Digital services contracting questionnaire

Form completion time estimate: 5 to 8 minutes

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# Preamble

## Role of the Office of the Chief Information Officer of Canada in digital talent

Office of the Chief Information Officer of Canada (OCIO) of the Treasury Board of Canada Secretariat (TBS) is responsible for the sustainability and development in the Government of Canada (GC) digital community, including:

* developing [generic suite of HR products](https://www.gcpedia.gc.ca/wiki/CIO_Suite/Organizational_Models) (accessible on GC network only), such as standardized job descriptions, for the digital community
* running government‑wide recruitment processes for digital talent
* implementing and supporting initiatives to advance diversity, equity and inclusion in the digital community
* maintaining pools of digital talent accessible by all departments
* developing career pathways for digital talent
* identifying and coordinating government‑wide training and upskilling opportunities

## Why collect this data

This data collection enables business intelligence on the GC digital talent ecosystem. The information helps to identify emerging digital skills requirements and potential gaps in the GC digital community.

Informed by this data, OCIO can work with departments and agencies on government‑wide strategies and initiatives to develop the GC digital community, including:

* creating GC‑wide pool of prequalified digital talent, informed by departmental needs
* advancing the coordination of training and upskilling opportunities for the GC digital community
* identifying potential systemic challenges and barriers in sourcing digital talent
* working with mandate authorities across the GC to identify solutions and best practices

## Requirement

As set out in the *Mandatory Procedures on Digital Talent*, the business owner is responsible for completing and submitting the Digital Services Contracting Questionnaire if they are procuring digital services.

Prior to concluding that a shortage of available or qualified digital talent is the primary rationale for procurement, the business owner must confirm with OCIO that there is no available pre‑qualified talent in an OCIO‑coordinated talent pool that could meet the need in the timeframe provided.

The completed questionnaire needs to be submitted at the time when a contract for digital services (including call‑up against an established contracting vehicle) is submitted to departmental procurement authorities for processing.

This is a reporting requirement only and does not impose any additional approval steps by OCIO. In other words, no OCIO approval is required to initiate a procurement process for digital services.

For examples of where this requirement applies, go to the [“Contracts for digital services” section.](#_Examples_of_cContracts)

## Instructions

Complete and submit the questionnaire to the [GCTalentGC@tbs‑sct.gc.ca](mailto:GCTalentGC@tbs-sct.gc.ca) mailbox at the time when a contract for digital services is submitted to departmental procurement authorities for processing.

All questions in this questionnaire are required unless otherwise specified.

For any questions or concerns regarding the questionnaire, contact [GCTalentGC@tbs‑sct.gc.ca](mailto:GCTalentGC@tbs-sct.gc.ca) for more information.

|  |  |
| --- | --- |
| **I have read the preamble.** | Initial here |

# Questionnaire

## General information

|  |  |
| --- | --- |
| **Department or agency** | *Name of department or agency* |
| **Branch** | *Name of branch* |
| **Business owner** | *Name, job title, email of the business owner* |
| **Delegated financial authority (section 32) for the contract** | *Name, job title, email of the delegated financial authority* |
| **Date of questionnaire submission** | *YYYY‑MM‑DD* |

Select other authority involved or engaged on this contract

(Check the applicable box.)

|  |  |
| --- | --- |
| HR |  |
| Procurement |  |
| Finance |  |
| Labour relations |  |
| Other (please specify) |  |

Is this contract being put in place on behalf of another Government of Canada department or agency?

*Choose one of the options below*

Is this contract being put in place for the purpose of service provision to another Government of Canada department or agency?

*Choose one of the options below.*

Is this contract related to a specific digital initiative?

If yes, proceed to the [Questions about the digital initiative](#_Questions_about_the) section below. Otherwise, jump to the [Scope of the contract](#_Scope_of_the_1) section.

Choose one of the options below.

## Questions about the digital initiative

This section is required **only if** the contract relates to a specific digital initiative.

**Name of the digital initiative:** *Initiative title*

Has a digital initiative forward talent plan been submitted previously for the initiative?

(For more information on the digital initiative forward talent plan, refer to requirement A.2.4 of the *Mandatory Procedures on Digital Talent*.)

