



**REQUEST FOR PROPOSAL (RFP)**  
**PCTF COMMUNITY EDITOR**

**DIGITAL ID & AUTHENTICATION COUNCIL OF CANADA**  
**DIACC.CA**  
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Digital ID & Authentication Council of Canada

## 1. SUMMARY AND BACKGROUND

Created as a result of the federal government's Task Force for the Payments System Review, the DIACC is a non-profit, member funded, coalition of public and private sector leaders committed to developing a Canadian digital identification and authentication framework to enable Canada's full and secure participation the global digital economy.

The DIACC's objective is to unlock societal and economic opportunities for Canadians by providing the framework to develop a robust, secure, scalable and privacy enhancing digital identification and authentication ecosystem that will decrease costs for governments, consumers, and business while improving service delivery and driving GDP growth.

The DIACC achieves its objective by:

- identifying and developing standards
- promoting innovative identity services and solution adoption
- developing industry narrative and knowledge to educate stakeholders

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 11:59pm PDT August 7th, 2018.

All costs must be itemized to include an explanation of all fees and costs.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. All costs included in proposals must include any outsourced or contracted work. Proposals that call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. Contractual terms and conditions will be subject to review by DIACC's legal counsel including scope, budget, schedule, and other necessary items.

## 3. PROJECT PURPOSE AND DESCRIPTION

The Pan-Canadian Trust Framework (PCTF) as a set of Industry Standards published by the DIACC and developed through collaboration of the diverse DIACC Membership and with broad Federal, Provincial, and Territorial (FPT) input of the Joint Councils Identity Management Subcommittee (IMSC).

PCTF Phase 1 refers to a suite of approximately 11 deliverables that define the business, legal, and technical processes required to establish a safe, secure, user-centric, and privacy-respecting digital identity ecosystem of solutions and services.

DIACC has established a Trust Framework Expert Committee (TFEC) of member volunteers to develop the PCTF and supporting materials that may be identified during the project



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lifecycle. TFEC participants' time to contribute is often constrained by the day-to-day responsibilities of their daily jobs. This constraint of commitment time results in an unpredictable pace of the project deliverable schedule.

DIACC seeks a qualified resource to develop content for review and input of the DIACC TFEC to accelerate the delivery of the PCTF. Finalization of the PCTF content is subject to DIACC's community standards development governance.

**Project Description:**

The PCTF Community Editor will document and capture the trusted identity business, legal, and technical process requirements of DIACC TFEC members and broad FPT input from the Joint Councils IMSC.

Each process must be documented into relating PCTF component review drafts. The PCTF Community Editor will work with the DIACC TFEC by developing content for review and supporting the TFEC to facilitate the discussion needed to reach consensus on each draft.

Qualified candidates will demonstrate knowledge and real-world experience developing related industry Trust Frameworks as well as success in supporting similar projects. The finished project will result in delivery of PCTF review drafts.

It is possible that PCTF deliverables may be amalgamated or removed and new components may be proposed in the process of completing each phase.

**PCTF Phase 1:**

Each PCTF review draft will consist of 2 documents:

1. Process Overview
2. Conformance Criteria

Deliverable Component Documents:

1. Identities - Person, Organization, Device
2. Authenticators - Authentication, Digital Signature
3. Credentials - Attribute, Relationship
4. Services - Privacy, Security
5. Standards - Profiles, Assessment

It is predicted that each draft may range between 10-15 pages and drafts may be longer or shorter depending on the complexity of the subject matter.

## **4. PROJECT SCOPE**

The scope of this project includes documentation, facilitation of review, and delivery of each PCTF component listed in Phase 1.

Down selected bidders will be provided with current internal drafts under NDA for review.

The selected PCTF Community Editor will report to DIACC executive leadership and will be responsible for the planning and drafting of each PCTF review draft with the input and collaboration of the TFEC and the support of the TFEC Program Manager.

The following criteria must be met to achieve a successful project:

- Concise documentation of each process overview and conformance criteria
- Complete PCTF content guided by TFEC, with IMSC input, and drafted by the PCTF Community Editor.
- Professional facilitation to encourage TFEC members to contribute to drafts

## 5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

All dates listed below are in 2018.

### **Request for Proposal Target\* Timeline:**

- July 24 – RFP Opens
- 11:59 PM PST August 7 – All proposals are due.
- August 7 until August 10 – Evaluation of proposals will be conducted. Down selected bidders will be notified if additional information is needed during this window.
- August 14 – Selection decision for the winning bidder will be made. Upon notification, the contract negotiation with the winning bidder will begin immediately.
- August 24 – Contract negotiations will be completed.
- August 27 – Notifications to bidders who were not selected will be complete.

### **Project Timeline:**

- August 31 – Project initiation phase must be completed.
- September 7 – Project planning phase must be completed.
- Project planning phase will determine the timeline for project execution.

\*DIACC may adjust the schedule based on need.

## 6. BUDGET

All proposals must include proposed costs to complete the project scope. Pricing should be listed for each of the following items in accordance with the format below:

Phase 1 - Total Flat Budget or Time and Materials up to a set amount. If bidders plan to leverage outside resources this must also be clearly stated.

NOTE: All costs and fees must be clearly described in each proposal.

## 7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in planning, facilitating, and documenting trust frameworks

- Demonstrate requisite Canadian and international applicable framework knowledge
- Process to ensure identification and management of potential conflict(s) of interest
- Examples of 3 or more similar projects completed by your organization
- Anticipated resources you will assign to this project
- Timeframe for completion of the project
- Project management methodology
- Testimonials from past clients
- A draft project plan

## **8. PROPOSAL EVALUATION CRITERIA**

DIACC will evaluate proposals based on the following criteria. Proposals should be complete and include all the following criteria:

- **Overall Suitability:** Proposals must meet the scope and needs identified and be presented in a clear and organized manner
- **Organizational Experience:** Bidding organizations will be evaluated on their experience as it pertains to the scope of this project
- **Expertise and Experience:** Bidders must provide descriptions and documentation of related staff expertise and experience
- **Previous Work:** Bidders will be evaluated on examples of their work pertaining to trust framework development as well as client testimonials and references
- **Value and Cost:** Bidders will be evaluated on the cost of their proposal based on the work to be performed in accordance with the scope of this project

Bidders must send their proposal to [jbrennan@diacc.ca](mailto:jbrennan@diacc.ca) August 7th, 2018 at 11:59 pm PST