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ADVANCE CONTRACT AWARD NOTICE: (ACAN) # 01B68-18-0010

The Department of Agriculture and Agri-food Canada (AAFC) has a requirement for the provision of a certified GLP auditor to audit Minor Use Lab Trials and prepare Quality Assurance (QA) Reports on any finding.

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to Sheila Donnelly, 17 Peachtree Cres, Guelph ON, N1H 8K5.

Before awarding a contract, however, the government 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 fifteen calendar day posting period.

If other potential suppliers submit a statement of capabilities during the fifteen calendar day posting period that meet the requirements set out in the ACAN, the government will proceed to a full tendering process on either the government's electronic tendering service or through traditional means, 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.

OBJECTIVE

To conduct Good Laboratory Practice (GLP) audits for Minor Use Lab Trials and prepare Quality Assurance (QA) reports on any findings.

SCOPE OF WORK

The nature of the audits will be one of the following, In-phase, Raw Data or Final Analytical Report.

- Inspections will be scheduled by AAFC and the principal investigator at the PMC Analytical Chemistry Lab in Vineland.
- They will consist of the review of lab processes, data, and/or final analytical report(s), to ensure compliance with GLP guidelines and PMC Standard Operating Procedures (SOPs)
- All reports must be signed and dated by the Contractor

ESTIMATE OF COSTS

Contract will commence at contract award to March 31, 2019 with two(2) option years. The estimated value of the contract is \$12,000.00 per year (plus applicable taxes).

MINIMUM ESSENTIAL REQUIREMENTS

Any interested supplier must demonstrate by way of a statement of capabilities that it has the capacity to provide the same services listed in the support plan listed above

GOVERNMENT OF CANADA REGULATIONS EXCEPTION

The Treasury Board's Government Contract Regulations, Part 10.2.1 Section 6 states there are four exceptions that permit the contracting authority to set aside the requirement to solicit bids. This includes:

d. "only one supplier person or firm is capable of performing the contract."

LIMITED TENDERING PROVISIONS IN ACCORDANCE WITH THE TRADE AGREEMENTS

The North American Free Trade Agreement, the World Trade Organization - Agreement on Government Procurement, and the Agreement on Internal Trade permit the contracting authority to set aside the requirement to solicit bids under the following condition:

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

JUSTIFICATION FOR THE PRE-SELECTED SUPPLIER

S. Donnelly is the only GLP certified auditor in the local area with experience in performing all of the laboratory audits (in-phase, raw data and final analytical report). There currently are no other QA inspection contractors in the Vineland area who are qualified to complete laboratory based GLP inspections.

SUPPLIERS RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES

Suppliers who consider themselves fully qualified and available to meet the specified requirements may submit a statement of capabilities in writing to the Contracting Authority 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.

The closing date and time for accepting statements of capabilities is June 15, 2018 at 2:00 p.m.

Inquiries and statements of capabilities are to be directed via email to:

Email: andre.gravelle@canada.ca

Statements of capabilities must be sent on or before the closing date/time. Statement of capabilities received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a more extensive tendering process. Information provided will be used by the Crown for technical evaluation purposes only with respect to a decision to proceed to a further competitive process.

Suppliers that have submitted a statement of capabilities will be notified in writing of AAFC's decision to proceed to award the contract without a further additional tendering process.

Should you have any questions concerning this requirement, contact the contracting officer identified above. The AAFC file number, the contracting officer's name and the closing date of the ACAN must appear on the outside of the envelope in block letters or, in the case of facsimile transmission, on the covering page.

The Crown retains the right to negotiate with suppliers on any procurement. Documents may be submitted in either official language of Canada.