*Choose one of the options below.*

If a digital initiative forward talent plan was submitted previously for this initiative, has the plan been updated when the contract is initiated?

*Choose one of the options below.*

Does this procurement complement other talent sourcing activities (for example, staffing, training) for this initiative?

*Choose one of the options below.*

## Scope of the contract

|  |  |
| --- | --- |
| **Contract title** | *Contract title* |
| **Expected start date of contract** | *YYYY-MM-DD* |
| **Expected end date of contract** | *YYYY-MM-DD* |

Is the option to extend the contract currently scoped in?

*Choose one of the options below.*

Is the option to amend the contract currently scoped in?

*Choose one of the options below.*

Is this a multi‑year contract?

*Choose one of the options below.*

Total contract value

If there has been an amendment to the contract, select the total value after the amendment.

*Choose one option.*

In terms of full‑time equivalents (FTEs), the estimated total number of resources expected from the contract, or required to produce the contract deliverables

*Choose one of the options below.*

Contract resources expected to start work in

*Choose an estimated timeframe.*

Commodity type

*Choose an option.*

*Specify here, if necessary*

Instrument type

*Choose an option.*

*Specify here, if necessary*

Method of supply

*Choose an option.*

*Specify here, if necessary*

Solicitation procedure

*Choose an option.*

The contract is subject to trade agreement

(For example, North American Free Trade Agreement (NAFTA) or U.S. – Mexico – Canada Agreement (USMCA). Select one by putting an “x” in the applicable box.)

*Choose one of the options below.*

*Specify here, if necessary*

## Requirements

|  |  |
| --- | --- |
| **Description of the work required**  200 words maximum | *(List the tasks that the contractor is expected to perform within the contract)*  *For example, the contractor will:*   * *tag and augment provided datasets as may be required for reporting* * *manipulate and perform calculations against the dataset* |

Does the contract have specific personnel requirements?

(If yes, proceed to the “[Personnel Requirement](#_Personnel_Requirement)” section below. If no, jump to the “[Qualification Requirement](#_Qualification_requirement)” section.)

*Choose one of the options below.*

### Personnel requirement

Provide information on each type of personnel required under the contract. Add more rows as needed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Type of resource** | **Qualification and level of expertise**  *Reference the skills taxonomy as needed.* | **Official language requirement** | **Security level** | **Telework allowed** | **Quantity** |
| **Example row** | **Software developer** | **Java – intermediate**  **React – intermediate** | **English only** | **Reliability** | **Yes, full time** | **3** |
| 1 | *Insert job title* | *Insert qualifications and level of experience* | *Choose requirement.* | *Choose requirement.* | *Choose requirement.* |  |
| 2 | *Insert job title* | *Insert qualifications and level of experience* | *Choose requirement.* | *Choose requirement.* | *Choose requirement.* |  |
| 3 | *Insert job title* | *Insert qualifications and level of experience* | *Choose requirement.* | *Choose requirement.* | *Choose requirement.* |  |

### Qualification requirement

|  |  |
| --- | --- |
| *A skills taxonomy (in other words, list of skills and their definitions) will be provided as part of this form, correlating with IT work streams and digital work*. | List the specific skill, education, or experience that are required to perform the tasks listed above. |

### Other requirements

Will the supplier and its employees require access to protected or classified information or assets?

*Choose one of the options below.*

Personnel security screening level required for the contractor

(Select all that apply.)

|  |  |
| --- | --- |
| Reliability |  |
| Enhanced reliability |  |
| Secret |  |
| Top secret |  |
| Other (please specify) |  |

Language of work

(The language in which the work will be performed and delivered in. Select all that apply.)

|  |  |
| --- | --- |
| English only |  |
| French only |  |
| Bilingual (intermediate: BBB/BBB) |  |
| Bilingual (advanced: CBC/CBC) |  |
| Other (please specify) |  |

Location of work

(Geographic location of where the work is to be performed. Select all that apply.)

|  |  |
| --- | --- |
| GC premises (Please specify. For example, National Capital Region) |  |
| Off‑site, specific location (Please specify. For example, National Capital Region) |  |
| Off‑site, any location |  |

Other requirements

(Select all that apply.)

|  |  |
| --- | --- |
| Shift work |  |
| On‑call 24/7 |  |
| Overtime on short notice |  |
| As and when needed |  |
| Other (please specify): |  |

## Technological change

Is the work being contracted out because it involves the introduction of:

* equipment or material of a substantially different nature than that previously utilized
* a major change in your department’s operation directly related to the introduction of that equipment or material
* a new technological system, software or hardware of a substantially different nature than that previously utilized
* a technological change to a system, software or hardware of a substantially different nature than that previously utilized

Select “yes” if any of the above apply.

