**Capacity on Demand – ‘Statement of Work Writers’**

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Revision History

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## Purpose

This document describes the process to leverage the task-based contract for “Statement of Work” Writers.

# *Summary*

##  What is Capacity on Demand for Statement of Work Writers?

In an effort to satisfy an ongoing departmental need for Statement of Work Writers services to support various initiatives, the Chief Financial Officer Branch (CFOB) has awarded a task-based contract for the following streams:

* + - Project Management Services

The contract is structure as **task-based** where Task Authorizations (TA) will be issued to the contractor.

The TA will identify the resource required, level of effort, per Diem rate and the work to be completed.

### 1.1.1 Per diem rates

|  |  |
| --- | --- |
|  | **All-inclusive Per-Diem Rate** |
| **Year #1**April 01, 2021 to March 31, 2022 | **Year #2**April 01, 2022 to March 31, 2023 | **Year #3**April 01, 2023 to March 31, 2024 | **Option #1**April 01, 2024 to March 31, 2025 | **Option #2**April 01, 2025 to March 31, 2026 |
| Procurement Specialist Senior Level | **$ 598.98** | **$ 616.96** | **$ 635.48** | **$ 654.56** | **$ 674.21** |

## Who can use the contract?

Clients who require various Statement of Work writer services to support the delivery of projects for the department.

The Statement of Work Writer contract was awarded using [Task and Solutions Professional Services (TSPS)](https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spcts-tsps-eng.html).

If you are uncertain about whether your work is suited for the Statement of Work Writer contract please contact the COD Triage team.

##  1.3 Contact COD Triage Team

NC-COD-CALD-GD@hrsdc-rhdcc.gc.ca

## 1.4 Roles and Responsibilities

### 1.4.1 Client

* + Defines requirement;
	+ Completes Draft Task Authorization form (DTA);
	+ Project Authority Signs DTA form;
	+ Sends DTA form to COD Triage Team;
	+ Client evaluates proposed resource submitted by the Triage Team;
	+ Client notifies Triage Team that resource was accepted;
	+ Upon Triage Team approval, Client submits Purchase Requisition with completed evaluation grids, CV, DTA Form, Certifications, Non-Disclosure Agreement to Procurement via myEMS (SAP);
	+ Manages TA;
	+ Closes-out TA;
	+ Identifies needs for amendments in a timely fashion (where applicable), including changes of resources;
	+ Completes service entry sheet (SES) and pays invoices in myEMS (SAP).

### 1.4.2 COD Triage Team

* + Reviews Draft Task Authorization form and verifies that the information provided by the client is appropriate and can be supported by the Contract;
	+ If it is determined that the contract is the appropriate method of supply,
	Triage Team signs the DTA;
	+ Advises client, by email, that the request has been approved – or denied;
	+ Contacts vendor for CVs and Security Information;
	+ Route CVs from Contractor to Client and liaise between Client and Contractor as needed;
	+ Tracks usage against parent-contract(s);
	+ Ensures distribution of work satisfies the obligations in the contracts.

### 1.4.3 ESDC Procurement Officer

* + Reviews Task Authorization to ensure appropriate legal contract language and security;
	+ Actions TA in myEMS (SAP) via a Purchase Requisition from the client;
	+ Issues TAs to Contractor for signature;
	+ Provides copy of signed TA to client;
	+ Actions amendments upon request from client via a Purchase Requisition;
	+ Provides copies of the TA issued by ESDC to Triage Team.

### 1.4.4 Contractor

* + Provides CVs, Non-Disclosure agreement and Signed Certifications upon request, within the timelines given by Triage Team;
	+ Reviews TA and returns signed copy to Procurement (within 2 business days);
	+ Performs work in accordance with the TA;
	+ Provides replacement resources as required;
	+ Complies with rules and regulations of the contract.

# *Step-by-Step Process*

| **Step #** | **Activity** | **Responsibility** | **Tool** |
| --- | --- | --- | --- |
| 1 | Client submits Draft Task Authorization (DTA) form to the Triage Team @ NC-COD-CALD-GD for review before submitting a purchase requisition via myEMS (SAP). | Client | Email |
| 2 | Triage Team reviews the DTA form submitted by the client and determines if the contract is the appropriate method of supply. | Triage Team | DRAFT TA form |
| 3 | Triage Team approves the DTA form and contacts contractor for CV(‘s), certification and signed non-disclosure agreement (Annex D,) The expected time frame for a response should be given to the contractor. | TriageTeam | Email |
| 4 | Contractor provides CV(s) to the Triage Team within the specified time frame along with copy of approved DTA form. | Contractor | Email |
| 5 | *Triage Team* sends the signed Draft TA form and resource information to the client. | Triage Team | Email |
| 6 | Client evaluates CV(s) using evaluation grids provided. | Client | Evaluation Grid |
| 7 | Client submits a Purchase Requisition (PREQ) to Procurement via myEMS (SAP).Client must ensure that the following information is included in the PREQ:* Header Text reference “SOW Writer Contract” and name of the contractor to be used (Lumina IT contract # 2000208
* General Ledger (GL) #: 533801 (Management Consultants)
* Triage Approved Draft TA form (PDF)
* Draft TA form (Word)
* Signed Annex D - Non-Disclosure Agreement
* CV
* Signed Certification
* Completed and signed evaluation grid
* Security Information (i.e. Date of birth, PWGSC file #)
 | Client | myEMS (SAP) |
| 8 | ESDC Procurement Officer will review the TA and supporting documentation. Once documentation provided by the client is complete and in order then a TA will be issued to the contractor with a copy (cc) to the client and the Triage Team. | Procurement | TA |
| 9 | Contractor returns signed TA to ESDC Procurement Officer with a copy (cc) to everybody in the original email. | Contractor | TA |
| 10 | ESDC Procurement Officer provides a copy of the signed TA to the project Authority and the client if they were not copied (cc’d) on the email from the contractor. | Procurement | TA |
| 11 | Client manages task:* Tracks completion of deliverables and manages burn rate;

Requests amendments in a timely fashion as required. | Client | TA and myEMS(SAP) |

# *Draft Task Authorization form*



# *Evaluation Grids*

## “Statement of Work” Writers



# *Certification and Non-Disclosure Agreement*

 

# *Tasks and Deliverables*

