

# NOTICE OF PROPOSED PROCUREMENT (NPP) 20-704

## QUALIFICATIONS PROCESS BUSINESS SERVICES STREAMS

### PURPOSE OF THIS NOTICE:

EXPORT DEVELOPMENT CANADA (EDC), PER ITS OBLIGATIONS UNDER CHAPTER FIVE OF THE CANADIAN FREE TRADE AGREEMENT (CFTA) AND CHAPTER NINETEEN OF THE COMPREHENSIVE ECONOMIC AND TRADE AGREEMENT (CETA), IS ANNOUNCING THAT IT IS UNDERTAKING A QUALIFICATIONS PROCESS (QP) FOR BUSINESS SERVICES.

This Notice of Proposed Procurement is to update the roster of EDC's Suppliers **who provide business services** under its Standing Offer Process for business services streams. There are five (5) Service Streams under this QP that will be evaluated separately. Proponents may bid on any or all of the service streams within their submission but must clearly specify to which service streams they are responding.

There are five (5) independent Service Streams under this QP that will be evaluated separately:

- 1. STREAM 1: Strategy**  
Includes, but is not limited to strategic planning, development of operating models, value stream & customer journey mapping, business innovation advisory
- 2. STREAM 2: People**  
Includes, but is not limited to change management, organizational design, communications, training
- 3. STREAM 3: Architecture**  
Includes, but is not limited to entity modelling, solution blueprints (People, Process, Information, Technology), technology reference models, information reference models, capability models, high level process models, industry & technology scans
- 4. STREAM 4: Business Analysis & Process Optimization**  
Includes, but is not limited to requirements gathering, process mapping, process re-engineering, performance improvement through lean & agile.
- 5. STREAM 5: Solution Selection**  
Business needs & gap analysis, technology selection approach, RFP preparation & advisory

Proponents may apply to qualify on Stream 1, Stream 2, Stream 3, Stream 4, Stream 5 or all service streams within their submission, but must clearly specify to which service streams they are responding.

Some of our technology includes:

## POTENTIAL SUPPLIERS

Should potential suppliers of these services wish to be included in this process, they must complete a “Letter of Interest” (as detailed below). Without exception, suppliers that do not submit letters of interest will not be considered in the QP process.

## INSTRUCTIONS FOR THE SUBMISSION OF A “LETTER OF INTEREST”

The letter of interest must identify “NPP # 20-704 – Business Services”. Letters may be provided in either official language however the Supplier should be advised that its response may be required to be translated in order to be assessed and EDC reserves the right to rely upon its translation as the basis for this assessment.

Letters of Interest must identify the supplier’s:

- Legal name
- Mailing address
- Telephone number
- Website/URL
- Contact (to coordinate receipt of the Non-Disclosure Agreement and QP)
- Contact’s email address

Letters of Interest must be received by EDC by mail or by electronic mail ([npp@edc.ca](mailto:npp@edc.ca)) before 3:00 p.m. Ottawa Time on Friday, April 30, 2020. Upon receipt of the letter of interest, a Non-Disclosure Agreement (NDA) will be issued to the supplier, who upon execution of the NDA will be entitled to receive the QP documentation.

The QP is scheduled to be released the week of May 11, 2020.

EDC may, in its sole and absolute discretion, change the foregoing dates and times upon prior written notice to the potential suppliers.

## QP MANDATORY REQUIREMENTS:

In order to assist potential suppliers in determining their suitability in responding to this QP, below is an excerpt of the mandatory requirements of the QP. Potential suppliers will be required to be **100% compliant** with **all** of the following mandatory elements and must address each element below in order of appearance within the QP response. Interested companies are required to have proven expertise in the following areas:

1. The Proponent **must (M) (R)** provide the Letter of Offer (Appendix B) signed by an authorized representative of the Supplier.
2. The Proponent **must (M) (R)** provide completed Fee Schedule (Appendix C) for all services required under this Qualifications Process.
3. The Proponent **must (M) (R)** provide a written description of the firm including organization, management structure and a detailed description of lines of business and service offerings that relate to the Scope of Services for the Service Stream(s) for which they are bidding.
4. The Proponent **must (M) (R)** have a minimum of five-years existence and provide one (1) client references for which they have provided services within the last five (5) years for each of the service stream(s) for which they are bidding.

5. All resources proposed for each Service Stream of work **must (M)** have a minimum of Enhance Reliability security clearance.
6. The Proponent **must (M)** agree to execute EDC's "Standing Offer Agreement" without amendment.

**QP EVALUATION CRITERIA:**

(Criteria and their associated weights are estimates and are subject to change at the discretion of EDC.)

Each Service Stream will be evaluated separately using the following rated evaluation criteria.

1. Corporate Capability – 10%
2. Resources – 20%
3. Relevant Experience – 35%
4. Project Management and Quality Assurance – 15%
5. References – 5%
6. Price – 15%

**MANDATORY:**

**Any and all business awarded from this process will be facilitated using EDC's "Standing Offer Agreement". EDC will not enter into negotiations and/or consider any amendments to the terms and conditions of this agreement.** A sample of this agreement will be included with the QP documentation.

**NON-DISCLOSURE AGREEMENT:**

All participants in any subsequent QP process will be required to sign EDC's Non-Disclosure Agreement without amendment prior to receiving the QP documentation. Additionally, if deemed applicable by EDC, participants will be required to enter into a more detailed Agreement to ensure compliance with the requirements of the Privacy Act, should they be awarded the contract at the completion of the QP process.

**GENERAL:**

EDC reserves the right to contact the referenced organizations for the selected provider as part of a subsequent QP process.

EDC reserves the right to satisfy itself of the financial viability of the selected provider as part of a subsequent QP process.

All documents and other deliverables provided in response to this NPP become the property of EDC.

This NPP and any submission received in response thereto, any associated QP and proposal submitted in response thereto, and all related agreements, including a confidentiality agreement and services agreement, will be interpreted and governed by the laws of the Province of Ontario and federal laws of Canada applicable therein.

EDC has issued this NPP in order to solicit information from potential Service Providers. EDC assumes no liability, responsibility or obligation whatsoever to any Service Provider with respect to any aspect of this NPP. EDC has no obligation to reimburse or in any way compensate any Service Provider for expenses incurred in connection with its receipt, review or response to this NPP or in connection with the negotiation of a confidentiality agreement, services agreement, or otherwise.

**BACKGROUND – EDC:**

EDC is a Crown Corporation that provides financing and risk management services to Canadian exporters and investors in up to 200 markets worldwide.

Founded in 1944, EDC is financially self-sufficient and operates on commercial principles.

Additional detailed information on EDC's services, organization, policies and financial operations is located on EDC's website at [www.edc.ca](http://www.edc.ca).