*Choose an option.*

Do you expect this contract to have immediate impacts on your department in terms of staffing level or skill sets required?

*Choose an option.*

Do you expect any potential immediate carry‑forward or ripple effect on other departments in terms of staffing levels or skill sets required?

*Choose an option.*

Do you expect any potential long‑term carry‑forward or ripple effect on other departments in terms of staffing levels or skill sets required?

*Choose an option.*

## Operations considerations

If any of the following factors have influenced the decision to contract, select all that apply by putting an “x” in the applicable box.

(This data is aggregated and used for identification of trends across departments. It is not used for analysis of any individual contracting decision.)

|  |  |
| --- | --- |
| The finance vehicle available cannot be used for staffing. (Unable to use available funding for staffing.) |  |
| The funding has been secured on a cost‑recovery basis. |  |
| Unable to create new indeterminate positions in the required timeframe. |  |
| Unable to create new term positions in the required timeframe. |  |
| Unable to create position in the required group due to classification restriction. |  |
| Staffing freeze in place. |  |
| Other (please specify) |  |

## Talent sourcing decision

### Rationale for contracting

|  |  |  |
| --- | --- | --- |
| **Rationale** | **Primary**  (Select one only using “x”) | **Secondary**  (Optional. Select all that apply using “x”) |
| Shortage of available or qualified talent\* |  |  |
| Timing requirements |  |  |
| HR situation: available staffing solutions not viable |  |  |
| Financial situation: restriction on funding use |  |  |
| Independent, non‑GC authority required (for example, independent service review) |  |  |
| Intellectual property factors (for example, proprietary software) |  |  |
| Other (please specify): |  |  |

\*If “Shortage of available or qualified talent” is selected as the primary rationale

* OCIO has confirmed that there is no available pre‑qualified talent in an OCIO‑coordinated talent pool that could meet the need in the timeframe provided.

*Choose an option.*

* If yes, input the tracking number from the talent search request on [talent.canada.ca](https://talent.canada.ca/en/search).

|  |  |
| --- | --- |
| Tracking number | *Record tracking number here* |

### Knowledge transfer

Will there be an ongoing need for the knowledge or skill sets in the work unit for which the contractor is being engaged?

*Choose an option.*

Has knowledge transfer from the contractor to the government work unit been built into the contract?

*Choose an option.*

Will employees have access to training and development for the knowledge or skill sets required in the contract?

*Choose an option.*

Has OCIO been engaged on connecting employees to training and development opportunities related to the requirements in this contract, if appropriate?

*Choose an option.*

End of questionnaire

# Examples of contracts for digital services

For the purpose of this requirement, contracts for digital services include any contract, regardless of procurement type or solicitation procedure, that supports the development or delivery of GC digital initiatives, products or services, such as contracts that are for:

* information technology
* information management
* cybersecurity
* data management for the development or delivery of a GC digital initiative, service or product
* data science and analytics for the development or delivery of a GC digital initiative, service or product
* user‑experience research or service design for the development or delivery of a GC digital initiative, service or product

Examples of these contracts may include, but are not limited to:

* professional services contract for cyber security assessment
* a sole source contract for a consulting firm to conduct user research on a digital product
* a supply arrangement for a supplier to build a digital application
* a contract bringing in consultants to conduct service design for a digital service
* a competitive contract to bring in multiple software developers for surge capacity
* an amendment or extension to a contract for software testing

If there is uncertainty on whether this questionnaire is required for a specific type of contract, contact [GCTalentGC@tbs‑sct.gc.ca](mailto:GCTalentGC@tbs-sct.gc.ca) for more information.

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