

Time and Materials Acquisition

Solicitation Number: IT-10-APP-016
Issue Date: July 29, 2010
Closing Date and Time: August 13, 2010 at 14:00:59 (local Alberta time)

Responses, labelled CONFIDENTIAL, must be delivered with the Solicitation Number and Service applied for clearly identified on the envelope to:

Contract Administrator, Alberta Department of Energy

Information Technology
11th Floor, 9942-108 Street
Edmonton, Alberta
T5K 2J5

Phone: (780) 427-9804
Fax: (780) 427-5696

Please provide three (3) copies of the response (one unbound). To ensure consideration, the response MUST include the following COMPLETED documents:

- Resource Qualifications Summary (RFP Section 6)
- Resource Qualifications Detail (RFP Section 6)
- Completed Response Information (RFP Section 11) for each resource (including references)
- An up-to-date Résumé for each resource

Responses that are not clearly labelled or not received by the closing date and time will NOT be considered.

Facsimile or Digital Responses in any form (e.g. diskette files, disk files, tape files, emails) will NOT be accepted.

Failure to meet the listed mandatory requirements will result in automatic disqualification.

Please note:

- Throughout this RFP, terminology is used as described in Attachment A.
- Bids awarded will be contracted using the Alberta Department of Energy's agreement. The standard contract is supplied as Attachment B.

Tax Statement

This is to certify that the purchaser of the property and/or services described herein is the Government of Alberta, and the purchaser is therefore not subject to the Goods and Services Tax

- | | |
|--|---|
| 1. Department or Agency | Alberta Department of Energy |
| 2. RFP Schedule of Events | |
| Issue Date: | July 29, 2010 |
| Closing Date and Time: | August 13, 2010
at 14:00:59 (local Alberta time) |
| Deadline to Accept Questions | August 9, 2010 |
| Deadline to Post Responses to Questions | August 11, 2010 |
| Deadline to Shortlist Candidates | August 27, 2010 (or sooner) |
| Contract Award | September 10, 2010 (or sooner) |
| Proposed Commencement Date | September 27, 2010 (or sooner) |
| 3. Contract Duration | Term of 6 Months to March 31, 2011
(Optional 1 year extension to March 31, 2012) |

4. Project Description

The Alberta Department of Energy, Information Technology (IT) Branch, Applications, requires the services of:

1 or more Systems Analysts – C# Programmers

to provide application services within the Alberta Department of Energy. The Resource(s) will be responsible for development, maintenance, testing and support of applications and interfaces accessing desktop and web applications currently in use within the Alberta Department of Energy. Reporting to the Director of Royalty Applications, the Resource(s) will work under the direction and supervision of a Team Leader.

The application environment consists of microcomputer applications running on Intel boxes utilizing Microsoft Windows NT Server, Windows 2003 or Windows XP Clients, C#, ASP.net and MS SQL Server.

In general, key aspects of the role are:

- Identifying and documenting client requirements and specifying resulting system changes;
- Programming planned enhancements;
- Testing system changes;
- Providing daily production support and end user support;
- Ensuring changes to the application meet the department standards and follow the department's change management processes;
- Maintaining system documentation for the applications including standards and guidelines; and
- Providing on call support after regular business hours as required.

Supervisory duties are not required at this time, although the successful Resource(s) may be responsible for providing direction on projects and/or tasks.

The successful candidate(s) must possess excellent interpersonal and communication skills and experience in communicating directly with the client community, along with a proven ability to function within a team. Resources must also possess excellent diagnostic and problem solving skills.

Education and past experience should be in keeping with that required to fully understand the technical aspects of the tasks.

The work location is the 8, 9 & 10th floors at 9942-108 Street, Edmonton, Alberta. The standard workweek is comprised of five (5) days at 7.25 hours per day. Typical business hours are from 8:15 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m., with resources starting no earlier than 7:30 a.m. **However, work hours may vary and overtime and/or standby time may be required.** The Department will pay the hourly rate submitted in the response for all overtime hours worked.

The successful candidate is required to adhere to the Department's business dress code requiring that personnel present a neat appearance with appropriate clothing and to provide their own stationery supplies.

5. Resources Required

1 or more Systems Analysts – C# Programmers

Resource Requirements:

Reporting directly to the Team Leader and indirectly to the Director of Royalty Applications, the Systems Analyst will perform requirements gathering, maintenance, enhancement, development, and testing tasks on existing in house desktop and/or web applications. The prospective candidate requires a broad knowledge of object oriented technologies, C# programming experience, experience in development and maintenance of large applications, strong communication and interpersonal skills, and a proven ability to function within a team.

