**Requisition #22241 – Governance Coordinator (PM2)**

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| **Candidate Details** | | |
| **FIRST NAME:** |  | |
| **LAST NAME:** |  | |
| **DOB (MMDD):** |  | |
| **Consultant’s Primary Location (location of work during Contract):** |  | |
| **Consultant’s Contact Information:** | **Phone** | **E-mail** |
|  |  |
| **Expected Hourly Rate ($/hour)** |  | |
| **Visa Status** |  | |
| **Candidate has self-corporation (Y/N)** |  | |
| **Willing to relocate to client location if asked (Yes/No)** |  | |

**Directions**

For **each** Mandatory Requirement and Desirable Skill or Attribute, unless otherwise requested, provide:

* A description indicating who the client work was performed for as well as the dates (month and year) and duration of the engagement.
* A list of the project(s) and/or role(s) in which the candidate’s experience was obtained. Include a brief overview of the project/role and an achievement or result(s) specific to the requirement.
* A reference to the candidate’s resume where additional information pertaining to the requirement can be found.

Refer to the example responses listed below. Candidate responses should **explicitly** address the requirement and be structured as per the **Quality Response** table. Avoid responses like those in the **Poor Responses** table.

Responses from the following table will be used in the evaluations where vendors will be rated on their overall score based on the following factors:

Step 1 – Candidate meets all Mandatory Requirements and Experience as defined in Section 3 of the Statement of Work.

Step 2 - (scored out of 90 points)

* ***Qualifications*** ***& Experience*** (75 pts)
* ***Cost*** (15 pts) Only candidates who score 70% (49 points) and over for the Qualifications and Experience will have their cost evaluated.

Step 3 ***- Optional Interview*** (10 pts) An **interview**, worth maximum of 10 points (either in-person or via telephone) — may be utilized as a differentiator between candidates whose scores in Desired Qualifications and Cost exceed 70 points (if the spread is less than the available 10 points).

The successful proponent will be the highest scoring proposal meeting all the mandatory and minimum requirements defined within this Service Request.

The following may be required prior to final selection or award:

* an interview, either in-person or via telephone
* demonstration of documentation produced.
* administration of a test to the candidates to gauge practical application of their skills and knowledge.
* a confidentiality agreement with the vendor and the vendor’s proposed candidates, and
* assignment of all intellectual property rights, including copyright, for all deliverables, consultation, and services to GNB.

**Mandatory Requirements**

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| # | **Requirements** | **Required Experience** | **Candidate Response** |
| M1 | Post-secondary education in a health-related field (e.g., health sciences, health informatics, public health, or a related discipline). Consideration will also be given to candidates with equivalent training and relevant experience supporting clinical information system (CIS) projects or digital health programs. | Yes |  |
| M2 | Must have 2 years of demonstrated experience supporting governance documentation within a CIS program or similar clinical digital health initiative. This includes:   * Assisting with drafting and maintaining Terms of Reference (ToRs), meeting minutes, standard operating procedures (SOPs), and other governance procedures. * Coordinating governance meetings (e.g., scheduling, agenda prep, materials distribution). * Contributing to or coordinating the production of CIS-related governance reports (monthly, quarterly, ad hoc). * Maintaining accurate and timely decision, action, and risk logs in support of governance processes.   Tracking follow-ups and supporting the smooth operation of CIS governance structures such as steering committees or working groups. | 2+ years |  |
| M3 | A minimum of two (2) years of experience acting as a Coordinator overseeing and managing multiple stakeholder groups, multiple concurrent workstreams, governance groups/committees, and assisting with complex forecast scheduling for a CIS. | 2+ years |  |
| M4 | The candidate must be available to start work on or about the date specified in Section 8 of the SOW. | Yes |  |
| M5 | Limit the number of submissions for each vendor to 2. | Yes |  |

