2Lines Software Corporation

Alberta Innovates RFP — Task Tracker

Prepared for	Alberta Innovates
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Date	February 2026

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Alberta Innovates RFP — Task Tracker

Project: MW0202 AB-2026-00962 Response

Deadline: Feb 27, 2026, 11:00 AM MST

Working days remaining: ~15 business days (as of Feb 5)

Phase 0: Project Setup & Administrative

> Priority: IMMEDIATE (complete by Feb 7)

TASK-001: Bonfire Registration

- **Status:** □ TODO
- **Owner:** John
- **Description:** Register on Bonfire at https://albertainnovates.bonfirehub.ca/ and access the project at https://albertainnovates.bonfirehub.ca/102295/details
- **Notes from John:** [add notes here]

TASK-002: Download RFP from APC

- **Status:** □ TODO

- **Owner:** John

- **Description:** Download the official RFP from www.purchasingconnection.ca — this is a stated requirement; proposals from vendors who didn't download from APC may be rejected

- **Notes from John:** [add notes here]

TASK-003: Submit Clarification Questions

- **Status:** ☐ TODO

- **Owner:** John + Claude

- **Deadline:** Feb 12, 2026 11am

- **Description:** Draft and submit any clarification questions via Bonfire

- **Candidate questions:**

- [ ] Are there minimum team size expectations for roster vendors?

- [ ] What Azure region(s) does AI use for data residency?

- [ ] Can vendors apply to a subset of the 6 categories or must all be addressed?

- [ ] What is the expected frequency and typical size of SOW engagements?

- [ ] [add more]

- **Notes from John:** [add notes here]

TASK-004: Insurance Verification

- **Status:** ☐ TODO

- **Owner:** John

- **Description:** Confirm current insurance meets requirements: $2M general liability, $2M auto, $1M professional liability (E&O), WCB coverage

- **Action needed:** Contact insurance broker if gaps exist — this is a hard requirement

- **Current coverage:** [John to fill in]

- **Gaps identified:** [John to fill in]

Phase 1: Content Collection & Research

> Priority: HIGH (complete by Feb 14)

TASK-100: Company Profile Content

- **Status:** □ TODO

- **Owner:** John

- **Feeds into:** Sections 3, 4

- **Content needed:**

- [ ] 2 Lines Software Corporation — legal name, incorporation date, jurisdiction

- [ ] Discontinuity.ai — launch date, relationship to 2 Lines (DBA? subsidiary? brand?)

- [ ] Current headcount breakdown (FT, PT, regular contractors)

- [ ] Company mission/vision statement (if exists)

- [ ] Key partnerships or certifications (Microsoft Partner Network, etc.)

- [ ] 1864 Ventures role — what's public, what's the value add for this RFP?

- [ ] Annual revenue range (if comfortable disclosing — may be requested later)

- **Notes from John:** [add notes here]

TASK-101: Case Study — AI/ML Solutions (Category 1)

- **Status:** □ TODO
- **Owner:** John (content) + Claude (drafting)
- **Feeds into:** Section 5.1
- **Weight:** Part of the 40% evaluation criteria

Engagement 1: ___ - Client (name or anonymized): __ - **Industry:** __ - Business problem: __ - **Scope and objectives:** __ - Data sources used: __ - **Data preparation required:** __ - Techniques/approaches (algorithms, frameworks): __ - **Model training methodology:** __ - Fine-tuning approach: __ - **Feedback loop design:** __ - Evaluation metrics (accuracy, precision, TPR): __ - **Bias/ethics considerations:** __ - Observability approach: __ - **Quantitative outcomes:** __ - Lessons learned (relevant to Alberta Innovates): _____ - Can this client provide a reference? □ Yes □ No □ Maybe

Engagement 2 (optional but recommended): __ - [Same structure as above]_

Notes from John: [add notes here]

TASK-102: Case Study — Generative AI (Category 2)

- **Status:** □ TODO
- **Owner:** John (content) + Claude (drafting)
- **Feeds into:** Section 5.2
- **Weight:** Part of the 40% evaluation criteria

