



ADVANCE CONTRACT AWARD NOTICE (ACAN)

1. Title

Clean Energy Ministerial (CEM)/Mission Innovation (MI) 2019

2. Definition

An Advance Contract Award Notice (ACAN) allows departments and agencies to post a notice, for no less than fifteen (15) calendar days, indicating to the supplier community that it intends to award a good, service or construction contract 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 competitive requirements of the government's contracting policy have been met. Following notification to suppliers not successful in demonstrating that their Statement of Capabilities meets the requirements set out in the ACAN, the contract may then be awarded using the Treasury Board's electronic bidding authorities.

If other potential suppliers submit Statement of Capabilities during the fifteen calendar day posting period, and meet the requirements set out in the ACAN, the department or agency must proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

3. Objective

To be able to provide event and meeting room space, as well as hotel accommodation services, to host the 2019 Clean Energy Ministerial (CEM) and Mission Innovation (MI) Ministerial-level meetings from May 26-29, 2019 in Vancouver, British Columbia, Canada. These meetings will take place over three days, with one day required for set-up.

4. Project Requirements

4.1 Location

The venue must be centrally located and close to hotel accommodations, preferably in the downtown core of Vancouver (defined here as the area bounded by Burrard Inlet on the north, False Creek to the south, English Bay and Stanley Park to the west, and Main Street to the east).

4.2 Meeting/Event Rooms

Meeting/event room requirements:

The venue must provide high-speed, wireless internet access and appropriate connections for AV and web conferencing in all meeting rooms indicated below

The overall event space must be able to accommodate as many as 650 participants. In particular, the exhibit space for the Technology Showcase must be able to accommodate approximately 170 exhibition booths (approximately 220 sq. ft. per booth).

Estimated room size requirements (square footage) are indicated for each room type below. Proposals should indicate proposed room sizes. Should significantly smaller room sizes be proposed, prospective venues will be required to provide room layout diagrams that show how the room(s) can accommodate the space and usage requirements indicated below.

The venue must provide high-speed, wireless internet access and appropriate connections for AV and web conferencing in all meeting rooms indicated below

Set-up day (May 26, 2019)

- 1) Office
 - Time requirement: All day
 - Room layout: Boardroom-style setup with space for approximately 20 people
 - Room size: 800 sq. ft.



2) Exhibition space (for technology showcase set-up)

- Time requirement: All day
- Room layout: Trade show-style
- Room size: 38,000 sq. ft.

3) Registration (in lobby)

- Time requirement: 10:00 – 18:00
- Layout: Registration tables
- Allocated space: minimum 300 sq. ft.

Day 1 (May 27, 2019)

1) Office

- Time requirement: All day
- Room layout: Boardroom-style setup with space for approximately 20 people
- Room size: 800 sq. ft.

2) Exhibition space (technology showcase)

- Time requirement: All day
- Room layout: Trade show-style
- Room size: 38,000 sq. ft.

3) Registration (in lobby)

- Time requirement: 07:00 – 17:00
- Layout: Registration tables
- Allocated space: minimum 300 sq. ft.

4) Plenary (set-up)

- Time requirement: All day
- Layout: Circular or U-shape table setup (30-35 people at table); space for approximately 80 people in row(s) behind tables
- Room size: 5,000 sq. ft.

5) Opening ceremonies (set-up)

- Time requirement: All day
- Room layout: Theatre-style
- Room size: 4,600 sq. ft.

6) Bilateral meeting rooms x 5

- Time requirement: All day
- Room layout: Boardroom-style setup with space for approximately 20 people
- Room size: 500 sq. ft. each

7) Side event rooms x 8

- Time requirement: All day
- Room layout: Classroom-style with a stage and podium
- Room size: Varying sizes (600 – 2,300 sq. ft.)

8) Reception

- Time requirement: Evening (Starting at 17:30)
- Room layout: Stand-up event with pedestal tables and some seating around the perimeter of the room (total of approximately 150 delegates)
- Room size: 1,900 sq. ft.)

9) Dinner

- Time requirement: 18:30 – 22:00
- Room layout: Round tables for approximately 150 delegates
- Room size: 8,000 sq. ft.

