

ADVANCE CONTRACT AWARD NOTICE (ACAN)

1. Advance Contract Award Notice (ACAN)

This ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract (or in this case a Standing Offer) for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no 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.

2. Definition of Requirements

For the provision of guidance and direction for the core Framework for Excellence model and in obtaining certification in two standards; the Excellence, Innovation & Wellness Standard and the Mental Health @ Work Standard.

- The supplier will provide the Excellence Toolkit (Standards and related documents), coaching session
- On-site visits for analysis and verification purposes
- EIW going for Silver application

The Mental Health @ Work standard aligns with the **National Standard on Psychological Health & Safety in the Workplace**.

The proposed Excellence Canada Framework will replace our current ISO 9001:2008 accreditation and focus on the wellness of the organization and integrating it with the Natural Resources Canada, Innovation and Energy Technology Sector's quality management system.

3. Criteria for Assessment of the Statement of Capabilities

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

- a) Experience: The provider must have 5 years experiences with public sector management systems and implementation of the Excellence, Innovation & Wellness standard and the Mental Health @ Work standard.
- b) The provider must have 3 years of experience in applying the **National Standard on Psychological Health & Safety in the Workplace** and aligning it with public sector management systems.
- c) The provider must be able to provide coaching and recommendations via teleconference, email and/or in person meetings at no additional cost.

d) the provider must have a certification program for individuals who wish to be recognized for their expertise in implementing a recognized, Canadian standard equivalent to the Excellence, Innovation and Wellness standard.

4. Trade Agreements

N/A

5. Justification for the Pre-Identified Supplier

We intend to deal directly with the supplier mentioned in section 10 below, as to our knowledge, it is the only supplier that meets the mandatory criteria set out in section 3 above while satisfying the defined requirements in Section 2

Note: *Natural Resources Canada is not obligated to award a contract in view of this current intention*

Excellence Canada developed and maintains the *Excellence Innovation and Wellness* Standard for organizational performance, based upon the most effective practices and proven management strategies from around the world.

The Standards that Excellence Canada offers are all registered and trademarked to them as their Intellectual Property and cannot be certified by any other body

Excellence Canada offers a certification program for individuals who wish to be recognized for their expertise in implementing the Excellence, Innovation and Wellness standard.

Should Canada receive a statement of capabilities from a supplier that contains sufficient information to indicate that it meets the requirements set forth in this ACAN, a competitive process will be triggered with a technical and financial evaluation methodology of the bids proposed by the potential bidders

6. Exception to the Government Contracts Regulations and applicable trade agreements

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

The identified provider, Excellence Canada., is the only one able to meet all of the criteria identified in paragraph 3 above.

7. Exclusions and/or Limited Tendering Reasons

N/A

8. Contract Period

The contract period will be from Contract award date to March 31, 2018.

9. Estimated Cost

The total estimated value of this contract is \$ 32,770.00 CAD taxes inclusive.

10. Name and Address of the Proposed Contractor

Excellence Canada
402-154 University Ave
Toronto, ON
M5H 3Y9

11. Suppliers' right to submit a statement of capabilities

"Suppliers who consider themselves fully qualified and available to provide the services/goods described herein, may submit a Statement of Capabilities in writing, preferably by e-mail, to the contact person identified in this Notice on or before the closing date and time of this Notice. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements."

12. Closing Date

The closing date for a submission of a Statement of Capabilities will be July 13th, 2016 at 14:00 EST.

13. Contract Authority

Anne-Marie Tauvette
Procurement Officer
anne-marie.tauvette@canada.ca