

## **24062-19-065 – Advance Contract Award Notice (ACAN)**

The Treasury Board of Canada Secretariat (TBS) has a requirement for the provision of services to deliver specialized CPA-CIPFA financial management executive level development programs. Services will include: facilitation of in-person sessions; support for on-line sessions; individual mentoring; facilitation of action learning sets (leadership forum discussions/workshops, sharing of leadership experiences and challenges); advice and coaching on a range of financial management leadership issues.

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to:

Chartered Professional Accountants Canada (CPA Canada)  
277 Wellington St. West  
Toronto, ON  
Canada M5V 3H2

and

Chartered Institute of Public Finance and Accountancy (CIPFA)  
77 Mansell Street, London  
United Kingdom E1 8AN

Before awarding a contract, the government is providing other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this Notice. They may do this by submitting a statement of capabilities during the fifteen (15) calendar day posting period.

If other potential suppliers submit a statement of capabilities during the fifteen (15) calendar day posting period that meet the requirements set out in this 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 on or before the closing date, no other supplier submits a statement of capabilities meeting the requirements set out in this ACAN, a contract will be awarded to the pre-selected supplier.

### **Background**

TBS has a requirement for consultants at the senior level to work with members of the Financial Management Community Development (FMCD) group in the delivery of specialized Chartered Professional Accountants of Canada (CPA) - Chartered Institute of Public Finance & Accounting (CIPFA) financial management executive level development programs in the Government of Canada.

The consultants are expected to provide the following services for the delivery of CPA-CIPFA financial management development programs:

- Conduct individual mentoring sessions on an as needed basis with program participants to discuss various work-related issues and provide impartial advice and encouragement.
- Provide guidance on a variety of approaches for leading, initiating and sustaining change.
- Assist with professional development and encourage reflection on practice (action learning sets) in small groups with the intent of encouraging participants to stimulate the exchange of ideas, share their experiences and challenges and provide feedback.
- Assist in the delivery of in-person leadership forums/workshops and facilitate information

sessions on leadership and financial management functional topics.

- Support and assist program participants with any issue related to the online program content.
- Update online course material and facilitation content to align with current trends and issues, and/or at the request of the Government of Canada.

The resources will utilize the content developed by CPA-CIPFA for leadership development programs including the strategy for facilitation of knowledge transfer, coaching on business and assisting stakeholders with understanding their strategic goals, skills development, etc. The components will include but are not limited to:

For the delivery of the two-day in-person sessions:

- Provide a variety of knowledge and experience to facilitate large and small groups and to facilitate knowledge transfer.
- Moderate group discussions e.g. action learning sets; topics of interest.
- Deliver workshops, facilitate information sessions on leadership and Financial Management (FM) functional topics.
- Guide groups to obtain consensus and desired outcomes.
- Be confident in working with a variety of different group and levels.
- Utilize various tools and techniques to engage participation such as but not limited to brainstorming sessions, role plays, walk through.
- Encourage group members to participate and interact productively and guide the group through an effective process; utilize various tools and techniques to engage participation.
- Experience in analyzing executive/management leadership skills.
- Identify strengths and weaknesses.
- Assist in the facilitation and development of leadership development programs and information sessions.
- Train the trainer on soft skill topics as well as other financial management topics.
- Provide coaching and skills development; conduct case studies/exercises and utilize relevant tools and learning materials.
- Assist in the planning and preparation of workshop activities using pre-defined approaches and techniques at various levels within the public and private sector.

For the delivery of the action learning sets:

- Practical and technical support for advance reading, including online content.
- Individual and group Facilitation/Mentorship.
- Reflective Learning (action learning sets).
- Customized and updated professional development plans.
- Updates to course content as required or requested.
- Leadership development/Coaching on business.
- Workshop/Forum discussion(s) delivery.

The contract will be for the delivery of one (1) program starting September 1, 2018 to December 31, 2019 for a maximum cost of \$60,000.00, with the option to renew for the delivery of two (2) additional programs also at \$60,000.00 each (the amount excludes applicable taxes) with staggered start dates beginning in fiscal year 2019-20.

## **Minimum Essential Requirements**

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

*Business consultants – Facilitation of three two-day in-person workshops*

<b>RESOURCE</b>	<b>LEVEL</b>	<b>LANGUAGE PROFICIENCY</b>	<b>QUANTITY</b>	<b>SECURITY LEVEL</b>
Consultant	Senior	English/French and Bilingual	2	Secret

The resources must have over fifteen (15) years of experience in the field of FM which includes:

- Day-to-day management of financial executives and staff; or
- Provision of financial services to senior management and their staff at the executive level; or
- Experience mentoring individuals and small groups to reflect and encourage reflection on practice (action learning sets).

The resources must have knowledge and experience in the field of financial management and have an understanding of:

- Non-finance functions;
- Contracting and procurement;
- Corporate reporting and risk management;
- Key leadership competencies and skill development for executives in the financial management community for the government of Canada.

*Training consultant - Support for online course and facilitation support.*

<b>RESOURCE</b>	<b>LEVEL</b>	<b>LANGUAGE PROFICIENCY</b>	<b>QUANTITY</b>	<b>SECURITY LEVEL</b>
Consultant	Senior	English or French	1	Secret

The above resource must have fifteen (15) years of experience in the field of FM training which includes:

- Development of on line content and facilitation and of FM and accounting training.

*Action Learning - Delivery of Action Learning Sets and Coaching*

<b>RESOURCE</b>	<b>LEVEL</b>	<b>LANGUAGE PROFICIENCY</b>	<b>QUANTITY</b>	<b>SECURITY LEVEL</b>
Retired CFO/DCFO or ADM/similar level of expertise	Senior	English and French	4 minimum	Secret

The above resources must have over twenty (20) years of experience in the field of FM which includes:

- A position as a CFO/DCFO or an ADM equivalent in the private or public sector.
- Experience mentoring individuals and small groups to reflect and encourage reflection on practice (action learning sets).

**Justification for the Pre-Selected Supplier**

The materials that are needed and to be used in the execution of this contract have been developed exclusively by CPA and CIPFA, based on their collective expertise in accounting and public sector financial management training. As such, they are proprietary to CPA and CIPFA. In addition, the in-person content materials that constitute the main part of the work were developed and are provided exclusively to TBS for the purposes of the Next Generation Leadership Training. In fact, TBS is the only organization that is granted access to the in-person content materials.

As all the materials to be used in the execution of this contract are based solely on CPA and CIPFA experience and expertise, their delivery should logically be conducted only by CPA and/or CIPFA employees who are trained specifically to deliver them, or by designated TBS employees trained by CPA and/or CIPFA specifically on the content and delivery of the materials.

The closing date and time for accepting statements of capabilities is:

July 11<sup>th</sup>, 2018 at 15:00 (3:00 pm) Eastern Daylight Saving Time (EDT)

Inquiries and statements of capabilities are to be directed to the following email addresses:

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