

**1. 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.

**2. Definition of the requirement**

The Competition Bureau Canada has a requirement for a venue at which to host the 2017 International Competition Network (the "ICN") Cartel Workshop. The Workshop will be held Wednesday October 4 to Friday October 6, 2017.

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

**Location**

The supplier must be located in Ottawa on any of the following as they connect as follows, or inside the boundary of: Bank Street – the Ottawa River/Murray Street – Dalhousie Street/Besserer Street/Nicholas Street – Laurier Avenue.

**Conference space**

The supplier must be able to provide conference space that meets the following criteria:

Plenary Room

- a. Classroom style setup able to accommodate 250 people.
- b. Required for each day of the Workshop.
- c. Area outside of room large enough for coffee/snack service for up to 250 people.

Mini Plenary Rooms

- d. Three (3) rooms able to accommodate approximately 75 people, in any configuration, other than theatre-style.
- e. Required for each day of the Workshop.

Breakout Session Rooms

- f. Five (5) rooms able to accommodate approximately 50 people, in any configuration, other than theatre-style.
- g. Required for each day of the Workshop.

Registration Desk/Area

- h. Space for delegates to pick-up conference material/identification.
- i. Two 6' tables will be sufficient.
- j. Required on the evening prior to the start of the Workshop and the morning of the first day of the Workshop.

Room for Lunches

- k. Space for service of lunch for 250 Workshop attendees on the first two days of the Workshop.
- l. Able to accommodate buffet-style lunch.

General

- m. All rooms must be located in the same building.
- n. Only one of the three setups described above is required at one time. The requirements can therefore be met by a space that is re-configured between sessions.

### **Food and beverage**

The supplier must be able to provide options for refreshment breaks and lunches that fall within the Treasury Board's Directive on Travel, Hospitality, Conference, and Event Expenditures, and serve the agreed-upon options according to the following schedule:

#### Workshop Day 1

##### Breaks

- Morning break for up to 250 people, preferably in an area just outside of the Main Plenary Room.
- Afternoon break for up to 250 people, preferably in an area just outside of the Main Plenary Room.

##### Lunch

- Buffet for up to 250 people in room identified for lunches.

#### Workshop Day 2

##### Breaks

- Morning break for up to 250 people, in area just outside of Main Plenary Room.
- Afternoon break for up to 250 people, in area just outside of Main Plenary Room.

##### Lunch

- Buffet for up to 250 people in room identified for lunches.

#### Workshop Day 3

##### Breaks

- Morning break for up to 250 people, in an area just outside of the Main Plenary Room.

### **Guestrooms**

The supplier must be able to reserve a block of guestrooms for the Workshop attendees.

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

This procurement is subject to the following trade agreements:

- Agreement on Internal Trade (AIT);
- North American Free Trade Agreement (NAFTA);
- Canada-Chile;
- Canada-Columbia;
- Canada-Honduras;
- Canada-Korea;
- Canada-Panama.

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

There are limited venues in the cultural core of the city that can accommodate the expected number of attendees (250) in the workshop format required (three different types of spaces, and up to five separate spaces to be used simultaneously). Finding a venue that meets the Minimum Essential Requirements (set out above) has proven to be unusually difficult, primarily due to the fact that the timing of the ICN Cartel Workshop conflicts with the high season for Canada's 150<sup>th</sup> anniversary celebrations. We believe there were two venues capable of meeting the Minimum Essential Requirements, but have recently been informed that, due to other bookings, one of these venues is no longer able to accommodate this event at anytime in the one calendar month date range we are working within. The number of possible venues has therefore been reduced to one option only. Furthermore, we suspect this one remaining option will not remain available for long, as it is only able to offer us one block of two-and-a-half days in the relatively wide date range we are working within.

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

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

**7. Exclusions and/or Limited Tendering Reasons**

The following exclusion(s) and/or limited tendering reasons are invoked under the:  
the Agreement on Internal Trade (AIT), Article 506.12(b);  
the North American Free Trade Agreement (NAFTA), Article 1016.2(b);  
Canada-Columbia 1409 (b) and (c);  
Canada-Chile Kbis-09 (b);  
Canada-Honduras, Article 17.11 (b);  
Canada-Panama, Article 16.10 (b).

**8. Period of the proposed contract or delivery date**

Approximately the last half of September to the first half of October, 2017.

**9. Cost estimate of the proposed contract**

The estimated value of the contract is approximately \$160,000.

**10. Name and address of the pre-identified supplier**

The Fairmont Chateau Laurier  
1 Rideau Street  
Ottawa, ON  
K1N 8S7

**11. Suppliers' right to submit a statement of capabilities**

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction 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.

**12. Closing date for a submission of a statement of capabilities**

The closing date and time for accepting statements of capabilities is *February 27, 2017 at 2:00 p.m. EST*.

**13. Inquiries and submission of statements of capabilities**

Inquiries and statements of capabilities are to be directed to:  
Name: Chantal Lafleur  
Telephone Number: 613-990-5937  
E-mail: chantal.lafleur2@canada.ca