

**INDUSTRY CANADA
IC600101****ADVANCE CONTRACT AWARD NOTICE (ACAN)**

An Advance Contract Award Notice (ACAN) allows departments and agencies to post a notice, for no less than fifteen 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, during the fifteen calendar day posting period, a statement of capabilities that meet 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.

Contracting Officer Name: Karine Fournel

Title: Contracts and Procurement Officer

Department: Innovation, Science and Economic Development Canada (formerly Industry Canada)

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DESCRIPTIVE TITLE:

Analytical support for the Federal-Provincial-Territorial Community of Practice on Cluster and Asset Mapping

BACKGROUND

Budget 2016 announced the Government's intent to develop, in collaboration with provinces, territories, research institutions and other stakeholders, a nationwide Canadian Cluster Mapping Portal (the Portal). The Department of Innovation, Science and Economic Development Canada (ISED) is leading the development of this Portal and has assembled a Federal-Provincial-Territorial (FPT) Community of Practice to create a forum that will guide and inform its development.

REQUIREMENTS/RESULTS:

The objectives of this project report are to:

- Analyze and compare approaches to cluster and asset mapping across FPT jurisdictions, systematically highlighting commonalities and differences in goals, approaches and detailed methodologies;
- Highlight data gaps and opportunities for enriching our common evidence base;

- Develop a picture of regional economic strengths and priorities based on a synthesis and interpretation of the data in possession of the FPT governments at this time; and
- Provide advice on the development of a nationwide Canadian Cluster Mapping Portal.

In order to achieve these objectives, the contractor will:

1. Moderate an in-person meeting of FPT Community of Practice representatives;
2. Actively engage with FPT governments to collect their models, approaches, and data sets related to cluster and asset data and mapping;
3. Create and apply a framework for systematically assessing the various approaches taken by FPT governments;
4. Synthesize information gathered into a comprehensive series of regional cluster profiles touching on existing industrial strength and areas of future economic opportunity; and,
5. Conduct a comparative analysis of approaches and methodologies used by federal, provincial and territorial governments, highlighting areas of alignment and revealing gaps and opportunities for enriching our common evidence base.

In the event that the in-person meeting of FPT Community of Practice does not occur, the contractor will not be required to deliver requirement 1 and not be able to bill for this work.

The services will be required for a period commencing from contract award until submission of the final report. All contract work, including final submission, must be completed by March 31, 2017.

SCOPE OF WORK/TASK

The contractor will leverage its status as an impartial third-party, having a pan-Canadian mandate, focus and track record to conduct an impartial analysis of the various cluster-related goals, approaches, methodologies and data sets of all FPT governments. The contractor will actively solicit information and develop and apply a structured framework to enable comparison across jurisdictions. The contractor will prepare national and regional economic profiles for each FPT jurisdiction that identify views on cluster and asset mapping as well as regional economic strengths and priorities. The profiles need to reveal the methodology employed by each jurisdiction to capture regional economic strengths and opportunities. These profiles will need to be visually enhanced with graphics, including charts and graphs as well as stock images. The contractor will provide a final report which incorporates FPT input to develop a pan-Canadian view, and provide advice on a recommended path forward for developing the Portal in terms of methodology, data and scope, in a way that aligns with the shared goals and interests of FPT governments.

Data for the profiles will be collected via the following means:

- (i) Internal analysis: The contractor will draw on its existing knowledge-base and internal analysis of economic performance and trends for FPT jurisdictions; and,
- (ii) Presentations from FPT representatives: There is a planned in-person meeting of FPT representatives, to be held in November 2016, where each jurisdiction will present their views on regional economic strengths and priorities. Presentations will be followed by a group discussion. The contractor will be responsible for moderating this meeting. Copies of presentations by each FPT jurisdiction and a summary of discussions during the meeting will be made available to the contractor by ISED.
- (iii) Active solicitation of information from FPT representatives: It is expected that the contractor will proactively seek out data sets from within each jurisdiction, leveraging the FPT Community of Practice members as key points of contact, in order to assemble the fullest picture of the implicit or explicit cluster and asset mapping approach of each jurisdiction.

Once the regional economic profiles are drafted, the contractor will make an interim presentation to the group of FPT jurisdictions (either in person or through video-conferencing), and take feedback on board.

DELIVERABLES AND TIMELINES:

The contractor will be responsible for seven main deliverables for this project :

- 1) Submission of an outline for the report;
- 2) Moderating the in-person meeting of the FPT Community of Practice;
- 3) Submitting an interim report for feedback;
- 4) Presenting the interim report;
- 5) Completing a final report on FPT perspectives on regional economic strengths and priorities as well as a recommended path forward;
- 6) Delivering a presentation on report findings to the Community of Practice; and,
- 7) Providing guidance and answers questions to ISED on an ongoing basis up to March 31, 2017.

