

ADVANCE CONTRACT AWARD NOTICE

TITLE: Athlete Assistance Program Management Information System (AAPMIS)

INTRODUCTION:

The Department of Canadian Heritage has a requirement for the provision of a Senior Application Analyst /Programmer to provide on-site upgrade/revisions, as well as 24-hour on-site maintenance and support to the AAPMIS database. The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to PROCOM, 300 March Road, Suite 600, Kanata, Ontario, K2K 2E2. Before awarding a contract, however, the government would like to provide 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.

BACKGROUND:

The Athlete Assistance Program (AAP) is a financial grant program designed to assist Canada's top international caliber athletes with the expenses incurred as a result of their involvement in high performance sport. Financial assistance is paid directly to the athlete to help offset the cost of living and training expenses, and where applicable educational expenses in the form of tuition payments.

The purpose of this project is to respond to the requirements of the AAP, in order for Sport Canada Branch to enhance its AAPMIS, and in case of a system failure.

AAPMIS was developed more than 15 years ago to support the AAP and is the central point to collect and track all personal, biographical (including competition results) and financial information for all funded athletes.

The total estimated value of the contract, including the option periods and optional services, is \$240,000 (applicable taxes are extra) which is approximately \$50,000 per year for the system upgrade, and \$10,000 per year for the maintenance and support services.

PERIOD OF WORK / OPTION YEARS:

The proposed contract is for approximately one year, from contract award to March 31, 2015. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) one-year option periods under the same conditions.

The original contract and any option-year could be established with optional services "A", and/or "B" indicated below.

OPTIONAL SERVICES:

A) Enhancements to AAPMIS - System Upgrade

The Contractor grants to Canada the irrevocable option to acquire the services under the same conditions and at the rates stated in the Contract. The optional services may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the optional services "A", at any time before February 15 within the contract period, by sending a written notice to the Contractor.

B) 24-hour on-site Maintenance and Support Services

The Contractor grants to Canada the irrevocable option to acquire the services under the same conditions and at the rates stated in the Contract. The optional services may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the optional services "B", at any time before February 15 within the contract period, by sending a written notice to the Contractor.

MINIMUM ESSENTIAL REQUIREMENT:

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

- Must have access to Intellectual Property Rights in Background Information (Database Application).

JUSTIFICATION FOR THE PRE-SELECTED SUPPLIER:

The AAPMIS Database was produced by PROCOM. A request for proposals (RFP) was published on MERX and the contract for the development of AAPMIS in an SQL environment was awarded to PROCOM in December 2003.

As a result of the awarding of the original contract through a competitive process, the Contractor (PROCOM) owns the Intellectual Property Rights in Background Information (Database Application). Therefore, the only firm capable of performing the work is PROCOM.

Canada owns Intellectual Property Rights in Foreground Information. In order to meet the Crown's obligations under the *Privacy Act*, the Crown needs to have ownership of personal information, and to use the appropriate contracting clauses so that the Contractor does not have any rights to, or retain copies of, the personal information. The Contractor shall have no right in or to any such Intellectual Property Rights in the Foreground Information except any right that may be granted in writing by Canada.

RESPONSE:

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 April 24, 2014 at 2:00 p.m. EDT.

Inquiries are to be directed to:

Line Séguin
Procurement and Contract Specialist
Canadian Heritage
15 Eddy, 9th floor, station 81
Gatineau, Québec K1A 0M5

Tel.: 819-997-2389
Fax: 819-953-4133
E-mail: line.seguin@pch.gc.ca

Statements of capabilities are to be sent to:

MAIL ROOM
REQUEST NO: 10131646
Canadian Heritage
15 Eddy Street, 2nd Floor (15-2-C)
Gatineau, Québec K1A 0M5
Attention: Line Séguin

POLICY INFORMATION:

- Applicable Exceptions to soliciting Bids under the Government Contracts Regulations (GCRs) (Section 6d): Only one person or firm is capable of performing the contract (Background Information - Intellectual Property).
- This requirement is subject to the following trade agreements:
 - Agreement on Internal Trade
 - Canada-Chile Free Trade Agreement
 - Canada-Columbia Free Trade Agreement
 - Canada-Panama Free Trade Agreement
 - Canada-Peru Free Trade Agreement
 - North American Free Trade Agreement
 - World Trade Organization Agreement on Government Procurement