Engagement 1: __ - [All fields from TASK-101 PLUS:]_ - Human oversight design: __ - **Accuracy/reliability risk mitigation:** __ - Explainability approach: __ - **Auditability approach:** __

Engagement 2 (optional): ___

Notes from John: [add notes here]

TASK-103: Case Study — Advanced/Agent-Based AI (Category 3)

- **Status:** □ TODO
- **Owner:** John (content) + Claude (drafting)
- **Feeds into:** Section 5.3
- **Weight:** Part of the 40% evaluation criteria

Engagement 1: __ - [All fields from TASK-101 PLUS:]_ - Decision points: AI vs. human: __ - **Explainability approach:** __ - Auditability approach: __ - **Agent architecture description:** __ - Tool use / routing / guardrails: _____

Engagement 2 (optional): ___

Notes from John: [add notes here]

TASK-104: Case Study — Business Process Automation (Category 4)

- **Status:** □ TODO

- **Owner:** John (content) + Claude (drafting)

- **Feeds into:** Section 5.4

- **Weight:** Part of the 40% evaluation criteria

Engagement 1: __ - [All fields from TASK-101 PLUS:]_ - Process maturity assessment (before): __ - **Optimization done prior to automation: __** - Efficiency improvement (measured): __ - **Quality improvement (measured): __** - Cycle-time improvement (measured): __ - **Platform/tools used (Power Automate, UiPath, etc.): __**

Engagement 2 (optional): ___

Notes from John: [add notes here]

TASK-105: Case Study — Data Engineering & AI Readiness (Category 5)

- **Status:** □ TODO

- **Owner:** John (content) + Claude (drafting)

- **Feeds into:** Section 5.5

- **Weight:** Part of the 40% evaluation criteria

Engagement 1: ___ - Client (name or anonymized): __ - **Data architecture overview: __** - Data sources (count, types): __ - **Data cleansing effort: __** - Integration approach: __ - **Volume (rows, GB/TB, events/day): __** - Complexity factors: __ - **Impact on downstream AI/analytics: __**

Engagement 2 (optional): ___

Notes from John: [add notes here]

TASK-106: Case Study — Advisory, Governance, Responsible AI (Category 6)

- **Status:** ☐ TODO
- **Owner:** John (content) + Claude (drafting)
- **Feeds into:** Section 5.6
- **Weight:** Part of the 40% evaluation criteria

Engagement 1: ___ - Client context: __ - **Advisory scope:** __ - Governance framework delivered: __ - **Risk management approach:** __ - Responsible use outcomes: __ - **Training/enablement delivered:** __

Thought leadership evidence: - AI Tinkerers Calgary presentations: __ - **Publications or blog posts:** __ - Speaking engagements: _____

Notes from John: [add notes here]

TASK-107: Resume / CV Content

- **Status:** ☐ TODO
- **Owner:** John
- **Feeds into:** Appendix A
- **Content needed:**
- [ ] Current resume/CV

- [ ] Certifications (cloud, AI/ML, project management, security)

- [ ] Education

- [ ] Key speaking engagements (AI Tinkerers, etc.)

- [ ] Publications

- [ ] Notable clients served (that can be named)

- **Notes from John:** [add notes here]

TASK-108: Service Delivery Methodology Content

- **Status:** □ TODO

- **Owner:** John (input) + Claude (codify)

- **Feeds into:** Section 6

- **Questions for John:**

- [ ] Do you follow a specific methodology today? (Agile/Scrum/Kanban/hybrid?)

- [ ] How do you typically run discovery? (workshops, interviews, data audit?)

- [ ] What does a typical POC/POV look like? (duration, gates, success criteria?)

- [ ] MLOps tooling — what do you use? (MLflow, W&B, Azure ML, custom?)

- [ ] How do you handle model monitoring post-deployment?

- [ ] How do you handle knowledge transfer at end of engagement?

- [ ] Do you have a responsible AI checklist or framework?

- [ ] Familiarity with GoA FOIP Act and data classification (Protected A/B/C)?

