



## Advance Contract Award Notice (ACAN) Template

### 1.0 Introduction

The Canadian Nuclear Safety Commission (CNSC) has a requirement for the development and delivery of a half-day training course for CNSC employees and CNSC managers. The training program aims to build a foundation to promote collaboration and civility in the workplace moving forward, in order to support and maintain an environment where employees work collaboratively and in a civil way, ensuring a healthy, happy, productive and engaged workforce. The purpose of this Advance Contract Award Notice (ACAN) is to signal the CNSC's intention to award a contract for these services to:

Bar-David Consulting  
49 Fairleigh Crescent  
Toronto, Ontario  
M6C 3S1

Before awarding a contract, however, the CNSC would like to provide other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this ACAN, by submitting a statement of capabilities within the posting period for this ACAN, which is 15 calendar days.

If other potential suppliers submit a statement of capabilities during the posting period that meets the requirements set out in this ACAN, the CNSC will proceed to a full tendering process via the Government Electronic Tendering Service or by inviting bids directly from suppliers.

If no other supplier submits, on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the above-noted supplier.

### Background

The CNSC wants to support and maintain an environment where employees work collaboratively in a civil way to ensure a healthy, happy, productive and engaged workforce.

The 2011 Public Service Employee Survey results, while generally positive, confirmed that there is an opportunity for growth and development related to collaboration and civility in the workplace.

Therefore, the CNSC launched an initiative to promote collaboration and civility in the workplace. The Labour Relations, Classification and Compensation Division worked in collaboration with NUREG to develop an overarching action plan that includes:

- a revised CNSC Policy on Prevention and Resolution of Harassment in the Workplace
- a communication strategy
- training



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This contract is to address the training component for employees and managers.

### Objectives

To develop and deliver a half day training course to CNSC employees and to develop and deliver a one day course to CNSC managers.

The training program aims to build a foundation to promote collaboration and civility in the workplace moving forward. After attending the module for employees, CNSC employees will be able to:

- Describe the differences between uncivil behaviour and harassment (and give examples of each).
- Explain CNSC's expectations of workplace behaviour and the impact of uncivil behaviour on employees and productivity.
- State the consequences of uncivil behaviour in the workplace.
- Reflect and identify how their behaviours may be considered uncivil.
- Describe at least 3 strategies they can implement to change their behaviours.
- Know where to find CNSC's Values and Ethics on BORIS.
- Describe the benefits of civil behaviour and the risks of incivility in the workplace
- Explain their role, responsibilities and accountability in maintaining a civil and respectful workplace
- State the options for dealing with disrespect or incivility in the workplace

After attending the module for managers, managers will be able to:

- Describe the impact of uncivil behaviour on employees, productivity and the organizational culture.
- Describe the effects of unaddressed issues in the workplace and the benefits of effectively addressing issues in a timely manner.
- Explain their responsibility and accountability for addressing uncivil behaviour in the workplace.
- Apply a model for providing feedback about incivility in the workplace while ensuring all involved preserve their sense of dignity.
- Value the importance of creating a safe environment where different viewpoints are encouraged and where there is no reprisal for expressing differences of professional opinion.
- Explain how the need to encourage different viewpoints links to the CNSC's mandate and the safety culture in the organization.
- Apply tools for fostering civility within working teams.
- Describe the relationship between incivility and the impact on the brain.
- Apply a strategy to determine if an observed behaviour requires action.



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### Scope of Work

The provider will adapt her current products to meet the learning objectives identified by the CNSC. She will deliver a half day module to approximately 700 employees (25 participants per class) and a full day module to approximately 80 managers (17 participants per class).

The vendor will:

- Validate the learning objectives for both courses and, if necessary, add objectives based on the needs identified by the CNSC
- Adapt her training sessions to meet the identified learning objectives using a systematic approach to training and using a learner centered approach
- Provide to Learning Specialists a high level outline of training prior to first session
- Create a training manual that is easy to use/follow, that contains clearly articulated learning objectives and that can be used as a reference tool after the training (CNSC will have the manual printed)
- Deliver the training sessions in French and in English to employees and in English to managers.

### Tasks to be Performed

- Validate and, if necessary, add learning objectives based on the needs identified by the CNSC
- Adapt existing material to CNSC needs which will include tools designed to increase self-awareness of the participants and to meet the learning objectives
- Provide a training manual or participant material that is easy to use/follow, that contains clearly articulated learning objectives and that can be used as a reference tool after the training
- Deliver training sessions in French and in English (September 2013 to March 2014)

Instructor will supply:

- DVD's or other forms of learning aid as required

CNSC will provide:

- Laptop, screen
- Training room
- Flip charts, marker, pens, etc.
- Screen



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- Copying of training manuals

#### Deliverables

Due dates identified below are estimates based on the premise that a contract would be in place by July 5, 2013. The Contractor will review and come to agreement on these due dates with the Project Authority at Contract Award and then during the contract period as required. However, the pilot session must be delivered by the Contractor September 2013 or on a new date negotiated with the contractor.

