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ADVANCE CONTRACT AWARD NOTICE: (ACAN) # 01B68-13-0173

The Department of Agriculture and Agri-food Canada (AAFC) has a requirement for the provision of a service to collect crop pest and pest management data related to twenty four (24) horticultural crops grown in Canada and to establish and compile national pest management and pesticide risk reduction issues for these crops from the perspective of the industry. This service is required to provide data and information to AAFC in order to facilitate the update, over a three year period of the 21 national horticultural crop profiles.

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to the pre-selected supplier:

Canadian Horticultural Council
9 Corvus Court
Ottawa, ON
K2E 7Z4

Before awarding a contract, however, the government would like to provide other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this Notice, by submitting a statement of capabilities during the 15 calendar day posting period.

If other potential suppliers submit a statement of capabilities during the 15 calendar day posting period that meet the requirements set out in the ACAN, the government will proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

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 pre-selected supplier, as referenced above.

BACKGROUND

The crop profiles are documents that provide crop production and pest management information on a commodity basis. National in scope, they identify gaps in pest management and issues faced by Canadian growers. The crop profiles must be updated every three years to ensure that growers, growers groups, provinces, industries and government agencies have up to date information to make strategic decisions.

The collection of pest management data and grower issues is required to update 21 horticultural crop profiles. The crop profiles are web-based documents that contain time-sensitive information on crop production and pest management for a crop or crop group that must be kept up to date to be useful for government, provinces industry and growers. Under this project, data will be collected to update 7-8 profiles/year that will complete the next cycle of updates (2014-2017) for the horticultural crop profiles. It is anticipated that work of this nature must be conducted on a continual 3 year basis.

OBJECTIVE

- To collect Canadian crop pest and pest management data for 24 pre-selected horticultural crops (outlined in Annex A) on a provincial and national basis
- To compile national crop pest management / pesticide risk reduction issues for each of the horticultural crops
- To coordinate industry review of crop production information in each profile
- To provide the above information and data to AAFC-PMC in required format to facilitate the updating of 21 national horticultural crop profiles

CURRENT REQUIREMENTS

The Department of Agriculture and Agri-Food Canada (AAFC) has a requirement of services to conduct the following activities over the course of three years:

- Coordinate the collection of data from key provinces of production for each of 7-8 horticultural crops per year as specified by AAFC-PMC (crops, provinces for each crop and years for data collection are outlined in Annex A of this document)
- Identify and engage individuals knowledgeable in pest management in crop producing provinces who will serve as provincial coordinators for data collection for each crop (electronic forms, customized by crop, will be provided by AAFC-PMC for the collection of the required data)
- Coordinate project financial resources to facilitate consultation and data collection in producing provinces
- Liaise with provincial coordinators to ensure:
 - consultations with a sufficient number of key individuals knowledgeable about crop production and pest management are conducted in each province
 - information collected is reflective of an overview of pest status and management for their province
- Submit data for all crops and required provinces to the AAFC-PMC Project Authority
- Compile provincial pest management issues and provide a consolidated, up-to-date national list for each crop to the PMC coordinator
- Receive from the AAFC-PMC the production sections of the crop profiles and coordinate a review with industry to verify and update the information
- Provide feedback and make recommendations for improvements to the data collection process and forms

CONTRACT PERIOD

The resulting contract will be valid from April 1, 2014 to March 31, 2017, and AAFC will have the option to extend the validity of the contract by up to three (3) one-year option periods.

QUALIFICATIONS

To fulfill the requirements of the contract, the supplier must have the following minimum qualifications:

- Experience in the successful management of similar data collection exercises involving cross-sectorial, provincial and national level crop pest management information
- Knowledge and understanding of horticultural crop production and pest management practices in Canada

- Well established networks and close working relationships with representatives of provincial, regional and federal horticultural producer organizations
- Ability to access and collaborate with, crop specialists in all major horticultural production areas in Canada

GOVERNMENT OF CANADA REGULATIONS EXCEPTION

The Treasury Board's Government Contract Regulations, Part 10.2.1 Section 6 states there are four exceptions that permit the contracting authority to set aside the requirement to solicit bids. This includes:

- d. "only one supplier person or firm is capable of performing the contract."

In 2011, AAFC awarded through an ACAN, a contract to the Canadian Horticultural Council (CHC) to collect pest management data sets for 28 horticultural crops which was used to update 21 national crop profiles. The new contract aims to collect pest management data sets for 24 horticultural crops to be used for the next cycle of updates of 21 national crop profiles.

CHC is the only organization of its kind that ensures the required national scope of this project. The CHC is regarded as the authoritative source of objective information for the horticultural industries and is uniquely placed to facilitate discussions required for the collection of the needed information relating to the diverse crops produced in Canada. The CHC is a non-for-profit national umbrella organization for the provincial and regional horticultural grower organizations across Canada with full access to their respective networks and expertise (135 provincial and regional horticultural commodity organizations representing more than 20,000 producers). As such, CHC has the unique opportunity to liaise with all the required sub-sectors of the horticulture industry to collect the necessary pest related information on behalf of AAFC's Pest Management Centre.

CHC possesses the credibility to facilitate industry consultations which will articulate compiled national pest management issues, taking into account issues raised at a provincial or regional level. In addition, the CHC has an in-depth understanding of the nature of the data required as well as demonstrated experience to provide the service in an efficient and timely manner, with a minimal learning curve.

With already established networks, the CHC will be able to accomplish the required work efficiently by engaging appropriate stakeholders in each province while saving months of cost and project time.

There are no other suppliers that could accomplish this work.

ESTIMATE OF COSTS

Original contract period: \$215,000.00 CAD plus applicable taxes.

SUPPLIER NAME AND ADDRESS

**Canadian Horticultural Council
9 Corvus Court
Ottawa, ON
K2E 7Z4**

CONTRACTING AUTHORITY

Rhonda McBurney, Senior Contracting Officer
Agriculture and Agri-Food Canada (AAFC)
Central Material Management Centre (CMMC)
Professional Services Contracting Unit
1285 Baseline Road, T3-5-343
Ottawa, Ontario K1A 0C5
Tel: 613-773-0934
Email: rhonda.mcburney@agr.gc.ca

SUPPLIERS RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES

Suppliers who consider themselves fully qualified and available to provide the services/goods described herein, may submit a Statement of Capabilities in writing to the address identified below.

Statements of Capabilities must be delivered to and received by the Contracting Authority on or before the closing date of January 22, 2014 at 12:00 (noon Ottawa time) to the following address:

Agriculture and Agri-Food Canada (AAFC)
Central Material Management Centre (CMMC)
Professional Services Contracting Unit
1285 Baseline Road, T3-5-343
Ottawa, Ontario K1A 0C5
Attention: Rhonda McBurney, Senior Contracting Officer
Solicitation Number: ACAN: 01B68-13-0173

The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

Statements of capabilities must be mailed or faxed on or before the closing date/time. Statement of capabilities received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a more extensive tendering process. Information provided will be used by the Crown for technical evaluation purposes only with respect to a decision to proceed to a further competitive process.

Suppliers that have submitted a statement of capabilities will be notified in writing of AAFC's decision to proceed to award the contract without a further additional tendering process.

Should you have any questions concerning this requirement, contact the contracting officer identified above. The AAFC file number, the contracting officer's name and the closing date of the ACAN must appear on the outside of the envelope in block letters or, in the case of facsimile transmission, on the covering page.

The Crown retains the right to negotiate with suppliers on any procurement. Documents may be submitted in either official language of Canada.