- **Notes from John:** [add notes here]

TASK-109: Pricing Research

- **Status:** ☐ TODO

- **Owner:** John + Claude (market research)

- **Feeds into:** Section 8

- **Actions:**

- [ ] Research Alberta market rates for each role

- [ ] Determine which roles John fills personally vs. subcontracts

- [ ] Set target rates — balance competitiveness with senior positioning

- [ ] Confirm subcontractor cost basis for roles that would be subcontracted

- **Rate considerations:**

- AI/ML Architect: John's role — price as senior [target: $___]

- Data Scientist: subcontracted? [target: $___]

- ML Engineer: subcontracted? [target: $___]

- Data Engineer: subcontracted? [target: $___]

- Automation Developer: in-house or sub? [target: $___]

- Business Analyst: [target: $___]

- Project Manager: John's role — combined with architect? [target: $___]

- Change Mgmt / Training: [target: $___]

- **Notes from John:** [add notes here]

TASK-110: Alberta Innovates Research

- **Status:** ☐ TODO

- **Owner:** Claude

- **Feeds into:** Sections 3, 5, 6

- **Research needed:**

- [ ] Alberta Innovates recent AI/digital initiatives (public info)

- [ ] Tech stack details — Dynamics 365, Smart Simple, JD Edwards use cases

- [ ] C-FER Technologies and InnoTech Alberta — what do the subsidiaries do?

- [ ] Government of Alberta AI strategy and policies

- [ ] GoA data residency and sovereignty requirements

- [ ] Protected A classification — what does it mean for AI solutions?

- [ ] Competitive landscape — who else might bid on this?

- **Findings:** [Claude will populate]

Phase 2: Drafting

> Priority: HIGH (Feb 14-21)

TASK-200: Draft Executive Summary

- **Status:** ☐ TODO

- **Owner:** Claude (draft) + John (review)

- **Depends on:** TASK-100, TASK-110

- **Target:** 2-3 pages

- **Draft location:** `/home/claude/rfp-ai-innovates/drafts/03-executive-summary.md`

- **Review notes from John:** [add notes here]

TASK-201: Draft Corporate and Capability Overview

- **Status:** □ TODO

- **Owner:** Claude (draft) + John (review)

- **Depends on:** TASK-100

- **Target:** 3-4 pages

- **Draft location:** `/home/claude/rfp-ai-innovates/drafts/04-corporate-overview.md`

- **Review notes from John:** [add notes here]

TASK-202: Draft Case Studies (all 6 categories)

- **Status:** □ TODO

- **Owner:** Claude (draft) + John (review)

- **Depends on:** TASK-101 through TASK-106

- **Target:** 15-18 pages total

- **Draft locations:**

- `/home/claude/rfp-ai-innovates/drafts/05-1-ai-ml-solutions.md`

- `/home/claude/rfp-ai-innovates/drafts/05-2-generative-ai.md`

- `/home/claude/rfp-ai-innovates/drafts/05-3-agent-based-ai.md`

- `/home/claude/rfp-ai-innovates/drafts/05-4-business-process-automation.md`

- `/home/claude/rfp-ai-innovates/drafts/05-5-data-engineering.md`

- `/home/claude/rfp-ai-innovates/drafts/05-6-advisory-governance.md`

- **Review notes from John:** [add notes here]

TASK-203: Draft Service Delivery Approach

- **Status:** ☐ TODO

- **Owner:** Claude (draft) + John (review)

- **Depends on:** TASK-108

- **Target:** 5-6 pages

- **Draft location:** `/home/claude/rfp-ai-innovates/drafts/06-service-delivery.md`

- **Review notes from John:** [add notes here]

TASK-204: Draft Resourcing Model

- **Status:** ☐ TODO

- **Owner:** Claude (draft) + John (review)

- **Depends on:** TASK-100, TASK-108

- **Target:** 3-4 pages

- **Draft location:** `/home/claude/rfp-ai-innovates/drafts/07-resourcing-model.md`

- **Review notes from John:** [add notes here]

TASK-205: Complete Pricing Table

- **Status:** ☐ TODO

- **Owner:** John (rates) + Claude (formatting)

- **Depends on:** TASK-109

- **Target:** 1-2 pages

- **Draft location:** `/home/claude/rfp-ai-innovates/drafts/08-pricing.md`

- **Review notes from John:** [add notes here]

