**Requisition #22240 – Governance Project Manager**

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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% (52.5 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 discipline. Consideration may be given to those with equivalent training and relevant experience. | Yes |  |
| M2 | A minimum of three (3) years of experience functioning as a Project Management role, specifically in managing or participating in governance processes for a clinical transformation initiative in a Canadian healthcare setting. Demonstrated Ability to translate governance decisions into project schedules. This must include demonstrated experience in developing and managing governance processes tailored to supporting a clinical information system project (e.g., Clinical Information Systems, EHRs, or digital heath IT transformation projects). | 3+ years |  |
| M3 | Must have demonstrated a minimum of three (3) years of experience in developing and or maintaining governance documentation (e.g., meeting minutes, ToRs, SOPs, logs). Creating governance reports (monthly, quarterly, ad hoc), and using/maintaining decision/action/risk logs, AND have formal training in dynamic forecast scheduling for healthcare CIS projects. | 3+ years |  |
| M4 | A minimum of three (3) years of experience acting as a manager overseeing and managing multiple stakeholder groups, multiple concurrent workstreams, governance models, within complex healthcare Clinical information system projects. | 3+ years |  |
| M5 | The candidate must be available to start work on or about the date specified in Section 8 of the SOW. | Yes |  |
| M6 | Limit the number of submissions for each vendor to 3. | Yes |  |

**Desirable Skills and Attributes**

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| **#** | **Requirements** | **Required Years of Experience** | **Candidate Response** |
| S1 | Demonstrated experience and proven ability to plan and deliver Governance strategies, approaches and tactics in a complex and dynamic healthcare environment with a high degree of ambiguity in technology-enabled clinical setting. Experience must include planning and executing governance and processes, while showing successful adoption and adherence. | 3+ Years |  |
| S2 | Demonstrated experience as a Project Management Specialist or Project Management role in a clinical transformation. Including demonstrated experience doing the following.   * Developing and maintaining governance documentation (e.g., meeting minutes, ToRs, Standard Operating Procedures, logs) * Creating and managing governance reports (monthly, quarterly, ad hoc) * Using and maintaining decision/action/risk logs   Provide clear examples of managing governance structures (e.g., steering committees, workgroups), developing ToRs, tracking decisions/actions, coordinating stakeholders, and managing governance escalations. | 3+ Years |  |
| S3 | In a project governance or program management role within a large, complex organization.  Proven ability to manage governance structures, including:   * Steering committees * Clinical advisory groups * Project and program-level working groups * Experience managing Terms of Reference, decision tracking, action item management, and stakeholder reporting.   Provide examples of producing agendas, meeting minutes, action/decision/risk logs, and governance reports for leadership or steering committees. Timeliness and accuracy emphasized. | 3+ Years |  |
| S4 | Provide 3 years of demonstrated experience leading or contributing to financial budgeting, forecasting, and multi-year financial planning in a large-scale complex project. Articulate what your efforts were to contribute to these financial functions. | 3+ Years |  |
| S5 | Provide demonstrated experience and or examples of forecast scheduling for Clinical Information system projects. meetings with executives, clinicians, or interdisciplinary groups when it comes to managing and getting others to adhere to the governance processes you’ve put in place. | 3+ Years |  |
| S6 | Candidate can demonstrate bilingualism in French and English (Written and verbal), able to lead engagement, communications, and training initiatives in both languages. | Yes |  |
| S7 | 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 |  |
| S8 | Candidate has formal training in Project management methodologies, such as Prosci, APMP, Lean Six Sigma, ADKAR 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. |