



## **ADVANCE CONTRACT AWARD NOTICE (ACAN)**

### **1. Title**

FranklinCovey's Training Workshops: "The 7 Habits of Highly Effective People" and "The 7 Habits for Managers 2.0"

### **2. Advance Contract Award Notice (ACAN)**

An ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract 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.

### **3. Definition of Requirements**

Natural Resources Canada's Office of Energy and Research Development (OERD) branch is and will be undergoing significant change for the next few years as a result of significant government investment in clean energy research and development. The proposed training will help provide tools and resources for managing the change and expected workload. This approach has previously been used in two of our sector labs with great success.

The proposed approach is in keeping with the Federal Public Service Workplace Mental Health Strategy which encourages departments to provide the right workforce conditions in order to help generate high levels of employee engagement while creating high performing organizations. The right training, tools and resources for staff and managers helps promote mental health, enhance resiliency and prevent harm.

### **4. Tasks, Deliverables, Milestones and Schedule**

Up to four workshops from November 2016 to March 2017 as follows:

- The 7 Habits of Highly Effective People (available to all staff) – 3 days each, possibility of 3 separate workshops over five months
- The 7 Habits for Managers 2.0 (a condensed version of the above, for managers) – 2 days, possibility of 1 workshop during the five month period

The training must meet the recognized standard (certification) associated with this particular program.

### **5. Criteria for Assessment of the Statement of Capabilities**

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the recognized standard (certification) associated with this particular program by satisfying the following criteria:

- The proposed contractor must be licensed by FranklinCovey or have all the rights to the Intellectual Property assets in accordance with FranklinCovey's regulating such activity.
- The trainers must be trained by and listed as certified consultants by FranklinCovey Canada.
- The proposed contractor must have certified trainers or professional facilitators available to provide training in the National Capital region.



## **6. Trade Agreements**

No trade agreements apply to this requirement.

## **7. Set-aside under the Procurement Strategy for Aboriginal Business**

Not applicable

## **8. Comprehensive Land Claims Agreement(s)**

Not applicable

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

We intend to deal directly with the supplier mentioned in section 10 below as it is the only known supplier that meets the mandatory criteria set out in section 5 above.

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.

## **10. Exception to the Government Contracts Regulations**

The following exception to the Government Contracts Regulations (GCR) is invoked for this procurement under subsection – (d) only one person or firm is capable of performing the contract.

The identified provider, FranklinCovey Canada, is the only one able to meet all of the criteria identified in Section 5 above.

## **11. Exclusions and/or Limited Tendering Reasons**

Not applicable

## **12. Ownership of Intellectual Property**

Ownership of any Foreground Intellectual Property arising out of the proposed contract will vest with the Contractor.

**SACC Manual clause 4006** - Contractor to Own Intellectual Property Rights in Foreground Information (2010-08-16).

## **13. Contract Period**

The contract period is from November 30, 2016 to March 31, 2017.



#### **14. Estimated Cost**

The estimated maximum value of the contract is \$75,874.55 CAD inclusive.

#### **15. Name and Address of the Proposed Contractor**

Franklin Covey Canada, Ltd.  
P O Box 15031, Station A  
Toronto, ON M5W 1C1

#### **16. 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.

#### **17. Closing Date**

Closing Date: November 16, 2016  
Closing Time: 2:00 p.m. EDT

#### **18. Contract Authority**

Purnima Kaul  
Contracting Officer  
Natural Resources Canada  
580, rue Booth, 5<sup>ième</sup> étage  
Ottawa, ON K1A 0E4  
Telephone: 343-292-8371  
Fax: 613-947-5477  
E-mail : [purnima.kaul@canada.ca](mailto:purnima.kaul@canada.ca)