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ADVANCE CONTRACT AWARD NOTICE (ACAN): #01B68-15-0272

The Department of Agriculture and Agri-food Canada (AAFC) has a requirement for the provision of floor space and pavilion design and fabrication services at China Fisheries and Seafood Expo (CFSE) in Qingdao, China, which will be held November 2 to 4, 2016, plus options for future shows. 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:

**Sea Fare Expositions Inc.
5350 30th Ave. NW, Suite D
Seattle, WA 98107 USA**

Before awarding a contract, however, the government provides 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 fifteen calendar day posting period.

If other potential suppliers submit Statements of Capabilities during the fifteen 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

AAFC is organizing the Canada Pavilion at CFSE 2016, which will be held at the Qingdao International Expo Centre in Qingdao, China from November 2-4, 2016. The Canada Pavilion will incorporate displays from a number of Canadian agri-food companies, associations, and federal/provincial departments.

CFSE is the largest annual fish and seafood trade event in Asia. Held in Qingdao, China, the show attracts approximately 25,000 participants from 96 countries.

In order to ensure the prosperity of the sector, the Canadian agri-business community needs to successfully compete and adapt to the changing needs of domestic and international markets. AAFC's Canada Pavilion program provides Canadian food exporters with the opportunity to enhance the exposure of their products against international competition by differentiating their products through the use of branding tools and attributes. The Canadian presence at international trade shows, through the Canada Pavilion program, should highlight the following key Canada Brand attributes: innovation, quality, nature and environment.

CURRENT REQUIREMENTS

The Department of Agriculture and Agri-Food Canada has a requirement for the provision of a Canada Pavilion, consisting of approximately 72 booths consisting of six (6), nine (9), twelve (12) and fifteen (15) square metres for a total 672 square metre pavilion at the China Fisheries and Seafood Expo to be held in Qingdao, China November 2 to 4, 2016.

The work will involve the following:

- Secure floor space in a highly visible location in the primary international hall to address the space requirements of Canadian exhibitors;
- Develop a team management philosophy with exhibitors and AAFC;
- Fulfill all stand build requirements from exhibitors and AAFC;
- Organize and pay for all needed site services; and
- Provide on a rental basis, install and later remove an exhibit structure in accordance with the specifications provided.

CONTRACT PERIOD

The proposed contract is for one show. The contract shall be valid from date of award and shall extend until April 30, 2017 as this will allow for the time necessary to make decisions related to option periods, ie. Option 1 - CFSE 2017.

The Contractor grants the Crown an irrevocable right to extend this contract and engage the Contractor's services for **two option periods**.

Original Contract Period (2016 Expo): May 2016 to April 30, 2017

Option Period 1 (2017 Expo): May 1st, 2017 to April 30, 2018

Option Period 2 (2018 Expo): May 1st, 2018 to April 30, 2019

ESTIMATE OF COSTS

The estimated value for a one-year contract is \$463,200 USD, applicable taxes included.

SUPPLIER NAME AND ADDRESS

Sea Fare Expositions Inc.
5350 30th Ave. NW, Suite D
Seattle, WA 98107 USA

MINIMUM ESSENTIAL REQUIREMENTS

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

- **Floor space** – Proposer must demonstrate it has the ability to secure a large amount of contiguous floor space in the International Hall that meets exhibitors' needs at the China Fisheries and Seafood Expo at the Qingdao International Expo Center. This includes providing a highly visible and prominent location that matches Canada's reputation as the largest country pavilion at the event;
- **Chinese market** - Proposer must demonstrate it has the infrastructure in place (ie. staff, resources, materials) to deliver a project in the exhibit fabrication and shop fitting field in the Chinese market, specifically in China's second-tier cities;
- **Experience** - Proposer must demonstrate it has experience in exhibit management and exhibit fabrication. Firm must submit proof of experience in successfully completing similar projects within the last two years. References with recent contact name, telephone number and email address to be provided. Proposer must be able to speak English and the local Chinese language; and
- **Access to facility** – Proposer must demonstrate it has the ability to obtain advance access to the show floor or can provide an alternative that will deliver the requirements within the tight timeline provided by show organizers.

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. The exception for related to this ACAN includes:

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

JUSTIFICATION FOR THE PRE-SELECTED SUPPLIER

As Sea Fare Expositions, Inc. is the official show organizer, they are the only supplier of floor space at the event. Floor space is required to provide AAFC with a space/build contract. No other company can secure floor space without entering into a contract with Sea Fare. As the official show organizer, Sea Fare Expositions, Inc. has primary, advance access to the event venue. Advance access to the show venue is needed to build the size and complexity of pavilion that is required for Canadian exhibitors at this event. Any other company providing an exhibit structure would encounter delays in accessing the show floor, thus providing a disadvantage in completing the work on time. If a competitive process is carried out for this requirement, the quality and the complexity of the design of the pavilion may be compromised in order to deliver the project on time.

Sea Fare Expositions, Inc. has been the official show organizer for the building of the Canada Pavilion for the past number of years. They are the on-site supplier capable of performing the work of constructing the 2016 Canada Pavilion.

Sea Fare Expositions, Inc. manages all floor space allocations at the *China Fisheries and Seafood Expo* and is the only supplier to provide large blocks of floor space direct to AAFC without the use of a third party. Sea Fare Expositions, Inc. is the only supplier to have primary access to the event venue and therefore has been able to underbid competitors.

SUPPLIERS RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES

Suppliers who consider themselves fully qualified and available to meet the specified requirements, 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. Statements of Capabilities must be delivered to and received by the Contracting Authority on or before the closing date.

The closing date and time for accepting Statements of Capabilities is **Tuesday, May 3, 2016 at 12:00 P.M. (EST, Ottawa time)** to the following address:

Agriculture and Agri-Food Canada (AAFC)
Central Material Management Centre (CMMC)
Professional Services Contracting Unit
1341 Baseline Road, T5- 2 - 345,
Ottawa, ON K1A 0C5
Attention: Erin Massey, Senior Contracting Officer
Solicitation Number: ACAN # 01B68-15-0272

Statements of Capabilities must be mailed or faxed on or before the closing date. 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 Solicitation Number (01B68-15-0272), 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.

CONTRACTING AUTHORITY:

Erin Massey
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Agriculture and Agri-Food Canada (AAFC)
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