Day 2 (May 28, 2019)

1) Office

- Time requirement: All day
- Room layout: Boardroom-style setup with space for approximately 20 people



- Room size: 800 sq. ft.
- 2) Exhibition space (technology showcase)
 - Time requirement: All day
 - Room layout: Trade show-style
 - Room size: 38,000 sq. ft.
- 3) Innovation theatre (TEDTalks-style)
 - Time requirement: All day
 - Room layout: Theatre / classroom-style
 - Room size: 46 sq. ft. (up to 450 people)
- 4) Registration (in lobby)
 - Time requirement: 07:00 – 17:00
 - Layout: Registration tables
 - Allocated space: minimum 300 sq. ft.
- 5) Plenary
 - Time requirement: 08:00 – 18:00
 - Layout: Circular or U-shape table setup (30-35 people at table); space for approximately 80 people in row(s) behind tables
 - Room size: 14,000 sq. ft.
- 6) Public-Private Roundtables x 4
 - Time requirement: 15:30 – 18:30
 - Room layout: Conference-style
 - Room size: 1,000 sq. ft. each
- 7) Bilateral meeting rooms x 6 (including room for multi-purpose delegation use)
 - Time requirement: All day
 - Room layout: Boardroom-style setup with space for approximately 20 people
 - Room size: 500 sq. ft. each
- 8) Side event rooms x 8
 - Time requirement: All day
 - Room layout: Classroom-style with a stage and podium
 - Room size: Varying sizes (600 – 2,300 sq. ft.)
- 9) Lunch
 - Time requirement: 12:00 – 14:00
 - Room layout: Round tables for approximately 650 delegates
 - Room size: 10,000 sq. ft.
- 10) Reception
 - Time requirement: Evening (starting at 17:30)
 - Room layout: Stand-up event with pedestal tables and some seating around the perimeter of the room (total of approximately 100 delegates)
 - Room size: 1,900 sq. ft.
- 11) Dinner
 - Time requirement: 18:30 – 22:00
 - Room layout: Round tables for approximately 400 delegates
 - Room size: 8,000 sq. ft.

Day 3 (May 29, 2019)

- 1) Office
 - Time requirement: All day
 - Room layout: Boardroom-style setup with space for approximately 20 people
 - Room size: 800 sq. ft.
- 2) Exhibition space (technology showcase)
 - Time requirement: All day
 - Room layout: Trade show-style



- Room size: 38,000 sq. ft.
- 3) Registration (in lobby)
 - Time requirement: 07:00 – 17:00
 - Layout: Registration tables
 - Allocated space: approximately 300 sq. ft.
- 4) Public-Private Action Day
 - Time requirement: 08:00 – 18:00
 - Layout: Round tables for approximately 650 delegates
 - Room size: 14,000 sq. ft.
- 5) Bilateral meeting rooms x 5
 - Time requirement: All day
 - Room layout: Boardroom-style setup with space for approximately 20 people
 - Room size: 500 sq. ft. each
- 6) Side event rooms x 8
 - Time requirement: All day
 - Room layout: Classroom-style with a stage and podium
 - Room size: Varying sizes (600 – 2,300 sq. ft.)
- 7) Lunch
 - Time requirement: 12:00 – 14:00
 - Room layout: Round tables for approximately 650 delegates
 - Room size: 10,000 sq. ft.
- 8) Press theatre
 - Time requirement: 16:00 – 17:30
 - Room layout: Classroom-style with a stage and podium
 - Room size: 900 sq. ft.

4.3 Meals

Meal requirements:

Set-up day (May 26, 2019)

- N/A

Day 1 (May 27, 2019)

- Evening reception (hors d’oeuvres for approximately 150 people)
- Opening dinner (plated dinner for approximately 400 people)

Day 2 (May 28, 2019)

- High-level lunch (plated lunch for approximately 150 people)
- Buffet lunch for approximately 500 people
- Evening reception (hors d’oeuvres for approximately 100 people)
- Light refreshments (water, coffee, tea) (for approximately 650 people)

Day 3 (May 29, 2019)

- Lunch (plated or buffet lunch for approximately 650 people)
- Light refreshments (water, coffee, tea) (approximately 650 people)

Meal costs:

Costs must align with the Treasury Board of Canada’s Standard Hospitality Limits as indicated below:

	Standard Limit (incl. HST and surcharges)
Lunch	\$36.10
Dinner	\$80.41
Refreshments	\$8.57



4.4 Security

The venue must demonstrate the ability to ensure the baseline level of security (i.e. provide security guards for full duration on a 24/7 basis) required of an international, Ministerial-level event of this nature. In particular, the venue provider must be able to limit the ability of the general public, as well as hotel guests and/or other non-event participants, to access event spaces, including meeting rooms, as well as any lobbies, foyers or corridors located adjacent to or between event space.

