



Procurement Hub – Fredericton
301 Bishop Drive
Fredericton, NB E3C 2M6

7 September 2018

F5211-180395

ADVANCED CONTRACT AWARD NOTICE

TITLE: Delivery of Automatic Identification System (AIS) Maintenance Training

ACAN:

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to Birchy Copse Training Services, 976 Monica Crescent RR2, Centreville, NS B0P 1J0. Before awarding a contract, however, the government would like to provide 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 ACAN posting period.

If other potential suppliers submit a statement of capabilities during this ACAN posting period that meets the requirements set out in the ACAN, the government will proceed to a full tendering process on either GETS 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.

INTRODUCTION:

Fisheries and Oceans Canada (DFO) / The Canadian Coast Guard (CCG) College in Sydney Nova Scotia requires the services of a qualified instructor to assist with the delivery of technical maintenance course on the Automatic Identification System (AIS).

BACKGROUND:

The departure of technical instructors has caused pressures to deliver the training program to our Client.

The training consists of a 7-day technical course on the operation and safe and effective diagnostic procedures to effectively maintain the Automatic Identification System (AIS) as configured at CCG shore-based installations. This training is designed to provide regional DFO-CCG technical personnel with the knowledge and skills required to support AIS systems in the CCG.

OBJECTIVES:

The objective is to prepare and deliver an Automatic Identification System (AIS) Maintenance training course. This training is to be delivered to regional Electronic Systems Technologists within the E&I branch of DFO-CCG - Integrated Technical Services.

WORK REQUIREMENT:

The Contractor must review and become familiar with all Laboratory Exercises which trainees will use as a guide when completing practical exercises and performing system tests, in order to answer any questions and to correctly explain these procedures to allow trainees to work safely in the lab.

The Contractor must prepare and deliver a technical course in English with French assist on the concepts of operation for the AIS.

The Contractor must provide instruction on the following elements as outlined in the course manuals:

- Overview of the National AIS network topology;
- Physical Shore Station (PSS) equipment and interconnections;
- Logical Shore Station (LSS) configurations;
- Web interfaces and diagnostic utilities; and
- Server maintenance

Tasks and Deliverables:

The Contractor must deliver technical training on the AIS equipment by providing instruction on the theory of operation according to the existing Instructor Manual Lesson Plans. The Contractor shall provide an explanation of the following areas of the training for this equipment:

- National and Regional System Overview;
- System Operation;
- Network Architecture;
- Server and Disk Array configurations, diagnostics and management procedures;
- Physical Shore Station configurations and software updates;
- Logical Shore Station configurations;
- Effective use of the MariWeb interface;
- System monitoring using the PUTTY tool; and
- Remote System resets.

The Contractor must use the CCG references as applicable, and the manufacturer's technical manuals as reference:

CCG Shipboard Computer Systems standard (its-std-46-00-000-ES-TE-001-eng)

Cisco Catalyst 3560 Configuration Guide

Cisco Catalyst 3560 Configuration Guide Rel. 12.2

Cisco Service Control Engine CLI Command Reference

Mariweb User manual

ATEN KVM User manual

The Contractor must assist with the administration of evaluations (exams) for both the theoretical elements of the training and the practical troubleshooting exercises.

The Contractor must complete assessment forms for each candidate on the course, indicating if the trainees met the objectives of training or if there were any issues.

The Contractor must provide input to an End of Course Report to the Superintendent Marine Maintenance and Equipment Training for submission to the Client.

RESOURCES AND LEVEL OF EFFORT:

The contractor will need preparatory time prior to delivery of the technical training, and will commence work on or about November 26, 2018. The delivery of the AIS technical maintenance course is scheduled for December 5 to 13, 2018, inclusive. The Contractor must verbally report his progress to the Superintendent, Marine Maintenance and Equipment Training on a weekly basis.

The Contractor must report on the learners' progress during training and provide a *Candidate Report Form* for each trainee at the end of the training.

The Contractor must provide input to an End of Course Report to the Superintendent, MMET for approval and submission to the Client in CCG Headquarters, Ottawa

MANDATORY CRITERIA:

- The Contractor must have at least three years of experience maintaining or training others on the operation and maintenance of the complete Automatic Identification System (AIS) used by the Canadian Coast Guard. Please provide proof in the form of a certificate or letter of attestation.
- The Instructor must have worked as an Electronic Systems Technical Instructor a minimum of two months yearly for the past five years.
- The Instructor must be bilingual.
- The Instructor must have 3 years' experience working with MS Word, Adobe, PowerPoint and HTML.

ESTIMATED VALUE

The total value of the contract shall not exceed \$22,000 excluding all applicable taxes for the firm period from contract award to 31 March 2019. Each subsequent Optional Year is estimated at \$22,000 (each).

SECURITY REQUIREMENT

The supplier and its personnel who require access to PROTECTED information/assets must each hold and maintain a valid RELIABILITY STATUS issued by Canada and approved by Fisheries and Oceans Canada.

The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).

Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of Fisheries and Oceans Canada (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

The supplier must comply with any other security requirements set by Fisheries and Oceans Canada that are contained in this contract or arrangement and any security attachment.

TRADE AGREEMENTS APPLICABILITY OR OTHER OBLIGATIONS:

No Trade Agreements apply.

GOVERNMENT CONTRACTS REGULATIONS EXCEPTION AND LIMITED TENDERING REASONS:

The following policy requirements are applicable to this ACAN process:

Applicable Exceptions to Soliciting Bids under the Government Contracting Regulations (GCRs)
(Section 6):

Section 10.2.1 Section 6 (d) only one person or firm is capable of performing the work applies to this ACAN for the following reasons:

There are no known alternative sources of supply. It is feasible and affordable to compete the requirement.

INTELLECTUAL PROPERTY:

Fisheries and Oceans Canada will retain ownership of the intellectual property, invoking the appropriate exception from Section 6 as described below.

6.2 - where statutes, regulations, or prior obligations of the Crown to a third party or parties preclude Contractor ownership of the Foreground.

CONTRACT PERIOD:

The period of the contract is from contract award to 31 March 2018 inclusive. The contract will include 2 optional years each of 1 year duration, to be activated at the discretion of DFO.

Firm period: contract Award to 31 March 2019

Option Year 1: 1 April 2019 to 31 March 2020

Option Year 2: 1 April 2020 to 31 March 2021

SUPPLIER'S RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES:

Suppliers who consider themselves fully qualified and available to provide the services described herein, **must submit a Statement of Capabilities in writing to the Contracting Officer identified in this Notice on or before closing date. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements.**

CLOSING DATE FOR SUBMITTING STATEMENT OF CAPABILITIES:

21 September 2018 at 2:00 p.m. (ADT)

Inquiries and statements of capabilities are to be directed to:

Michael Peters

Senior Contracting Officer – Contracting Services

Procurement Hub – Fredericton

Telephone: (506) 429-2359

Email: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca