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**ADVANCE CONTRACT AWARD NOTICE: (ACAN) # 01B68-18-0038**

The Department of Agriculture and Agri-food Canada (AAFC) has a requirement for the provision of a facilitator for the Pest Management Centre's (PMC) annual Priority Setting Workshop.

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to the Ontario Fruit and Vegetable Growers Association (OFVGA), 105-355 Elmira Road North, Guelph ON N1K 1S5.

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 provide facilitation services for the Pest Management Centre's annual three-day Priority Setting Workshop.

**SCOPE OF WORK**

- Meetings with PMC officials to discuss the work to be conducted and confirm dates for documents provided by the PMC in preparation for the workshop;
- Review and familiarize themselves with workshop material, including the national lists of pest crop combination by discipline (entomology, pathology, and weed science), status of projects, etc;
- Facilitate the grower selection of the top disease priorities on March 19;
- Facilitate the grower selection of the top insect priorities on March 20;
- Facilitate the grower selection of the top weed priorities and the selection of additional priorities (regional, organic, flexible) on March 21;
- Meet with PMC officials after the workshop for a de-brief

**ESTIMATE OF COSTS**

Contract will commence at contract award to March 31, 2019 with two (2) one-year option periods. The estimated value of the contract is \$10,000.00 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 scope of work listed above, and:

- Knowledge of pest management practices in the disciplines of entomology, pathology, and weed science for the wide variety of horticulture and specialty crops grown within Canada;
- Knowledge of the priority selection process and familiarity with the stakeholders involved;
- Knowledge of the Canadian regulatory system for pest control products;
- Knowledge of the Minor Use Pesticide Program and the U.S.D.A. IR-4 Project.

### **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**

The Ontario Fruit and Vegetable Association (OFVGA) has a highly specialized resource with experience in the facilitation of stakeholder-driven prioritization processes. The OFVGA is the only company that can perform this work and address the needs of the producers of a range of diverse crops and in all pest management disciplines (entomology, pathology, weed science) due to their highly specialized resource that possesses the unique combination of knowledge in these subject matter areas, knowledge of the Canadian regulatory system for pest control products, and knowledge of international organizations/programs aimed at obtaining new pest management options for horticulture and specialty crops. No other company possesses the unique combination of knowledge and skills necessary to facilitate this workshop in an efficient and effective manner.

### **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 March 7, 2019 at 2:00 p.m**

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

Email: [andre.gravelle@canada.ca](mailto: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.