

# NOTICE OF PROPOSED PROCUREMENT (NPP) 20-696

## EXTERNAL RESOURCES

### PURPOSE OF THIS NOTICE:

Export Development Canada (EDC), per its obligations under Chapter Five of the Canadian Free Trade Agreement (CFTA) and Chapter Thirteen of the Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA), is announcing that it is undertaking a Qualifications Process (QP).

This Notice of Proposed Procurement is to update the rosters of EDC's Suppliers **who provide Individual Consultants and/or Temporary Help** under its External Resources Qualifications Process (QP). There are six (6) 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.

- 1. STREAM 1: Program & Project Management Services**  
Includes but is not limited to Program or Project Management frameworks and practices used to manage small to large complex projects or a group of projects under a program. These services will assist with managing the delivery of software elements, new and changed business models, and overall changes to organizational structure and capabilities.
- 2. STREAM 2: Information, Business Analysis & Architect Services**  
Includes but is not limited to improving the quality of service being delivered in Business Operations and Information Technology through the analysis of business requirements, data and the enterprise architecture of business applications and solutions as well as the Integration and Testing of new solutions.
- 3. STREAM 3: Technical Services**  
Includes but is not limited to the Technical Development, Testing, Implementation and Support of new and enhanced software solutions and systems.
- 4. STREAM 4: Specialist Technical Knowledge**  
Includes but is not limited to Services and skills specific to integration, reporting, Off the Shelf software services and Applications
- 5. STREAM 5: Change Management Services**  
Includes but not limited to the management of change and development within a business
- 6. STREAM 6: Specialized Consulting Services**  
Including but is not limited to services that provide professional advice to an organization to achieve a company objective or a project.

## 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 Qualifications Process.

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

The letter of interest must identify “NPP # 20-696 – External Resources”. 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 electronic mail ([npp@edc.ca](mailto:npp@edc.ca)). 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.

### 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)** provide the Letter of Offer (Appendix B) signed by an authorized representative of the Supplier.
2. The Proponent **must (M)** agree to the terms and conditions of EDC’s Resources Services Agreement (Appendix A) as may be modified from time to time
3. The Proponent **must (M) (R)** provide a written description of the firm and detail its experience and capability to provide the services in section 3.2.
4. The Proponent **must (M) (R)** provide two (2) client written references based on the services within the listed services streams provided within the last three (3) years.

**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 | 20% |
| 2. Resource Management  | 30% |
| 3. Account Management   | 30% |
| 4. Security Clearance   | 10% |
| 5. Client References    | 10% |

**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.

**ABOUT EDC:**

For 75 years, Export Development Canada (EDC) has been dedicated to helping Canadian companies of all sizes succeed on the world stage. We are a financial Crown corporation that equips Canadian companies with the tools they need – the trade knowledge, financing solutions, equity, insurance, and connections – to grow their business with confidence. As international risk experts, we make trade safer for Canadian companies. Underlying all our support is a commitment to sustainable and responsible business.