

## ACAN- ADVANCED CONTRACT AWARD NOTICE

The Department of **Natural Science and Engineering Research Council of Canada (NSERC)** has a requirement for on-going modifications to its FreeBalance Financial Accountability Application. The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to **FreeBalance Inc., 411 Legget Drive, Ottawa, Ontario K2K 3C9**. 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.

### Background

The Department of **Natural Sciences and Engineering Research Council of Canada** has a requirement for as and when required support on the Departments FreeBalance Financial Accountability application software that is available exclusively through FreeBalance Inc. FreeBalance Custom Products, the Product Support and Maintenance (PSM) as well as professional services related to the system.

The work will involve the following:

- 3.1 Support with the resolution of problems;
- 3.2 Creation of scripts to manipulate data;
- 3.3 Data conversion and/or data migration;
- 3.4 Upgrade services;
- 3.5 Configuration and customization services;
- 3.6 Technical and functional training:
  - (a) The Contractor must provide training in the use of its Software on an "as-and-when-requested" basis during the Contract Period when a Task Authorization for training is issued in accordance with the Contract.
  - (b) Canada may issue a Task Authorization whenever it has at least THREE (3) people who require training. The training must be provided at 350 Albert Street, Ottawa, Ontario, as requested in the Task Authorization.
  - (c) The training must be available within 15 working days of the Task Authorization being issued.
  - (d) The training, including both the instruction and the course materials, must be provided in English.

The proposed contract is for a period of 13 months, from March 1, 2016 to March 31 2017. The contract will include the option to extend the contract for two (2) additional 12 month periods, if required.

The estimated value of the contract, including the option periods, is not to exceed \$80,000.00. (HST included).

### **Additional Background Information**

The Finance Division of the Common Administrative Services Directorate (CASD) for both the Natural Sciences and Engineering Research Council (NSERC) and the Social Sciences and Humanities Research Council (SSHRC) are long term users of the FreeBalance Financial Accountability application as its core Departmental Financial Management System.

The FreeBalance Financial Accountability application is proprietary software that is available exclusively through FreeBalance Inc. FreeBalance Custom Products, the Product Support and Maintenance (PSM) as well as professional services for FA is available exclusively through FreeBalance. FreeBalance Inc. is the developer of FA and the sole owner of the Intellectual Property. FreeBalance is the only authorized provider of FA Pro Services.

Based on NSERC's current internal level of knowledge and proprietary nature of the Freebalance application NSERC will contract directly with FreeBalance for professional services to implement any of the tasks related to their on-going requirements on an "as and when requested" basis while the application is still in use.

### **Justification for the Pre-Selected Supplier**

FreeBalance Inc. has proprietary rights to the Freebalance Financial Accountability Application being used by NSERC for its departmental financial management system.

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 **February 18, 2016 2:00 p.m. EST**

Inquiries and statements of capabilities are to be directed to:

**Maureen Dubé**  
**Natural Sciences and Engineering Research Council of Canada**  
**350 Albert Street, Ottawa, ON, K1A 1H5**

Telephone: 613-947-3737

E-mail: [maureen.dube@sshrc-crsh.gc.ca](mailto:maureen.dube@sshrc-crsh.gc.ca)

### **Policy Information**

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