In the event that the in-person meeting does not occur, the contractor will not be responsible for deliverable 1. The contractor will also bill the department for deliverables not required.

Timetable

<u>Project Activity:</u>	<u>Estimated Timeline:</u>	<u>Payment Schedule</u>
Estimated contract start	October 31, 2016	-
Draft report outline and identification of sources	November 10, 2016	30%
Draft report presented	January 20, 2016	30%
Final report submitted	February 24, 2017	40%
Presentation	March 2017	-

Regular communication through email, and/or phone calls shall be maintained between the Contractor and Innovation, Science and Economic Development Canada as needed.

The submissions must address the questions outlined in the scope of work and reflect any comments and revisions from Innovation, Science and Economic Development Canada.

Deliverables will be submitted electronically in an appropriate electronic format.

The total for the contract shall not exceed \$80,700.00

IDENTIFICATION OF CONTRACTOR

Name of Contractor: Conference Board of Canada
255 Smyth Road Ottawa, ON K1H 8M7
T: 613.526.3090 F: 613.526.4857

REASON FOR AWARDING CONTRACT TO THIS CONTRACTOR

(Sole Source Justification as per T.B. Contracts Regulations)

The Conference Board of Canada's extensive cross-country network will be used to facilitate the timely gathering and analysis of valuable input for building a common evidence base on regional strengths and cluster approaches. This information will inform policy development and help advance our commitment to create a Canadian National Mapping Portal in collaboration with provinces and territories. This project cannot be done in-house as it requires a neutrally positioned third party to deal with various jurisdictional differences and objectively position a path forward. Innovation, Science and Economic Development Canada seeks the established expertise and credibility offered by the Conference Board of Canada, who can also draw upon recent analytical work and reports produced which are related to this request.

The chosen Vendor is a leading independent, objective, evidence-based, not-for-profit applied research organization in Canada. It has a broad national presence and trusted relationships with federal, provincial and territorial governments, which are needed to carry out this project. Moreover, the Vendor is uniquely qualified for this project having recently completed a similar pan-Canadian report on federal, provincial, and territorial perspectives on innovation for the Council of the Federation. The proposal to use this Vendor was positively endorsed by provincial and territorial government representatives from the FPT Community of Practice on Cluster and Asset Mapping, who will participate as regionally selected delegates for this project.

The input from the Conference Board will help guide the methodology in creating a Canadian cluster map. It will also provide input into Budget 2017, including the Government's Innovation Agenda. Delaying this work will hamper the FPT Community of Practice's ability to contribute to and advance this budget commitment.

In summary, the fulfillment of this contract requires an extensive knowledge of the

various economic strengths of a region and an understanding of issues related to federal, provincial and territorial consensus-building, which will be crucial to the completion of this report. No other supplier met the criteria for being a national representative with proven expertise in both these areas within these immediate timeframes.

ESTIMATED COST

The period of the contract will be from November 2016 to March 31, 2017 and the total amount of the contract is estimated to be \$80,700.00, tax exempt.

APPLICABLE TRADE AGREEMENTS AND APPLICABLE LIMITED TENDERING REASONS:

Section 6(d) of the Government Contracts Regulations is being invoked in this procurement as only one person or firm is believed capable of performing the contract.

Agreement on Internal Trade (AIT) article 506.12(b) of AIT is applicable to this requirement, which states, where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists. Also applicable to this requirement is Article 1011 of NAFTA, which this Article provide exceptions to the tendering process.

The following Trade Agreements apply to this procurement:

- North American Free Trade Agreement (NAFTA) (Canada/US)

CLOSING DATE AND TIME FOR WRITTEN SUPPLIER RESPONSES CHALLENGING THIS REQUIREMENT IS 2:00 P.M, EASTERN TIME, 11/01/2016

You are hereby notified that the government intends to solicit a bid and negotiate with the firm identified above.

If you wish to submit a written response showing that you are capable of meeting this requirement, it must be done not later than the closing date and time. As it is intended to proceed in a timely manner, responses received after the closing date will not be considered. The Crown reserves the right not to open this procurement to competition.

Responses received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a competitive procurement. Information provided will be used by the Crown for technical evaluation purposes only and is not to be construed as a competitive solicitation. Your written response must provide sufficient evidence (e.g. specifications, technical data, drawings, or any other proof) that clearly demonstrates that your product or service is capable of fulfilling this requirement.

Suppliers that have submitted a response will be notified in writing of Industry Canada's decision to continue with the non-competitive procurement or to compete the

requirement.

Should you have any questions concerning this requirement, contact the contracting officer identified above. The Industry file number, 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 a facsimile transmission, on the covering page.