

**When you don't know
where to turn.TM**



**Quand tu ne sais pas
vers qui te tourner.^{MC}**

Statement of Work

2021 Edition of the Ontario 211 Data Standards and Style Guide

Ontario211 Services (O211S) seeks to contract an individual to engage in an update of the Ontario211 Services Data Standards and Style Guide

This will involve:

- Working with and taking guidance from the O211S Data Management Team committee (DMT)
- Completing document edits resulting from the recent review by the DMT
- Formatting the guide to highlight each standard and the style recommendations under said standard in a system agnostic way but where necessary, highlight system specific requirements (information to be provided)
- Ensuring all examples are clearly labeled and formatted consistently
- Ensuring all field names are defined, and where necessary, hyperlinks to said definitions in the document are provided
- Comparing existing templates to guide, adding any templates required as appendices and hyperlinking to said appendices where required
- Updating section numbering and subsections as well as table of contents
- Review for consistency of language, grammar, formatting and housekeeping

The Deliverable will be a Word version of the entire publication

Schedule

- Work would commence as soon as the contract is signed
- Initial kick off meeting with contractor and members of the DMT to review current status
- First draft should be 50% complete by December 3rd 2021
- DMT will provide feedback on first draft by December 20th 2021
- Final draft to be completed by January 24th 2022
- The new scenarios will be delivered by January 25th

Under the current proposal, it is anticipated that the majority of work would be conducted via Internet, email and telephone calls with one or more members of the DMT. The DMT will be available for any input or clarifications, formally and informally throughout the contract period. The DMT contact will be chair, Kristen Buckley kbuckley@findhelp.ca

Copyright and Confidentiality

There is an acknowledgement that this project involves acquiring knowledge of the internal operations of O211S and that all aspects of this work are bound by a pledge of client confidentiality.

The contractor also warrants that in performing the services called for by this contract, there will be no violation of any applicable law, rule, or regulation, any contracts with third parties, or any intellectual rights of any third party, including but not limited to, any Canadian or United States patent, trademark, copyright, or trade secret.

All material belongs to O211S.

Total Budget

The budget is based on an assumption of:

- 60 hours of work at \$50.00 hour for a total of \$3,000.00

Any additional expenses would require the approval of O211S prior to incurring

This cost will not change regardless of any additional time required, either in respect to the client's need for some flexibility as sometimes occurs within the normal course of any project or as a consequence of any failure of the contract to properly estimate the

workload. The only caveat is that any dramatic changes in project scope should be subject to mutual renegotiation as in any situation of professional respect

- A 50% payment may be invoiced on signing of contract upon receipt of invoice
- The remaining amount will be paid following the completion of contract to the satisfaction of O211S and the DMT and upon receipt of invoice

We note that it is difficult to accurately gauge hours for these types of contracts as there may be issues. Contractor must inform O211S at an early date if circumstances show that the hours are going to be in excess of the amounts stipulated.

If you are interested in being considered for this contract work with O211S please contact: Elsa Lee elee@ontario211.ca

Submissions of interest will be accepted until October 8th 2021.

Only successful candidates will be contacted