

**ACAN – Accreditation of the National Laboratory for Environmental Testing in Burlington, Ontario and Saskatoon, Saskatchewan**

**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 Department of the Environment (DOE) has a requirement for its operational laboratories to meet ISO 17025 quality standards. The Canadian Association for Laboratory Accreditation (CALA) is the only recognized Canadian institution which provides complete accreditation services and provision of proficiency testing samples. The work will involve the following:

- a) Annual Canadian Analytical Laboratory Association membership for the National Laboratory for Environmental Testing (NLET) in Burlington, Ontario and Saskatoon, Saskatchewan;
- b) Annual accreditation (is this provision of on-site assessment for NLET Burlington and NLET Saskatoon based on ISO/IEC 17025 standards) and maintenance fee; and
- c) Participation in Performance Testing rounds, four per year.

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

Any interested supplier must demonstrate by way of a statement of capabilities that its products and services meet the following requirements:

- 1) Must be able to deliver laboratory accreditation in environmental testing based on the NLET Burlington and NLET Saskatoon's satisfactory participation in a site assessment program plus satisfactory participation in proficiency testing and must be able to provide an accreditation certificate.
- 2) Must be able to provide a site assessment program which audits and evaluates NLET Burlington's laboratory performance and NLET Saskatoon's laboratory performance at regular intervals. The Laboratories must be assessed to the ISO/IEC 17025 standard in accordance with the ISO/IEC 17011 standard. The interested supplier must conduct on-site assessments on a regular basis using highly trained (formal training on ISO/IEC 17025) assessors
- 3) Must be able to provide a proficiency test program which consists of:
  - a. Four studies per year for Burlington and two studies per year for Saskatoon for the two disciplines of inorganic and inorganic chemistry in both solid and water matrices
  - b. a confidential report for each study which contains the performance evaluation for each analyte that NLET Burlington and NLET Saskatoon reports results for in the study
  - c. PT providers conforming to the international PT standard ISO/IEC 17043: 2010

**4. Justification for the Pre-Identified Supplier**

CALA is the only recognized Canadian institution which provides complete accreditation services, training and provision of proficiency testing samples and other support services. The DOE has a laboratory data quality policy that compels all operational analytical laboratories in the DOE to meet ISO 17025 quality standards. Meeting this standard ensures

that the DOE operational laboratories achieve and demonstrate the highest levels of scientific and management excellence through the combined principles of competence, consistency, credibility and communication. It is one of the steps that enable data from the DOE scientific programs to be accepted as authoritative around the world.

CALA also provides multiple guidance documentation to its membership which assists its laboratories with meeting ISO17025 requirements. In addition, CALA supports its membership through providing discounted training in relative topics to laboratory accreditation and management.

**5. Government Contracts Regulations Exception(s)**

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".

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

The proposed contract is for a period of February 1, 2018 to January 31<sup>st</sup>, 2021.

**7. Estimated Value of the Contract**

The estimated value of the contract is \$105,915.00 HST exta.

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

Canadian Association for Laboratory Accreditation (CALA)  
102-2934 Baseline Road  
Ottawa, Ontario K2H 1B2

**9. 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.

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

The closing date and time for accepting statements of capabilities is January 18, 2018 at 2:00 p.m. EST.

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

Inquiries and statements of capabilities are to be directed to:

Heidi Noble  
Procurement and Contracting  
Environment and Climate Change Canada  
867 Lakeshore Road  
Burlington, Ontario L7S 1A1  
Telephone: 905-319-6982  
Email: heidi.noble@canada.ca