

Advance Contract Award Notice (ACAN)

Posted: March 9, 2018

Closing Date: March 26, 2018

Posting Period: 18 Days

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.

The Standards Council of Canada (“SCC”) has a requirement for the provision of services and software licenses including implementation, configuration, data migration and workflows to transition to a new secure collaboration and balloting hub for members. The purpose of this ACAN is to signal SCC’s intention to award a contract for these services and goods to the supplier identified in this notice. Before awarding a contract, however, SCC provides other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this Notice by submitting a statement of capabilities during the posting period.

If other potential suppliers submit statements of capabilities during the posting period that meet the requirements set out in the ACAN, SCC will proceed to a full tendering process in order to award the contract. If no other supplier submits, on or before the closing date a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the pre-selected supplier.

SCC has previously completed a public tendering process for this solution, which did not result in a contract award. An industry analysis and capabilities assessment was conducted to identify capable suppliers for the documented requirements. SCC has through a documented process identified that a specialized requirement exists that is uniquely and viably serviced by the identified supplier in the marketplace. It has therefore been determined that it is not in the public interest to once again solicit bids for this requirement.

The limiting tendering provisions and trade agreements pertaining to this Notice include:

1. North American Free Trade Agreement (NAFTA), Chapter 10, Article 1016
2. World Trade Organization – Agreement on Government Procurement (WTO-AGP), Article XV
3. Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Chapter 19, Article 19.12
4. Canadian Free Trade Agreement (CFTA), Chapter 5, Article 513
5. Agreement on Internal Trade (AIT), Chapter 5, Article 506

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2. Title to Intellectual Property

There will be no resulting Intellectual property from this requirement.

3. Definition of the requirement

1. SCC requires a Standards Hub (“the Hub”) that will provide it with existing functionality without requiring significant client development and customizations. SCC’s main functional requirement is a member collaboration environment for proposed standards and workflow coordination, through document and information exchange among industry experts and authorities. The Hub will be used to gather and formulate responses for standards.

2. Key functionality:

- a. Document Ingestion: the Hub will interface with external standards tools used by other standards bodies, including IEC and ISO.
- b. Bilingual Capability: provide native multilingual capability including English and French interfaces without the use of duplicate site or report construction. Use of third party translation tools (i.e. Google Translate) is not acceptable for interface language source text.
- c. Voting: provide a native and complex balloting capability.
- d. Security: provide role-based granular permissions.
- e. Data Residency: store and process all data within Canada.
- f. Document Management: modern and advanced capabilities, including workflows.
- g. Collaboration: modern and advanced capabilities.
- h. Membership and Committee Management
- i. Reporting: advanced reporting on membership and committees.
- j. Auditing and archiving
- k. Workflow: cross-platform integrated workflows.
- l. Scheduling
- m. Member Dashboard

3. Key Elements of Success:

- a. SCC has affordability limits as a small organization. Affordability needs to reflect not only vendor cost but internal cost as well.
- b. The current SiteScape platform is unsupported and considered high risk, therefore time to implementation is considered crucial.
- c. Canadian data residency is required.
- d. SCC is a Crown corporation and must have a natively bilingual application.
- e. Includes 24x7x365 support using a dedicated support team maintained by the vendor.
- f. The Hub must be rapidly scalable up to 4,500 users.
- g. Includes migration of all data including historical archives from the existing solution (SiteScape), including balloting, documentation, and member interactions.

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

Any interested supplier must demonstrate in a statement of capabilities that it meets the following:

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- a. Must satisfy all of the requirements stated in above item #3.
- b. Must have been in business for a minimum of five (5) years.
- c. Must have been providing a similar solution to the Hub for at least three (3) years.
- d. Must have three (3) reference clients who have had a solution similar to the Hub installed and operational for at least one (1) year.
- e. Must have experience working with a government department, agency or Crown corporation.

5. Period of the proposed contract or delivery date

The proposed contract is from date of Contract award for one (1) year plus three (3) one-year irrevocable options allowing SCC to extend the term of the contract.

The full contract award is contingent upon a successful pilot as defined by SCC to be completed within the six (6) months following contract award.

6. Cost estimate of the proposed contract

The estimated maximum value of the contract is \$625,000 CAD plus applicable taxes.

7. Name and address of the pre-identified supplier

Igloo Inc. operating as Igloo Software

55 King Street West
Kitchener, ON
Canada N2G 4W1

8. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the goods and services described in the ACAN may submit a statement of capabilities by e-mail 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 requirement.

9. Closing date for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is March 26, 2018 at 9:00 a.m. EDT.

10. Inquiries and submission of statements of capabilities

- Stephanie McDuff, Contracts Coordinator
Standards Council of Canada, Corporate Services Branch
600-55 Metcalfe Street, Ottawa ON K1P 6L5
- Telephone: 613 238-3222, ext. 470
- E-mail: contracts@scc.ca