



Advance Contract Award Notice (ACAN)

Title: *Special Advisor on Venezuela*

Solicitation Number: *18-142300*

1. The Purpose and Explanation of an 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 Requirement

- The Department of Foreign Affairs, Trade and Development (DFATD) has a requirement for; One (1) person (Special Advisor) to perform the duties as described. The work will involve the following:

Background

The political, social and economic situation in Venezuela is dire and deteriorating rapidly. Canada is playing a critical role regionally and globally in efforts to increase pressure on the Venezuelan government to end the violence, unrest and deprivation, and return to constitutional order. The Americas Branch of Global Affairs Canada is responsible for coordinating Canada's response to the crisis, including by supporting senior- and Ministerial-level bilateral, regional and multilateral international engagement.

Tasks

- Provide the Minister of Foreign Affairs, the Deputy Minister of Foreign Affairs, and the Assistant Deputy Minister of Americas Branch with strategic, timely advice and policy support to facilitate the Government of Canada's response to the crisis in Venezuela, including through bilateral and multilateral engagement.
- Identify and take action on opportunities to advance Canada's position with regard to Venezuela.
- Use GAC's and the Special Advisor's network of key contacts within and external to the Lima Group, particularly in the Caribbean, to advocate for expanded support for Canada's and like-minded country positions.
- Work with GAC's and the Special Advisor's network of key contacts within civil society on ground in Venezuela to advance priority issues (as identified by civil society and the Government of Canada).
- Work with like-minded countries to negotiate outcomes and manage communications on developments in Venezuela.
- Participate in meetings of relevant regional and international partners as required.



Specific Tasks

- Develop a strategy for policy and program response following the Presidential elections in April 2018 based on varying scenarios for conduct and results of the elections.
- Develop a strategy for follow-up regarding Venezuela with partners at the Summit of the Americas.
- Develop a strategy for advocacy on Venezuela for the G7 Foreign Ministers' meeting and subsequent G7 Summit.
- Develop a strategy for advocacy on Venezuela through the Organization of American States (OAS) Permanent Council and the OAS General Assembly.
- Engage with International Financial Institutions to develop potential financial responses to the situation in Venezuela.
- Engage with key actors, including civil society organizations on ground in Venezuela, to develop a strategy for supporting meaningful negotiations between the government and the opposition in Venezuela.
- Based on an agreed engagement plan, conduct outreach with partner states to build support for Canada's position on Venezuela.
- Make regular presentations to senior management on developments and recommendations.

Deliverables and associated schedule

- Policy recommendations, including for Canadian action, to be provided regularly as developments warrant and at least once per month;
- Written progress reports on assigned activities identifying accomplishments, potential risks, and challenges, to be provided on a monthly basis;
- Presentations on various issues of concern to Senior Management, as requested;
- Verbal progress reports on assigned activities to be provided to the GAC Project Authority at minimum on a bi-monthly basis;
- Provide a log of the activities with invoices.

Client support / location of work



- The selected Contractor will perform a majority of the work in Ottawa, Canada, with periodic travel in the region and possibly elsewhere to meet with officials and attend relevant international meetings.
- Due to existing workload and deadlines, all personnel assigned to this proposed contract must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

Travel and living

International travel will be a requirement to deliver the services. Travel requirements will be on an “as and when required” basis and upon the approval of the GAC Project Authority. All travel must be in accordance with Treasury Board (TB) Travel Directives (<https://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) with special attention to section 7 of the Special Travel Authorities for Persons on Contract (<http://www.tbs-sct.gc.ca/psm-fpfm/pay-remuneration/travel-deplacements/sta-asv-eng.asp>).

Language of work

The language of work will be English and, when required, Spanish. Fluency in both languages is required.

3. Criteria for assessment of the Statement of Capabilities provided

- Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:
 - Experience and Skills:
 - Must have a valid Government of Canada personnel top secret clearance
 - Must have advanced Spanish and English language skills
 - Knowledge and understanding of
 - Must have extensive knowledge of Venezuela’s political actors and system; extensive network among key regional players; and extensive knowledge of the workings of relevant regional organizations. (Usually obtain by having physically lived in Venezuela for a minimum of 2 years)
 - Academic qualifications
 - Must possess an undergraduate degree from a recognized university in the field of economics, business and or political science.

4. Applicable Trade Agreements



The total value of the contract is under all trade agreements thresholds therefore this procurement is not subject to any trade agreements

5. Set-aside under *Procurement Strategy for Aboriginal Business (PSAB)*

This procurement is not set-aside for an Aboriginal supplier therefore any suppliers may submit a statement of capabilities.

6. Comprehensive Land Claim Agreement(s) CLCA(s)

This procurement is not subject to Comprehensive Land Claim Agreements

7. Government Contract Regulations exceptions

The following exception to the Government Contracts Regulations is (are) invoked for this procurement under subsection 6(d) - "*only one person is capable of performing the work*".

8. Justification for the pre-identified supplier

While we recognize that the situation in Venezuela will evolve over time, there is a heightened demand for the services of the senior consul over the near term, particularly to address matters in the lead up to (and immediate follow-up from) the next Venezuelan presidential elections scheduled for end of May and in anticipation of additional international measures to deal with the crisis over the near term. The political, social and economic situation in Venezuela is dire and deteriorating rapidly. Canada is playing a critical role regionally and globally in efforts to increase pressure on the Venezuelan government to end the violence, unrest and deprivation, and return to constitutional order. The Americas Branch of Global Affairs Canada is responsible for coordinating Canada's response to the crisis, including by supporting senior- and Ministerial-level bilateral, regional and multilateral international engagement. We believe that this Former public servant with its knowledge of the Venezuelan situation and years of experience is the only person is capable of performing the work.

9. Period of the Proposed Contract

The proposed contract is for a period of *approximately 120 days*, from *May 1, 2018 to October 1st, 2018*

10. Estimated Value of the Proposed Contract

The total estimated value of the contract is \$100,000.00 CDN including all expenses, such as applicable taxes, travel and living, option periods.

11. Closing Date and Time

The Closing Date and Time for accepting Statements of Capabilities is April 25, 2018 at 2:00pm EST.

12. Proposed Contractor



Allan Culham
1510 RIVERSIDE DRIVE
Ottawa, ON
allanbculham@gmail.com

13. 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 14 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.

14. Contact Person

Inquiries and statements of capabilities are to be directed to:

- Philippe Legault, Team Leader Domestic procurement - Services
- 200 promenade du portage, Gatineau QC, K1A 0G2
- Telephone: 343-203-1321
- E-mail: Philippe.legault2@international.qc.ca