

## **ACAN - SOLICITATION NUMBER: 18-22089**

### **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.

### **2. Definition of the requirement**

The National Research Council, Human Resources Branch has a requirement for job evaluation and organizational design expertise to provide support to ongoing classification operations as well as initiatives such as a comparative study of NRC salaries for the Operational Category groups as compared to the appropriate counterpart in the Core Public Administration.

### **3. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)**

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

- 10+ years of experience providing classification and organizational design advice on complex files.
- 6+ years of experience in using NRC specific classification standards including those applicable to the following occupational groups: Technical Officers (TO), Research Officers (RO), Research Council Officers (RCO), Administrative Support (AD), Operational Category (OP) sub-groups.
- 6+ years of experience in using Core Public Administration classification standards including at minimum those applicable to the following groups: Administrative Services (AS), Computer Systems (CS), Financial Management (FI), Personnel Administration (PE), Information Services (IS), General Labour and Trades (GL) sub-groups.
- Familiar with NRC specific classification and organizational design complexities and challenges (including the challenges of working within an R&D organization with both person and duties based classification systems).

### **4. Applicability of the trade agreement(s) to the procurement**

Canada Free Trade Agreement (CFTA)

### **5. Justification for the Pre-Identified Supplier**

The pre-identified supplier is the only available consultant with knowledge and experience in using both Core Public Service and NRC specific classification standards. For CPA standards the supplier has gained extensive knowledge of a variety of classification standards (including those mentioned in the criteria above) over his career as a consultant, working at DND as a Classification Advisor and more recently at TBS as a Classification Grievance Analyst. His experience with NRC classification standards is also extensive and gained from work as a consultant and previous employee supporting both classification operations and projects. As a consultant he has also prepared a comprehensive report for the NRC on the state of their classification systems, options for renewal and challenges associated with various strategies to modernize the job evaluation system.

### **6. Government Contracts Regulations Exception(s)**

The following exception to the Government Contracts Regulations is invoked for this procurement under subsection 6 (d) – Only person is capable of performing the work.

**7. Ownership of Intellectual Property**

The Intellectual Property will be owned by the Contractor.

**8. Period of the proposed contract or delivery date**

January 2019 to December 2019.

**9. Cost estimate of the proposed contract**

Contract value will be to an upset limit of \$50,000 CAD (HST included).

**10. Name and address of the pre-identified supplier**

André Brisson  
401-141 Somerset Street West  
Ottawa, ON K2P 2H1

**11. Suppliers' right to submit a statement of capabilities**

Suppliers who consider themselves fully qualified and available to provide the services described in the ACAN may submit a statement of capabilities in writing 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 requirements.

**12. Closing date for a submission of a statement of capabilities**

December 24, 2018 at 14:00 hrs. EST

**13. Additional Work**

NRC reserves the right to award additional contracts for similar scope of work until March 31, 2021 or up to \$100,000.00 CAD, whichever comes first.

**14. Inquiries and submission of statements of capabilities**

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