



ADVANCE CONTRACT AWARD NOTICE (ACAN)

Title: Regional Roundtables with People Living with Dementia and Dementia Caregivers in Support of Canada's National Dementia Strategy

Solicitation Number: 1000197909

1. The Purpose and Explanation of an ACAN

An Advance Contract Award Notice (ACAN) allows the Public Health Agency of Canada to post a notice for no less than fifteen (15) calendar days, indicating to the supplier community that a goods, services 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 minimum requirements identified in the ACAN, the Contracting Authority may then proceed to award a contract to the pre-identified contractor.

2. Rights of Suppliers

Suppliers who consider themselves fully qualified and available to provide the services or goods described in this ACAN may submit a Statement of Capabilities 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 the Bidder can clearly demonstrate they possess the required capabilities, the requirement will be opened to electronic or traditional bidding processes.

3. Proposed Contractor

Alzheimer Society of Canada (ASC)
20 Eglinton Avenue West
Toronto, Ontario
M4R 1K8

4. Definition of Requirements or Expected Results

Pre-Roundtables (Strategic Planning Phase)

In close collaboration with the Project Authority, the Contractor will undertake strategic planning for four regional roundtables with people living with dementia and dementia caregivers, including:

- Identifying and reaching out to Canadians living with dementia and their caregivers to garner interest and participation in the engagement events.
- Developing participants list for each event (that will include 50 participants).
- Developing detailed plans for each engagement session, in ways that ensure active participation and constructive discussions, including:
 - Identification and development of the scope, theme and bilingual agenda for each event in close collaboration with the Project Authority;
 - Preparation of any necessary materials in both official languages as appropriate to facilitate discussions and interactions, including detailed processes and questions for use in support of the facilitation of each session;
- Planning and making logistical arrangements for each event, including:
 - Arranging for logistics, securing venues, audio/visual support services, hospitality, and ensuring that the consultation sessions meet accessibility and dementia friendliness standards;
 - Arranging for administrative work pertaining to the consultation sessions;

- Ensuring the needs of people living with dementia are considered during the planning phase and that the consultation sessions are inclusive and align with the *Guide to Planning Inclusive Meetings: Knowing Your Participants* developed by the Government of Canada.

During Roundtables

The Contractor will be responsible for the delivery and facilitation of four regional roundtables from February to March 2018. On the day of each event, the Contractor will arrange:

- On-site registration and monitoring of participation;
- Welcoming and guiding participants to each session;
- On-site facilitation of each session, in ways which will 1) ensure all participants have an opportunity to express their views on an equal basis; and 2) focus the discussions and carefully manage any controversial issues that may arise, while balancing the diversity of point of views coming from the participants;
- Meeting the specific needs of people living with dementia;
- Dealing with and resolving issues as they arise; and
- On-site note taking of each session accurately capturing the discussions.

Post-Roundtables

The Contractor will submit to PHAC detailed notes from each event one week after the delivery of each event.

The Contractor will prepare a report that will accurately capture the discussions from the consultation sessions, and include paths of interest that will help inform the elements of the national dementia strategy. The report will have to be submitted to PHAC within a month of the delivery of the last event. The final report will include strategic observations and lessons learned on the way forward.

5. Minimum Requirements

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

- a) The supplier must demonstrate that they have a minimum of eight (8) years of experience within the past ten (10) years in planning and overseeing meetings with a two-way interactive dialogue planned and delivered for people living with dementia and their caregivers.
- b) The supplier must demonstrate that they have a minimum of three (3) years of experience within the past five (5) years in designing and delivering dementia friendly events.
- c) The supplier must demonstrate that they have at least five (5) years of experience within the last eight (8) years conducting the following activities:
 - Planning roundtables.
 - Developing roundtable material.
 - Facilitating sessions with multiple stakeholder groups.
 - Facilitating sessions with people living with dementia and their caregivers.
 - Providing note taking services.
 - Preparing event reports.
- d) The supplier must demonstrate that they have access to people living with dementia and those who care for them in New Brunswick, Quebec, Ontario and British Columbia. They have to clearly demonstrate how they

will be able to identify and reach out to people living with dementia and those who care for them in the specified regions.

- e) The supplier must demonstrate that they have the ability to work in both English and French. They must be able to communicate orally and in writing in English and in French without any assistance and with minimal errors.

6. Reason for Non-Competitive Award

Government Contracts Regulations (Treasury Board Secretariat Contracting Policy, Appendix B) Subsection 6d: only one person is capable of performing the contract.

ASC exclusively has national reach, capable of identifying participants from across the country to participate in a roundtable. In addition, ASC has demonstrated expertise in working with people living with dementia and hosting dementia friendly events.

7. Ownership of Intellectual Property

Treasury Board Secretariat Policy on Title to Intellectual Property Arising under Crown Procurement Contracts exception 4.1 applies: Canada will retain Intellectual Property to generate knowledge and information for public dissemination.

9. Period of the Proposed Contract

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

10. Estimated Value of the Proposed Contract

The total estimated value of the proposed contract should not exceed \$52,000.00 CAD, including travel and living expenses (if applicable), and all applicable taxes.

11. Closing Date and Time

The Closing Date and Time for accepting Statements of Capabilities is February 1, 2018 at 2:00 PM EST.

12. Contact Person

All enquiries must be addressed by e-mail to:

Name: Erin Massey

E-Mail: erin.massey@canada.ca