:</b> Reliability
<b>Location:</b> Remote
Pay rate is negotiable
<b>Contract Length:</b> 1 year + Five 1 year options
<b>Language:</b> English OR French

## Statement Of Work

### SW1 - TITLE

Intermediate Procurement Specialist(s)

### SW2 - OBJECTIVES

Natural Resources Canada's (NRCan's) Procurement Services Unit (PSU) is seeking the services of up to four (4) Intermediate Procurement Specialist(s) to assist with procurement workload.

The objective of this work is to ensure that the backlog of procurement requests are handled in a timely manner ensuring that the operational requirements of our Natural Resources Canada stakeholders (Project Authorities, Technical Authorities) are met.

### SW3 PROJECT REQUIREMENTS

#### SW3.1 Tasks and Deliverables

##### *Tasks:*

The Proposed resource(s) will prepare, review and finalize complex procurement requirements including competitive requirements using, but not limited to, the following procurement tools:

- TBIPS/SBIPS Supply Arrangement (SA)
- TSPS SA

- PROSERVICES SA
- THS SA and/or Standing Offer (SO)
- Competitive requirements to be posted on Buy and Sell

The proposed resources will perform the following services:

- Planning, review and drafting of documentation for competitive and directed professional services contracts in accordance with NRCan and Treasury Board guidelines and other Federal Government Regulations.
- Assessing requirements and assisting clients in the development of statements of work, technical specifications and evaluation criteria.
- Assisting in the preparation of documents needed to obtain departmental contracting approval, ensuring completeness, accuracy, value for money, and fairness. This includes preparing the complete Request for Proposition (RFP) package for publishing, including the RFP clauses and terms and conditions, contract clauses and terms and conditions, evaluation methodology, statement of work, evaluation criteria and security requirements checklist.
- Preparing, amending, or vetting procurement instruments (including service contracts, call-ups against Standing Offers, task authorizations, etc.) and solicitation documents (including Requests for Proposals, Requests for Quotations, etc.).
- Conducting the solicitation of proposals, including dealing with Questions and Answers from/to potential bidders.
- Instructing proposal evaluators, overseeing proposal evaluations.
- Reviewing contracting activities and liaising with contractors.
- Providing advice to contracting staff.
- Maintaining electronic (GCDOcs) files.

The proposed resource will also:

- Meet with internal stakeholders (Project Authorities/Technical Authorities) (“clients”) to discuss their needs and provide advice regarding their procurement strategies in accordance with NRCan and Treasury Board guidelines;
- Provide clients with questions received against bid solicitation and provide timely responses under the appropriate tools;
- Deal with enquiries from clients and/or suppliers;
- Support the Procurement team, as needed;

- Provide regular updates to the clients, Team Leaders and the Manager of the Procurement unit on the status of files and find mitigation strategies for unanticipated delays.

*Deliverables:*

- Provide a report of the status of tasks on a regular basis to be determined by NRCan.

**SW4 OTHER TERMS AND CONDITIONS OF THE SOW**

**SW4.1 Contractor's Obligations**

In addition to the obligations outlined in Section 2 of this Statement of Work, the Contractor must:

- return all materials belonging to NRCan upon completion of the Contract;
- attend virtual meetings, as requested;
- ensure that security requirements are followed.
- ensure that no documents Protected (or higher) are stored or maintained on the contractor's premises.

**SW4.2 NRCan's Obligations**

- provision of laptop with VPN access to NRCan network;
- access to a staff member who will be available to coordinate activities;
- provide comments on draft documents promptly and/or, provide other assistance or support.
- ensure that no documents Protected (or higher) be shared with the contractor (hard copy) outside the NRCan network.

**SW5 LOCATION OF WORK, WORK SITE AND DELIVERY POINT**

**SW5.1**

Location of Work and Travel

- Given the existing COVID-19 situation, the contractor will be required to telework; and
- All work must be performed with the issued NRCan laptop and any/all Protected documents must remain on the laptop (documents may not be transferred to the contractor's own computer/laptop).
- When connecting a device to the NRCan network, the contractors must utilize a trusted (nonpublic) WiFi access point.

The work must be performed remotely at the Contractor's location.

The Contractor's resource must be available to attend virtual meetings.

**SW6 Language of Work**

The resource must be able to communicate orally and in writing effectively in English and/or French.

**Mandatory Criteria**

<b>Mandatory Technical Criteria (MT)</b>		
<b>Number</b>	<b>Mandatory Technical Criterion</b>	<b>Illustrated Compliance / Proposal Page #.</b>
	<b>Experience in performing procurement related activities</b>	

