



Reference # ACAN 84084-16-0006

Closing date and time: March 29<sup>th</sup>, 2016 at 10:00hrs MST

## **Advance Contract Award Notice (ACAN) for Development and Management of Guidance, Procedures and Training for Whistleblower Reports**

The National Energy Board (NEB) has identified a requirement for a Contractor to assist with the implementation of Development and Management of Guidance, Procedures and Training for Whistleblower Reports.

Previously, whistleblower reports were addressed on a case by case basis by internal NEB Operations staff. As a result of a significant increase in the number of reports received through the Whistleblower Contact line in September 2014 and a subsequent Access to Information and Privacy (ATIP) request, it was determined that a formalized procedure to address whistleblower reports needed to be established.

The Board engaged the services of a subject matter expert with substantial experience in dealing with source handling and confidential information in order to develop guidance, procedures, and training for how the NEB should store, handle, record, share and respond to reports that are received from external parties with respect to activities at NEB regulated pipelines and facilities

### **Purpose of the ACAN**

The purpose of this ACAN is to provide public notice indicating to the supplier community that NEB intends to award a contract for these services to Clarium Fraud and Compliance Solutions Ltd (here in after CFCS). Before awarding the contract however, the government would like to allow other potential suppliers to signal their interest in bidding and demonstrate they are capable of satisfying the requirements by submitting a Statement of Capabilities within the 15 calendar day posting period.

If no other potential supplier submits a Statement of Capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

### **Definition of the requirement**

National Energy Board requires the services of a Contractor to assist with implementing the development and Management of Guidance, Procedures and Training for Whistleblower Reports. The term of the engagement is expected to be from April 1<sup>st</sup>, 2016 through March 31<sup>st</sup>, 2017

### **Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)**

Any interested supplier must demonstrate by way of a statement of capabilities, ability to perform the work with respect to the following:



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- i. Work with Information Technology to help set up systems to manage the intake and management of disclosures as well as communication back to the Tipster
- ii. Assist in the establishment of a team of staff to receive, summarize, and appropriately document reports
- iii. Provide training to NEB staff on the new process, handling reports and sensitive materials
- iv. Work with Communications on media releases and other external communications relating to the process
- v. Provide support and advice as needed on various ongoing files
- vi. Assist in the drafting of guidance or documentation relating to the process for internal or external use

### **Applicability of the trade agreement(s) to the procurement**

This procurement is not subject to the trade agreements

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

The work proposed and stated above is an implementation of the work done under a previous contract by the pre-identified supplier.

While the procedures, reports and guidance provided under Contract are owned by the NEB, the contractor has specific knowledge of the procedures developed and how best to implement them. CFCS Ltd. was the only bidder under the previous competitive solicitation.

### **Government Contracts Regulations Exception(s)**

The following exception(s) to the *Government Contracts Regulations* is invoked for this procurement under subsection 6(d) - "only one person is capable of performing the work".

### **Period of the proposed contract or delivery date**

The proposed Contract is for a period of approximately twelve (12) months to March 31<sup>st</sup>, 2017.

### **Cost estimate of the proposed contract**

The estimated value of the contract is \$ 40,000.00 (GST/HST extra).



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### **Name and address of the pre-identified supplier**

Clarium Fraud and Compliance Solutions Ltd.,  
13102 109 A Avenue,  
Edmonton, AB T5M 2J4

### **Suppliers' right to submit a statement of capabilities**

Suppliers who consider themselves fully capable of providing the 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.

### **Closing date for a submission of a statement of capabilities**

The closing date and time for accepting statements of capabilities is March 29<sup>th</sup>, 2016 at 10:00hrs MST.

### **Inquiries and submission of statements of capabilities**

Inquiries and statements of capabilities are to be directed to:

Owuor Okiro  
Procurement Technical Analyst,  
National Energy Board  
517 Tenth Avenue, SW  
Calgary, AB T2R 0A8  
Tel: 403-604-6254  
Fax: 403-292-5503  
Email: [Owuor.okiro@neb-one.gc.ca](mailto:Owuor.okiro@neb-one.gc.ca)