Responsibilities may include:

- Gathering and documenting requirements;
- Leading and/or facilitating requirements sessions with business users;
- Performing detailed analysis and design of proposed application changes;
- Performing program modifications and enhancements with minimal direction;
- Providing impact analysis of proposed business changes on the application, in terms of development effort and processing;
- Developing and executing test cases and scenarios and documenting expected and actual outcomes;
- Providing resolution to problems arising in the production version of the application;

- Leading a subset of the larger team in a particular short term enhancement effort;
- Developing programs to extract or convert data for use elsewhere;
- Adhering to quality assurance guidelines and maintain quality assurance on all deliverables;
- Liaising with testing teams, client community, and operations areas;
- Providing on-call support on an as-needed basis;
- Status reporting to team leader as required;
- Developing and maintaining application documentation; and
- Using modeling techniques for data, process and business design.

6. Resource Qualifications

Please complete the following tables for each resource bid.

The qualifications sought would normally be obtained over five (5) years of progressive, directly related experience.

Resource Qualifications Summary
Systems Analysts – C# Programmers - Solicitation Number: IT-10-APP-016

Resource Qualifications Summary for <<Enter Resource Name>>		
	Experience Required	Experience Claimed
A. Mandatory Requirements		
a) Experience as an analyst designing and/or developing large mission critical applications.	Minimum three years within the past 5 years	
b) Experience designing and developing N-tier distributed applications using object oriented design techniques.	Minimum three years within the past 5 years	
c) Experience facilitating, gathering and documenting user requirements through application design sessions with business clients.	Minimum three years within the past 5 years	
d) Experience working on a development team with 3 or more other programmers.	Minimum three years within the past 5 years	
e) Experience with formal change management procedures.	Minimum three years within the past 5 years	
f) Experience developing SQL queries and stored procedures for an MS SQL Server database.	Minimum three years within the past 5 years	
g) Experience building applications using C# with the .NET framework.	Minimum three years within the past 5 years	
B. Desirable Requirements		

Resource Qualifications Summary for <<Enter Resource Name>>		
	Experience Required	Experience Claimed
h) A minimum of 4 years combined related experience and education as stated below. Additional education and/or experience is preferred. Combined education and experience: University graduation in computer science; or a two year diploma in computer technology from a recognized post-secondary institution and 2years experience; or a related one year certificate from a recognized post-secondary institution and 3 years experience.	Minimum of 4 years combined education and experience.	

Resource Qualifications Detail
Systems Analysts – C# Programmers – Solicitation Number: IT-10-APP-016

Resource Qualifications Details for <<Enter Resource Name>>					
Requirement	Résumé Cross-Reference Project / Description	Role	Dates	Technology/ Competency	Duration
	Provide a reference here to the exact location of the supporting material in your résumé.	Example: facilitator, analyst, team leader, project manager	From yy-mm to yy-mm	List of projects where these methods/processes have been used in the past 5 years	Specify the total # of months requirement was met.
a) Experience as an analyst designing and/or developing large mission critical applications.					
b) Experience designing and developing N-tier distributed applications using object oriented design techniques.					
c) Experience facilitating, gathering and documenting user requirements through application design sessions with business clients.					
d) Experience working on a development team with 3 or more other programmers.					
e) Experience with formal change management procedures.					

Resource Qualifications Details for <<Enter Resource Name>>					
Requirement	Résumé Cross-Reference Project / Description	Role	Dates	Technology/ Competency	Duration
f) Experience developing SQL queries and stored procedures for an MS SQL Server database.					
g) Experience building applications using C# with the .NET framework.					
B. Desirable Requirements					
h) A minimum of 4 years combined related experience and education as stated below. Additional education and/or experience is preferred. Combined education and experience: University graduation in computer science; or a two year diploma in computer technology from a recognized post-secondary institution and 2years experience; or a related one year certificate from a recognized post-secondary institution and 3 years experience.					