<p><b>MT1</b></p>	<p>The Bidder must propose a <u>minimum of one (1) Category 3.7 Procurement Specialist (Intermediate)</u> resource.</p> <p>Bidder to provide the following information in the proposed resources CV:</p> <ul style="list-style-type: none"> <li>• Full name of the individual proposed;</li> <li>• Professional qualifications and accreditation as applicable;</li> <li>• Work experience related to the statement of work (indicated in years and months); and</li> </ul> <p>Employment History:</p> <ul style="list-style-type: none"> <li>• Name of client organization exterior to the Bidder's organization;</li> <li>• Summary/Description;</li> <li>• Relevance to the Statement of Work identified herein;</li> <li>• Start and end dates of the project (from to dates in month/year: bidders are encouraged to calculate the number of months and insert the total number in brackets; example - January 2005 to March 2005 (3 months);</li> <li>• Scope and complexity of project(s);</li> <li>• Role and responsibility of the individual;</li> <li>• The name and telephone number of the client contact who knows the Resources work and that can be reached during the evaluation period to validate the information provided.</li> </ul> <p>For any relevant work experience, the Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated experience was obtained.</p> <p>Supporting documentation provided by the bidder for MT1 will also be used to evaluate mandatory technical criteria (MT2, MT3, MT4,</p>	
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	and MT5).	
<b>MT2</b>	<p>Experience Preparing, reviewing and finalizing bid solicitation documents (RFPs) for procurement requirements for professional services over \$40,000.</p> <p>To demonstrate experience bidders must provide the following, as it relates to the information from MT1:</p> <ul style="list-style-type: none"> <li>• Description of requirement</li> <li>• Contract Value</li> <li>• What was your Role and Responsibilities</li> </ul>	
<b>MT3</b>	<p>Experience Preparing, reviewing and finalizing Statement of Work in consultation with internal stakeholders</p> <p>To demonstrate experience bidders must provide the following, as it relates to the information from MT1:</p> <ul style="list-style-type: none"> <li>• Description of requirement</li> <li>• Contract Value</li> <li>• What was your Role and Responsibilities</li> </ul>	
<b>MT4</b>	<p>Experience Determining results of bid solicitation</p> <p>To demonstrate experience bidders must provide the following, as it relates to the information from MT1</p> <ul style="list-style-type: none"> <li>• Description of requirement</li> <li>• Contract Value</li> <li>• What was your Role and Responsibilities</li> </ul>	
<b>MT5</b>	<p>Experience preparing and awarding contract for issuance</p> <p>To demonstrate experience bidders must provide the following, as it relates to the information from MT1</p> <ul style="list-style-type: none"> <li>• Description of requirement</li> <li>• Contract Value</li> <li>• What was your Role and Responsibilities</li> </ul>	

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	<b>Experience using Procurement tools</b>	
<b>MT6</b>	<p>The proposed resource <b>MUST</b> have experience demonstrated through CV using at least three (3) of the following procurement tools for service requirements over \$40,000.00:</p> <ol style="list-style-type: none"> <li>1. TBIPS / SBIPS Supply Arrangement (SA)</li> <li>2. TSPS SA</li> <li>3. ProServices SA</li> <li>4. THS SA/SO</li> <li>5. PASS SA</li> <li>6. Tailored RFP(s) for professional services that were posted on GETS</li> </ol> <p>Bidder provide the following to demonstrate experience</p> <p>Employment History:</p> <ul style="list-style-type: none"> <li>• Name of client organization exterior to the Bidder's organization;</li> <li>• Summary/Description;</li> <li>• Scope and complexity;</li> <li>• Relevance to the mandatory criteria outlined;</li> <li>• Start and end dates of the project (from to dates in month/year: bidders are encouraged to calculate the number of months and insert the total number in brackets; example - January 2005 to March 2005 (3 months);</li> <li>• The name and telephone number of the client contact who knows the Resources work and that can be reached during the</li> </ul>	

	<p>evaluation period to validate the information provided.</p>	
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**Point Rated Criteria**

<b>Point Rated Requirements:</b>				
<b>Item</b>	<b>Point Rated Requirement</b>	<b>Points Breakdown</b>	<b>Max Points</b>	<b>Illustrated Compliance / Proposal Page #.</b>



<p><b>RT1</b></p>	<p>The proposed resource has more than six (6) years of cumulative experience performing procurement related activities on a full-time basis (such as in a Supply/Procurement Specialist position) within the federal government.</p> <p>Bidder to provide the following.</p> <p>Employment History:</p> <ul style="list-style-type: none"> <li>• Name of client organization exterior to the Bidder's organization;</li> <li>• Summary/Description;</li> <li>• Scope and complexity;</li> <li>• The name and telephone number of the client contact who knows the Resources work and that can be reached during the evaluation period to validate the information provided.</li> </ul> <p>A detailed curriculum vitae (CV) for each proposed</p>	<p>less than 6 years: 0 points</p> <p>6 yrs and &lt;8 yrs: 72-95 months 10 points</p> <p>8 yrs and &lt;10 yrs: 96-119 months 20 points</p> <p>10 yrs: 120 + months 30 points</p> <p>Bidders to provide their total expected years of experience</p>	<p style="text-align: center;"><b>30</b></p>	
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	<p>resource must be provided.</p>			
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<p><b>RT2</b></p>	<p>The proposed resource must have experience processing complex procurement requirements.</p> <p>Complex procurement requirement is defined as containing one or more of the following elements:</p> <ol style="list-style-type: none"> <li>1. Multi-year contract</li> <li>2. Multi-millions contract</li> <li>3. Contract with multiple considerations and/or sensitivities, Bidders to list the considerations or sensitivities</li> </ol> <p>Bidder to provide the following.</p> <p>Employment History:</p> <ul style="list-style-type: none"> <li>• Name of client organization exterior to the Bidder's organization;</li> <li>• Summary/Description;</li> <li>• Scope and complexity;</li> <li>• Relevance to the criteria outlined;</li> <li>• The name and telephone number of the client contact who knows the Resources work and that can be reached during</li> </ul>	<p>No complex experience - 0 points</p> <p>Experience with 1 complex element 5 points</p> <p>Experience with 2 complex elements 10 points</p> <p>Experience with 3 complex elements 15 points</p>	<p style="text-align: center;"><b>15</b></p>	
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	the evaluation period to validate			
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	<p>the information provided.</p> <p>A detailed curriculum vitae (CV) for each proposed resource must be provided.</p> <p>Note: The same project can be considered to demonstrate more than one of three elements.</p>			
<b>RT3</b>	The proposed resource is bilingual (French and English – oral, comprehension and written)	<p>Yes            5</p> <p>No             0</p>		<b>5</b>
<b>Total Points Available for Rated Technical Criteria:</b>			<b>50</b>	
<b>To be considered successful the bidder must obtain a minimum</b>				
<b><u>pass mark of 20/50</u></b>				