

ADVANCE CONTRACT AWARD NOTICE

An Advance Contract Award Notice (ACAN) allows departments and agencies to post a notice, for no less than fifteen (15) calendar days, indicating to the supplier community that it intends to award a good, service or construction contract to a pre-identified contractor. If no other supplier submits, on or before the closing date, a Statement of Capabilities that meets the requirements set out in the ACAN, the competitive requirements of the government's contracting policy have been met. Following notification to suppliers not successful in demonstrating that their Statement of Capabilities meets the requirements set out in the ACAN; the contract may then be awarded using the Treasury Board's electronic bidding authorities.

If other potential suppliers submit Statements of Capabilities during the fifteen calendar day posting period, and meet the requirements set out in the ACAN, the department or agency must proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

PSC File # CON14-1038

1.0 DEFINITION OF REQUIREMENTS:

1.1 Title:

SAS Training for employees of Public Service Commission - Audit and Data Services Branch (ADSB).

1.2 Objective:

The objective is to have in place the necessary training to support PSC's Enterprise Business Intelligence (BI) and Data Integrator (DI) software investment.

1.3 Background:

The Public Service Commission invested in the SAS Enterprise Business Intelligence (BI), data analysis and Data Integrator (DI) software provided by the SAS Institute. Employees from the PSC - Audit and Data Services Branch (ADSB) need to master these tools. This training will also allow new employees to become self sufficient and able to utilize the SAS BI and DI software.

1.4 Tasks/ Scope:

The contractor shall provide SAS training equivalent to sixty (60) Enterprise Professional Training Offer (EPTO) units; the contractor shall:

1.4.1. Provide SAS training on a variety of topics such as but not limited to the following:

- SAS BI Platform Administrator;
- SAS BI tools such SAS BI Dashboard, Web Report Studio, Data Integration Studio, OLAP Studio, and Information Map Studio;
- Base SAS programming and advanced programming such as Macro language

- and SQL;
- Advanced analytics using SAS;
- Advanced Querying and Reporting Using SAS Enterprise Guide and SAS add in for Microsoft;
- Creating, distributing, and using SAS Stored Process;
- Other advanced SAS BI courses and BASE SAS courses as required by the Project Authority.

1.4.2 Provide classrooms that are operational in Ottawa or Gatineau with equipment that meet the minimum standard requirements for PSC needs (that is: at least 15 workstations available, with the full suite of SAS/BI software installed for public classes).

1.4.3 Offer a training schedule that is flexible enough to accommodate the PSC department's employee's commitments.

1.4.4 Provide bilingual (English/French) instructors trained on using and teaching the Business Intelligence tools and SAS programming language related to the topics listed in section 1.4.1 above.

1.4.5 Provide all training materials in the official language of choice (English or French) as requested by the participants (if French version is available).

1.5 Client Support:

The Project Authority or his/her representative will be managing how these training units are being spent by PSC designated employees.

1.6 Deliverables:

The contractor will deliver equivalent to sixty (60) Enterprise Professional Training Offer (EPTO) units of SAS training as stated in 1.4 Tasks/Scope above to PSC ADSB employees as and when requested by the Project Authority.

2.0 CRITERIA FOR ASSESSMENT OF THE STATEMENT OF CAPABILITIES (MINIMUM ESSENTIAL REQUIREMENTS):

Any interested supplier must demonstrate by way of a Statement of Capabilities that it meets all the following mandatory requirements:

- 2.1 Must own a copyright of SAS software;
- 2.2 Must own a copyright of SAS software training material; AND
- 2.3 Must be able to provide training on multiple SAS BI products including but not limited to:
 - SAS BI Platform Administrator
 - SAS BI tools such SAS BI Dashboard, Web Report Studio, Data Integration Studio, OLAP Studio, and Information Map Studio.

- Base SAS programming and advanced programming such as Macro language and SQL.
- Advanced analytics using SAS
- Advanced Querying and Reporting Using SAS Enterprise Guide and SAS add in for Microsoft
- Creating, distributing, and using SAS Stored Process
- Other advanced SAS BI courses and BASE SAS courses as required by the Project Authority.

3.0 APPLICABILITY OF THE TRADE AGREEMENT(S) TO THE PROCUREMENT:
N/A

4.0 JUSTIFICATION FOR THE PRE-IDENTIFIED SUPPLIER:

The pre-selected supplier owns the copyright of SAS Software as well as SAS training material and is therefore the only firm capable of performing the contract.

5.0 GOVERNMENT CONTRACTS REGULATIONS AND TRADE AGREEMENT EXCEPTION(S):

The following exception(s) to the *Government Contracts Regulations* is (are) invoked for this procurement under subsection

6(d) - only one person or firm is capable of performing the contract

6.0 OWNERSHIP OF INTELLECTUAL PROPERTY:

The Intellectual Property of this contract will vest with the contractor.

7.0 PERIOD OF THE PROPOSED CONTRACT:

The period of the proposed contract shall be valid for 18 months from the date the contract is awarded.

The contractor grants to the Government of Canada the irrevocable option to extend the period of the contract by up to one (1) additional 18 month periods up to a maximum of 60 EPTO units per eighteen (18) month periods.

Government of Canada may exercise this option at any time by sending a written notice to the contractor prior to the Contract expiry date.

8.0 COST ESTIMATE OF THE PROPOSED CONTRACT:

A fixed fee of \$31,400 (plus applicable taxes) for an equivalence of sixty (60) EPTO SAS training units and an estimate of \$31,400.00 (plus applicable taxes) for up to sixty (60) units for each additional eighteen (18) month periods.

9.0 NAME AND ADDRESS OF THE PRE-IDENTIFIED SUPPLIER:

SAS Institute (Canada) Inc.
360 Albert Street, Suite 1600
Ottawa, Ontario K1R 7X7

10.0 SUPPLIERS' RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES:

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN may submit a statement of capabilities in writing to the contact person 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.

11.0 CLOSING DATE AND TIME FOR A SUBMISSION OF STATEMENT OF CAPABILITIES:

The closing date and time for accepting statements of capabilities is 2:00 p.m. Eastern Daylight Savings time, September 2nd, 2014.

12.0 INQUIRIES AND SUBMISSION OF STATEMENTS OF CAPABILITIES:

Inquiries and statements of capabilities are to be directed to:

Caroline Chao
Procurement Services
Public Service Commission
22 Eddy Street
Gatineau, Quebec K1A 0M7
Tel: (819) 420-8380
Fax: (819) 420-8368
E-Mail: caroline.chao@cfp-psc.gc.ca