7. Proposal Content Guidelines

To facilitate the evaluation by the Evaluation Team, and to ensure each proposal submitted receives full consideration, proposals should be organized in the following format using section titles and sequence listed below:

- A. Proposal Submission Letter
- B. Table of Contents
- C. The following resource documents grouped by resource name:
 - i. Résumé for each resource
 - ii. Resource Qualifications Summary (RFP Section 6)
 - iii. Resource Qualifications Detail (RFP Section 6)
 - iv. Completed Response Information (RFP Section 11) for each resource
- D. Appendices (any other material not specifically requested by this RFP, Vendor Profile, Company Literature)

8. Award Approach

An evaluation will be completed using the lowest cost per point to rank the candidates.

If discrepancies are found between the experience claimed on the proposal documents submitted (Resource Qualifications Summary, Resource Qualifications Details and Resource Résumé) the document with the **least** experience claimed will be considered for evaluation purposes.

References may be contacted during the evaluation period. A short list of potential candidates will be produced by August 27, 2010. Short list candidates may be interviewed to confirm experience claimed and clarify qualifications. Based on the interview, the short list candidates will be re-scored for personal suitability, interpersonal skills, communication, bid presentation, teamwork, and diagnostic and problem solving skills. The Department of Energy reserves the right to reject any or all Proposals. The lowest cost Proposal will not necessarily be accepted.

The final contract award will occur by September 10, 2010.

All proposed resources and rates bid are binding for the full evaluation period.

9. Vendor Questions

All questions and responses will be posted to the Alberta Purchasing Connection (APC) site www.purchasingconnection.ca. Questions must be submitted in written form and will be accepted until August 9, 2010. Responses will be posted throughout the posting period with final questions and answers being posted no later than August 11, 2010. All questions must be directed to:

Contract Administrator, Alberta Department of Energy

Email address: Energy.RFPQuery@gov.ab.ca

Information Technology

11th Floor, 9942-108 Street

Edmonton, Alberta

T5K 2J5

Phone: (780) 427-9804

Fax: (780) 427-5696

10. Vendor Response and References

Organizations and individuals intending to bid must identify the individual resource and their hourly rate on the Response Information page provided in Section 11. For the bid to be considered, Résumés and the Resource Qualifications Summary page and Resource Qualifications Detail page for each resource bid must be submitted as part of the bid package.

The Department will request that the successful Vendor provide, at no cost to the Department, a valid level one security clearance check that is not older than 6 months from the date of the Department's request, on the Vendor if the Vendor is an individual, and also on each of the Resources, employees, agents, or subcontractors that may be providing the Services. Her Majesty will be under no obligation to enter into any contract with a Vendor if, in the opinion of Her Majesty, the results of such a security clearance check are not satisfactory.

The Vendor may be required to provide evidence of valid education verification in respect of the Vendor, if the Vendor is an individual, or any of the Resources, employees, agents or subcontractors that may be providing the Services, prior to a contract being executed. Her Majesty will be under no obligation to enter into any contract with a Vendor if, in the opinion of Her Majesty, the results of such an education verification are not satisfactory.

11. Response Information

Solicitation Number: IT-10-APP-016

Company Name:	
Address:	
Telephone:	
Resource Name:	
Date Available:	

Note: The hourly rate specified is effective for the entire contract term specified and all contract extensions. ***Submission of multiple rates will not be considered and will result in the proposal being non-compliant.*** The hourly rate (charge out rate) is deemed to include all matters and items chargeable to the Minister in the execution of the services. If the vendor anticipates any additional costs, a complete itemized list of those costs must be included in the bid submission, identifying the need, the quantity / frequency / number and estimated per event cost. All costs will be factored into the overall bid evaluation.

RATES	To March 31, 2012 (Includes optional 1 year extension)
Hourly Rate	

Check One Below:

- ☐ Individual proposed is a full-time salaried employee for which our firm is the sole employer. The individual is on the regular payroll, and Employment Insurance, etc. are paid by our firm.
- ☐ Individual proposed is a sub-contractor.
- ☐ Individual proposed is self-employed.

Signature by authorized representative of the firm certifying that the information contained in this response to be true and accurate. Failure to provide a signature will result in automatic disqualification.

Authorized Representative Signature	
Authorized Representative Name (please print)	
Authorized Representative Email	
Date	

Please identify a minimum of three references. Two of the references must be at the management or supervisory level for similar work that has been performed within the last 5 years. Management and supervisory references must have supervised in an IT capacity. The Department reserves the right to contact any reference without prior notification of the Vendor.

List the most recent reference first.

Reference Name	Business Title	Phone	Start and End Dates