

## Canadian Environmental Assessment Agency Advance Contract Award Notice

**Title:** Organized Reasoning in Environmental Assessment Support for Key Staff

Solicitation Number:

### 1. The Purpose and Explanation of an ACAN

An Advance Contract Award Notice (ACAN) allows the Canadian Environmental Assessment Agency Contracting authorities to post a notice on the Government Electronic Tendering System (GETS), for no less than fifteen (15) calendar days, indicating to the supplier community that a good, service or construction contract will be awarded to a pre-identified contractor. If no other supplier submits, on or before the closing date, a Statement of Capabilities that meets the requirements set out in the ACAN, the contracting authority may then proceed with the award. However, should a Statement of Capabilities be found to meet the requirements set out in the ACAN, then the contracting authority will proceed to a full tendering process.

### 2. Rights of Suppliers

Suppliers who believe that they are fully qualified and available to provide the services or goods described in this ACAN may submit a Statement of Capabilities clearly demonstrating how they meet the advertised requirement. This Statement of Capabilities must be provided **via e-mail only** to the contact person identified in Section 12 of the Notice on or before the closing date and time of the Notice. If there is a reasonable level of evidence regarding capability, the requirements will be opened to electronic or traditional bidding processes.

### 3. Name and address of the pre-identified supplier

Dr. Glenn Brown  
#7-2455 West First Ave  
Vancouver, British Columbia, Canada  
V6K 1G5

### 4. Definition of Requirements or Expected Results

To address the need for support in the area of analytical thinking and reasoned argumentation in the conduct of environmental assessments and the writing of environmental assessment reports for key staff of its Environmental Assessment Delivery Program, the Canadian Environmental Assessment Agency (CEAA) is retaining the services of a Contractor to provide expertise on the subject of Organized Reasoning in Environmental Assessment to support staff, prepare guidelines, tools and materials and deliver training on Organized Reasoning and Environmental Assessment for CEAA staff who are analysts, writers and key reviewers of Environmental Assessment documents. The purpose of this contract is to provide support, training and tools for those staff.

The specific objectives are:

- a) Perform a needs analysis in collaboration with CEAA staff and develop Organized Reasoning guidelines for the purpose of environmental assessment, materials and tools based on the analysis.
- b) Design and delivery of an in person training session and a follow-up session on the subject of Organized Reasoning in Environmental Assessment for CEAA Key Reviewers providing a power point presentation, guidelines and any additional materials or tools developed from the needs analysis.
- c) Develop learning plans or portfolios for key staff to support and enhance Organized Reasoning skills into the future.
- d) Provide a summary document of the training and follow-up sessions.

## **5. Minimum Requirements**

Any interested supplier must demonstrate by way of a Statement of Capabilities that it meets the following minimum requirements:

- 1) Expertise in the Organized Reasoning approach as it applies to federal Environmental Assessments conducted by the Canadian Environmental Assessment Agency.
- 2) Experience in the design and delivery of Organized Reasoning training, workshops and documents in the field of Environmental Assessment, and;
- 3) The ability to conduct work in Vancouver, Ottawa and other select Canadian cities.

## **6. Reasons for Non-competitive Award**

Section 6 of the Government Contracts Regulations contains for exceptions that permit the contracting authority to set aside the requirements to solicit bids. For the proposed procurement, the following exception applies:

- (d) Only one Person or Firm is capable of performing the contract.

Existing documentation and training on organized reasoning in environmental assessment has been developed and is owned by Dr. Brown. As such, he is the only service provider that meets all of the minimum requirements and complies with the specified tight deadlines and budgets.

## **7. Application Trade Agreements and Justification for Limited Tendering or the Procurement Strategy for Aboriginal Business**

This requirement is not subject to the North American Free Trade Agreement (NAFTA).

This requirement is not subject to the Procurement Strategy for Aboriginal Business.

## **8. Ownership of Intellectual Property**

Copyright shall vest with the Contractor, although the Contractor shall grant the Crown a license to exercise all Intellectual Property Rights in the Material for any public purpose.

#### **9. Period of the Proposed Contract**

The contract period shall be from the date of the contract award until March 31, 2018.

#### **10. Estimated Value of the Proposed Contract**

The estimated value of the contract, including option(s), is \$50,000.00. Taxes are not applicable for this contract given that the procurement strategy involves an indigenous community as the proposed supplier.

#### **11. Closing Date and Time**

The closing date and time for accepting Statements of Capabilities is October 3<sup>rd</sup> 2017 at 2:00PM EST.

#### **12. Inquiries and submission of statements of capabilities**

Inquiries and statements of capabilities are to be directed to:

Name: Shakir Salman, Senior Procurement Officer, Canadian Environmental Assessment Agency

160 Elgin Street, 22<sup>nd</sup> floor

Ottawa, Ontario

K1A 0H3

E-mail: [shakir.salman@ceaa-acee.gc.ca](mailto:shakir.salman@ceaa-acee.gc.ca)

Tel : 613-404-7638

#### **13. Questions Timeline**

All questions must be submitted before 30<sup>th</sup> of September 2017