

Statement of Work for: Data Governance Team Lead

Overview

TechLegs Solutions Inc. is actively supporting the recruitment of a **Data Governance Team Lead** for one of our esteemed clients in the government sector of New Brunswick, Canada on a full-time basis for a period of One (1) year with two (2) one-year optional renewal periods, **commencing June 1, 2025 (or sooner if possible)**.

Background

The Enterprise Resourcing Planning (ERP) Project is a business transformation project with a vision: “Timely access to information that drives decision making”. The business transformation is supported by Oracle Cloud ERP Software as a Service (SaaS), which has been procured by the province.

The Government of New Brunswick (GNB) is leveraging a long-term relationship with a partner who can support the implementation and configuration of the Oracle Cloud ERP SaaS. GNB has also assembled an internal project team of Subject Matter Experts (SME) to supplement the Implementation Partner. Given the investment and impact to government and its citizens, GNB will ensure a comprehensive and qualified team is dedicated to the project to ensure success, achieve client satisfaction and mitigate risk.

The ERP Project includes the following areas of transformation:

- **Processes** – Business processes within and between human resource, financial and procurement areas will be redesigned and standardized to incorporate proven practices.
- **Technology** – Technology will be modern, secure, reliable, regularly updated and will enable end-to-end business processes.
- **Information** – An organization-wide approach to accessing, managing and analyzing human resource, financial and procurement information.

The Data Governance Lead will guide members of the Data Governance team as part of the Data Team and the ERP Project. This team currently consists of nine Data Governance Business Analysts. The Data Governance Lead will act as the business owner for ERP data standards, and data quality assurance. They will also work collaboratively with data domain owners, subject matter experts, data analysts, data stewards and business units during releases of the project as stakeholders are onboarded to the solution.

NOTE: For the successful candidate, an overview of the ERP Change Management Strategy and expectations for business interactions will be provided.

Key Deliverables

The successful candidate must deliver the following to successfully complete the engagement:

- Provide management and supervise nine Data Governance Business Analysts.
- Identifying and engaging Data Trustees and Stewards for all in-scope domains and parts of government.
- Overseeing Data Cleansing activities including providing support and guidance to business users, supporting all reporting needs and data profiling.
- Establishing data standards where appropriate, in consultation with Data Stewards.
- Lead the ERP Data Governance team in the implementation of data governance program and is responsible for the day-to-day organization and management of the data governance team
- Define indicators of performance and quality metrics and ensure compliance with data related policies, standards, roles and responsibilities, and adoption requirements
- Serve as a point of escalation for governance, data quality and protection issues and will work closely with Business Lines to improve the quality and value of core data assets, and respond to regulatory protection requirements and other duties assigned

The Data Governance Lead will be required to sign a non-disclosure agreement and complete the Privacy and Security training, as required by the ERP Project, prior to commencing the assignment

Mandatory Requirements

For mandatory requirements, bidders must provide sufficient detail to allow the evaluators to understand the education, work experience, role, duties, and duration (clearly stating from Month / Year to Month / Year). Failure to provide all required details to verify the experience may result in disqualification of the vendor's proposal.

No.	Requirement	Quantity
M1	Bachelor's degree in either Information Management, Data Science, Computer Science, and a minimum of six (6) years of experience in information management or related work experience.	N/A
M2	5 years of supervision/lead experience with a minimum of 10 direct reports.	5 years
M3	Written and spoken competence in English is required.	N/A

Proposals that do not clearly demonstrate the capability to meet these mandatory requirements will be disqualified from further consideration.

Scored Requirements

For mandatory requirements, bidders must provide sufficient detail to allow the evaluators to understand the education, work experience, role, duties, and duration (clearly stating from Month /

Year to Month / Year). Failure to provide all required details to verify the experience may result in disqualification of the vendor's proposal.

No.	Requirement	Desired Experience
S1	Demonstrated experience cleansing and standardizing complex and large datasets from many legacy sources	5 Years
S2	Demonstrated experience with large-scale SDLC project with multiple iteration, concurrent releases, and streams	5 Years
S3	Demonstrated experience in data integration between legacy and new systems, data management, information lifecycle and implementing of data standards	5 Years
S4	Demonstrated experience with Master Data Management	3 Years
S5	Demonstrated experience with Data Governance practices and data protection	5 Years
S6	Demonstrated experience in records and Information Management	3 Years
S7	Demonstrated experience with at least one (1) cloud SaaS implementation with significant business transformation.	1 Project Reference
S8	Demonstrated experience with Enterprise Resource Planning (ERP) solutions, preferably in the fields of Human Resources, Finance and/or Procurement.	1 Project Reference

*** The Proponent should ensure that clear details are provided as requested to avoid losing points. Clear referrals or references to the project on the Proponent's supplied resume where the experiences were gained should be provided to allow scorers to easily reference them.*

References

Vendors are requested to include references as per the table included within the Vendor Response Matrix. References may be contacted, and responses will be evaluated and scored as per the Selection Process identified. In the event a poor reference is received, or in the event references provide information that is different than the information provided in the Vendor's response, we reserve the right to disqualify the Vendor's response from further consideration or negatively impact the scoring.

If SNB is unable to reach the reference(s) provided, SNB reserves the right to disqualify the Vendor's response from further consideration. SNB reserves the right to contact references other than those provided, who are familiar with the work of the Vendor.

Reporting Structure

The successful candidate will report to the **ERP Business Solution Owner** while working collaboratively with a cross functional team of individuals from the GNB Business, ERP Implementation Partner and SNB Technology Services.

Duration/Effort

The successful candidate will be required on a full-time basis for a period of **One (1) year with two (2) one-year optional renewal periods, commencing June 1, 2025 (or sooner if possible).**

SNB reserves the right to truncate the engagement, as needed.

Work Location and Travel

Office is located at 440 King Street, King Tower, Suite 234 Fredericton, NB. Office space with current technology and access to necessary information will be provided for the duration of the engagement.

It is anticipated that the Vendor will be required to work in the Fredericton area based on an established schedule such as 2 days a week, or 2 days every other week during the engagement. The days required in Fredericton **must** be scheduled with the ERP Business Solution Owner to ensure alignment with the other team members on-site dates and times. The Vendor **must** be able to work from 440 King Street office with a days' notice if required outside of the established schedule.

The Vendor **must** be available during SNB working hours, **Monday through Friday, 8:15 AM through 4:30 PM AST.**

If the proposed resource(s) are based outside of Fredericton, it is the contracted employee's responsibility to pay for the employee's travel time and costs to and from their place of business (or home) to Fredericton.

If travel within the province is required, SNB will pay for travel outside of our area of business (Fredericton) as part of this assignment. Travel, meals, and lodging expenses will be reimbursed at the SNB employee travel rates.

Supplied Devices

SNB will provide technology devices as required to complete the services requested in this Statement of Work. In the event a Proponent's laptop or desktop computer are requested to be used for the engagement, the successful candidate may be required to meet with the SNB's Information Security Officer and may be required to sign an agreement governing the terms under which non-GNB devices may be connected to the GNB network.

Selection Process

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 virtual, may be conducted for resources scoring within 15 points for Scored Requirements and Cost.

- 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.

If this role aligns with your skills and interests, please send your updated resume and completed job matrix to your contact or to hr@techlegs.com and we will contact you to discuss the next steps.

We appreciate all applicants for their interest; however, only those selected for further consideration will be contacted.

**Best Wishes,
TechLegs Solutions Team**