<b>Deliverables for the <u>Instructional Designer</u></b>	<b>Due date</b>
Project plan  Present to Project Authority to ensure achievement of the contract objectives	2 weeks following contract start date.
Confirmation of Learning Needs	Mid to end of July
Presentation of proposed training session design	Mid to end of August
Facilitator's Lesson Plan (to be delivered in English)	Mid to end of August
Participant Materials and visual aids (to be delivered in English) using MS office applications	August to mid September
Revise training materials based on pilot session evaluation	End of October 2013
Progress meetings or conference calls with the Project Authority as required to assess the degree to which the agreed project objectives are being achieved as planned and thus to facilitate timely adjustments (if necessary) to ensure the project success.	TBD
<b>Deliverables for the <u>Instructor</u></b>	<b>Due date</b>
Delivery of an English pilot session in Ottawa for a maximum of 25 participants per class	By mid October 2013
Deliver up to a maximum of 30 sessions to employees and 5 sessions to managers (NOTE: Will require a minimum of 3 employee sessions to be delivered in French. Managers sessions can be in English)	TBD



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The estimated value of the contract is **\$65,000**. Applicable Taxes are extra.

### 3.0 Minimum Mandatory Requirements

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

- A minimum of ten years experience demonstrating expertise in activities linked to workplace incivility. Activities can include a combination of at least three of the following:
  - projects linked to incivility in the workplace, research (including Federal government sampling) related to workplace behaviour
  - delivering training to federal government departments specifically related to workplace incivility/behaviour
  - the conduct of studies related to workplace behaviour
  - speaking engagements related to workplace behaviour
  - Published papers, blogs and conducted research specifically addressing workplace behaviours/incivility and their influence on the workplace
- Masters in social work or psychology or social studies.

### 4.0 Justification for the Pre-Selected Supplier

As a leading expert in the field, Sharone Bar-David of Bar-David Consulting has been published and has conducted studies and facilitated discussions (blogs) that include feedback from public servants. Because of her work in the field, Sharone Bar-David has a deeper understanding of the topic ensuring that her strategies are targeted to deliver results for the CNSC.

- Sharone Bar-David's training strategies are up-to-date, unique to her and she owns the intellectual property for the strategies and materials.
- Bar-David Consulting is the creator of the REAL™ products. Examples of their products include: REAL Training Solutions, REAL™ Organizational Solutions, and And REAL Program for Abrasive Leaders. All concepts have been created by Sharone Bar-David, making her unique in her approach and content.
- Bar-David Consulting focuses on *civility* in the workplace rather than a focus on harassment and/or respect in the workplace. Bar-David Consulting is the subject matter expert and thought leader in the area of civility in the workplace.
- Bar-David Consulting's training content on civility is fully developed and offers a unique perspective and approach.
- Bar-David Consulting's leaders' training offers a proprietary 3-step method for managers to provide feedback that encourages civil behaviours decisively, respectfully and successfully and is the only vendor known to the CNSC that can provide this caliber of in-depth product.



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### 5.0 Intellectual Property

Ownership of any Foreground Intellectual Property arising out of the proposed contract will vest in the Contractor.

### 6.0 Statement of Capabilities

Suppliers who consider themselves fully qualified and available to meet the specified requirements may submit a statement of capabilities in writing to the Contracting Authority identified in this Notice on or before the closing date of this Notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

The closing date and time for accepting statements of capabilities is July 3, 2013 at 2:00 p.m. EST.

### 7.0 Contact Information

Inquiries and statements of capabilities are to be directed to:

Alex Cassol, Senior Contracting Officer  
280 Slater Street  
P.O. Box 1046, Station B  
Ottawa, Ontario  
Canada K1P 5S9  
Telephone: (613) 996-6638  
Facsimile: (613) 995-5086  
E-mail: [alex.cassol@cnsccsn.gc.ca](mailto:alex.cassol@cnsccsn.gc.ca)

### 8.0 Policy Information

Government Contracts Regulations (GCRs) - Section 6. d) "Notwithstanding section 5, a contracting authority may enter into a contract without soliciting bids where:

(d) Only one person is capable of performing the contract.