4.5 Other Services

The venue must provide coat check services for all event participants.

4.6 Guest Rooms and Accommodations

NRCan requires a venue that can either arrange or provide a block of guest rooms for the following estimated number of guests per night:

Set-up day	Day 1	Day 2	Day 3	Total
300	500	500	350	1,650

NRCan requires hotels that would agree to waive room attrition charges should less than the above-estimated number of total room nights be booked by registered guests. The hotels must be willing to hold this block of rooms until May 1, 2019.

These rooms will be booked directly by guests at the expense of individual delegates. Hotels must provide online booking services, including the ability for guests to register for the above-noted room block.

Each room should have:

- One or two beds;
- Minimum of one room wheelchair accessible;
- In-room safe;
- In-room hair dryer;
- Alarm clock / wake-up call;
- Iron and ironing board; and
- Free wireless high-speed internet access.

Amenities available to guests must include:

- Business centre with 24-hour access;
- Restaurant on site;
- 24-hour front desk services;
- Luggage/baggage storage service;
- Daily housekeeping;
- Laundry and dry-cleaning services;
- Taxi stand on-site or pick-up via concierge;
- Parking; and
- Availability of mini-fridges on request.

5. Estimated Cost

Maximum total cost (including HST and any surcharges): Approximately \$140,000.00 CAD, pending final approval

6. Trade Agreements

Applicable Limited Tendering Provision under NAFTA (Article 1016.2)



1016.2(b) - where, for works of art, or for reasons connected with the protection of patents, copyrights or other exclusive rights, or proprietary information or where there is an absence of competition for technical reasons, the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists;

Applicable Limited Tendering Provision under Canada-Chile (Article Kbis-09)

Kbis-09 (b) - where, for works of art, or for reasons connected with the protection of patents, copyrights or other exclusive rights, or proprietary information or where there is an absence of competition for technical reasons, the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists;

Applicable Limited Tendering Provision under Canada-Peru / Canada-Colombia (Article 1409)

1409 (b) where the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute goods or services exist for any of the following reasons:

- (i) the requirement is for a work of art,
- (ii) the protection of patents, copyrights or other exclusive rights, or
- (iii) due to an absence of competition for technical reasons

Applicable Limited Tendering Provision under AIT (Article 506.12)

506.12(b) – where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists;

Applicable Limited Tendering Provision under Canada-Honduras (Article 17.11)

17.11.2 b) a good or service being procured can be supplied only by a particular supplier and a reasonable alternative or substitute does not exist because:

- (i) the good or service is a work of art,
- (ii) the good or service is protected by a patent, copyright or other exclusive intellectual property right, or
- (iii) there is an absence of competition for technical reasons;

Applicable Limited Tendering Provision under Canada-Panama (Article 16.10)

16.10.1b) a good or service being procured can be supplied only by a particular supplier and a reasonable alternative or substitute does not exist because:

- (i) the good or service is a work of art,
- (ii) the good or service is protected by a patent, copyright or other exclusive intellectual property right, or
- (iii) there is an absence of competition for technical reasons;

7. Exception to the Government Contracts Regulations and applicable trade agreements

Sole Source Justification - Exception of the Government Contract Regulations (GCR):

(d) Only one person or firm is capable of performing the contract

The Supplier must be able to meet all of the following criteria:

1. Must be able to hold all CEM/MI 2019 events in one (1) location.
2. Must be able to provide security provisions as detailed in Section 4.4 - Security
3. Must be able to hold the CEM/MI 2019 venue on the dates requested.
4. Must be able to maximize the traffic to the Technology Showcase by attracting more attention to the venue by being conveniently located in one location and in the downtown core.
5. Must be able to simplify the logistics requirements by being in one location; including delivery of hospitality, delivery and set-up of AV needs.

The Vancouver Convention Centre is the only vendor able to meet all of the above criteria as well as meet all of the requirements described in Section 4 – Project Requirements.

8. Name and Address of the Proposed Contractor

Vancouver Convention Centre



1055 Canada Place
Vancouver, British Columbia
V6C 0C3

9. Inquiries on Submission of 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.

10. Closing Date

Closing Date: March 15, 2018
Closing Time: 2:00 p.m. EDT



11. Contract Authority

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