TASK-206: Draft Compliance Section

- **Status:** □ TODO

- **Owner:** Claude (draft) + John (verify)

- **Depends on:** TASK-004, TASK-100

- **Target:** 2-3 pages

- **Draft location:** `/home/claude/rfp-ai-innovates/drafts/09-compliance.md`

- **Review notes from John:** [add notes here]

TASK-207: Prepare Resume/CV

- **Status:** □ TODO

- **Owner:** Claude (format) + John (content/verify)

- **Depends on:** TASK-107

- **Target:** 2-3 pages

- **Draft location:** `/home/claude/rfp-ai-innovates/drafts/appendix-a-resume.md`

- **Review notes from John:** [add notes here]

Phase 3: Assembly & Review

> Priority: CRITICAL (Feb 21-25)

TASK-300: Assemble Full Proposal Document

- **Status:** □ TODO
- **Owner:** Claude
- **Depends on:** All TASK-2xx complete
- **Description:** Combine all sections into final Word document, check page count, formatting
- **Output:** `/home/claude/rfp-ai-innovates/final/proposal.docx`

TASK-301: Page Count Verification

- **Status:** □ TODO
- **Owner:** Claude
- **Description:** Verify total ≤ 50 pages including title, TOC, appendices. Target 35-40.

TASK-302: Compliance Checklist Review

- **Status:** □ TODO
- **Owner:** John + Claude
- **Checklist:**
- [ ] All 6 work categories addressed with at least 1 engagement each

- [ ] Service delivery approach has all 4 required subsections

- [ ] Resourcing model has all 5 required elements

- [ ] Pricing table complete for all 8 roles

- [ ] Canadian supplier requirement addressed

- [ ] Conflict of interest declared (N/A)

- [ ] Tax breakdown included

- [ ] Insurance requirements acknowledged

- [ ] Resumes included

- [ ] Certification of Compliance signed

- [ ] Proposal is signed by authorized representative

TASK-303: Final Review and Sign-off

- **Status:** □ TODO

- **Owner:** John

- **Description:** Full read-through, verify all claims are accurate, sign certification

Phase 4: Submission

Priority: CRITICAL (Feb 26-27 morning)

TASK-400: Upload to Bonfire

- **Status:** □ TODO

- **Owner:** John

- **Deadline:** Feb 27, 2026, 11:00 AM MST — submit by Feb 26 EOD for safety

- **Description:** Upload final proposal via https://albertainnovates.bonfirehub.ca/102295/details

- **Pre-submission check:** Confirm upload is complete and receipt/confirmation received

Phase 5: Marketing Asset Extraction (post-submission)

> Priority: LOW (after Feb 27)

TASK-500: Discontinuity.ai Capabilities Deck

- **Status:** ☐ TODO

- **Description:** Extract and polish into standalone 2-page capabilities overview

TASK-501: Case Study Library

- **Status:** ☐ TODO

- **Description:** Convert each case study into standalone 1-page marketing pieces

TASK-502: Service Delivery Methodology Document

- **Status:** ☐ TODO

- **Description:** Standalone methodology document for future client conversations

TASK-503: Responsible AI Framework

- **Status:** ☐ TODO

- **Description:** One-pager on responsible AI approach

TASK-504: Standard Rate Card

- **Status:** ☐ TODO

- **Description:** Polished rate card for future engagements

Decision Log

DATE	DECISION	RATIONALE
Feb 5	Proceed with RFP response	Good fit for capabilities, roster model suits small firm

Risk Register

RISK	IMPACT	LIKELIHOOD	MITIGATION
Too few case studies for all 6 categories	High	Medium	Identify transferable projects; combine related work
Insurance gaps	High	Unknown	Verify ASAP (TASK-004)
Page limit exceeded	Medium	Low	Target 35-40, monitor during drafting
Competing against large firms on resourcing	Medium	High	Position small-firm stability as advantage
NDA restrictions on case studies	Medium	Medium	Use anonymized descriptions where needed
Time constraint (22 days total)	High	Medium	Structured phased approach, parallel work streams