**Desirable Skills and Attributes**

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| **#** | **Requirements** | **Required Years of Experience** | **Candidate Response** |
| S1 | **Demonstrated experience supporting the planning and delivery of governance activities** in a healthcare or similarly complex environment. This includes coordinating governance tasks, preparing materials, and working with multidisciplinary teams including Business Analysts, stakeholders, and executive staff. Experience may include assisting in implementing governance processes and tracking their adoption in a technology-enabled clinical setting. | 1–2 years |  |
| S2 | **Demonstrated experience in a project coordination or support role** within clinical or health service transformation projects. Including;   * Assisting with drafting and maintaining Terms of Reference (ToRs), meeting minutes, standard operating procedures (SOPs), and other governance procedures. * Coordinating governance meetings (e.g., scheduling, agenda prep, materials distribution). * Contributing to or coordinating the production of CIS-related governance reports (monthly, quarterly, ad hoc). * Maintaining accurate and timely decision, action, and risk logs in support of governance processes.   Tracking follow-ups and supporting the smooth operation of CIS governance structures such as steering committees or working groups.Provide examples of supporting governance structures such as steering committees or workgroups, drafting ToRs, coordinating meeting logistics, and following up on action items. | 1–2 years |  |
| S3 | Experience in a **project governance or coordination role** in a large or complex organization. Demonstrated ability to:   * Support governance groups such as steering committees, clinical advisory groups, or working groups. * Assist with preparing meeting agendas, recording minutes, and maintaining accurate decision/action/risk logs. * Support the preparation of governance reports and documentation for review by senior staff or project leads.   Provide examples that show attention to detail, timeliness in documentation, and collaboration with internal stakeholders. | 1–2 years |  |
| S4 | Candidate can demonstrate bilingualism in French and English (Written and verbal), able to lead engagement, communications, and training initiatives in both languages. | Yes |  |
| S5 | Candidate demonstrates a strong proficiency of Microsoft Office 365 suite (Excel, Word, PowerPoint, Visio, Outlook, Teams), Zoom, and Atlassian’s JIRA for tracking actions, decisions, and access requests in a workplace setting with hands on experience. | 3+ Years |  |
| S6 | Candidate has formal training in Project management methodologies, such as Prosci, APMP, Lean Six Sigma or process improvement training, or equivalent, with the ability to apply structured approaches to organizational Project. | Yes |  |

\* A higher score is awarded in evaluation for demonstrated experience exceeding the minimum for ‘Mandatory Requirements’ and ‘Desirable Skill and Attributes’

\*\* Vendors may append to this matrix project descriptions, lessons learned and ‘hi-lites’ which demonstrate claimed experience

**REFERENCES:**

**Reference #1:**

|  |  |
| --- | --- |
| Client Organization: |  |
| Contact Person: |  |
| Contact Role |  |
| Street Address: |  |
| Telephone #: |  |
| Email Address: |  |
| Project Description: |  |
| Role of the proposed resource in the project: |  |

**Reference #2:**

|  |  |
| --- | --- |
| Client Organization: |  |
| Contact Person: |  |
| Street Address: |  |
| Contact Role |  |
| Telephone #: |  |
| Project Description: |  |
| Role of the proposed resource in the project: |  |

**Examples of Completed Submissions**

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| --- | --- | --- | --- |
| **Quality Response** | | | |
| **Requirement** | | **Required Experience** | **Candidate Response \*\*** |
| **M1** | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of New Brunswick. | 3 projects | Senior resource with 8 years of experience as a Senior Project Manager obtained from the following projects:  **ABC Company: DEF Project, Senior Project Manager, December 2011- December 2014 (3 years).**  Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found.   **XYZ Company: Senior Project Manager, November 2007-November 2011 (5 years).**  Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found.   Project 2   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found. |

| **Poor Responses** | | | |
| --- | --- | --- | --- |
| **Requirement** | | **Required Experience** | **Candidate Response (Poor Responses – Risk Failure)** |
| **M1** | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of New Brunswick. | 3 projects | Senior resource with 10 years of experience. Company A: Mar.2011 to Jan. 2014 Company B: Nov 2001 to Feb. 2011 |
| **M1** | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of New Brunswick. | 3 projects | 25 years as a project manager working on a variety of projects across several sectors. |
| **M1** | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of New Brunswick. | 3 projects | See E2 above. |
| **M1** | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of New Brunswick. | 3 projects | Refer to resume, pages 2, 3, 4, 5. |