

ADVANCE CONTRACT AWARD NOTICE (ACAN)

An Advance Contract Award Notice (ACAN) allows departments and agencies to post a notice, for no less than fifteen calendar days, indicating to the supplier community that it intends to award a good, service or construction contract to a pre-identified contractor. If no other supplier submits, during the fifteen calendar day posting period, a statement of capabilities that meet the requirements set out in the ACAN, the competitive requirements of the government's contracting policy have been met. Following notification to suppliers not successful in demonstrating that their statement of capabilities meets the requirements set out in the ACAN, the contract may then be awarded using the Treasury Board's electronic bidding authorities.

If other potential suppliers submit statements of capabilities during the fifteen calendar day posting period, and meet the requirements set out in the ACAN, the department or agency must proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

Contracting Officer Name: Melyssa Zawadka

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DESCRIPTIVE TITLE:

Canada-United States (U.S.) Relations and Engagement Strategy

BACKGROUND

Canada and the United States enjoy a unique bilateral relationship based on highly integrated economies. The partnership is forged by shared geography, similar values, common interests, deep connections and powerful, multi-layered economic ties. Canada has no closer trading partner than the U.S. – it is the top export destination for 35 states. No other country buys more goods made in the U.S. than Canada; nearly 9 million U.S. jobs depend on trade and investment from Canada.

In an effort to strengthen economic cooperation and reinforce Canada – U.S. relations, the Minister of Innovation, Science and Economic Development (ISED), Minister of Small Business and Tourism, Minister of Science, and senior ISED officials will wish to have current intelligence on American trade policy dynamics, and also may wish to engage with a number of U.S. public officials, as well as key contacts from U.S. industry sector national associations and companies to highlight the integrated nature and the importance of North American supply chains.

REQUIREMENTS/RESULTS:

The objective is to inform Canada-U.S. relations policy work at ISED and also to develop the strategy for potential Ministerial and senior management engagement with U.S. representatives. The Contractor will provide analysis to senior management in the form of briefings of current U.S. trade policy actions, as well as provide input on possible meetings to schedule, identify key

events/opportunities, and advise ISED on how to position the importance of the integrated North American supply chains.

SCOPE OF WORK

The Contractor will deliver advice and support to ISED senior management which will cover the following:

- Regular presentations to senior management reviewing current U.S. trade policy actions.
- On an as needed basis, analysis and considerations to inform engagement strategy and meetings.
- Assistance in identifying and organizing potential Ministerial or senior management meetings in the U.S. at key events, including identification of priorities for such meetings. Development of the messaging and strategy for the meetings, including how to position arguments of importance for Canada (for example, the importance of integrated North American supply chains).

TASKS

The Contractor will be required to conduct the following tasks:

- Participate in a pre-meeting with ISED officials to discuss the project scope and proposed approach (teleconference).
- Prepare materials and advice and attend at least two meetings of the ISED senior management Departmental Management Committee (DMC), and also at other priority Departmental meetings as agreed with the Department. Meeting dates are to be confirmed.
- Be available for ad-hoc consultation on current dynamics in Canada-US trade relations.
- Plan detailed itinerary and attend Ministerial meetings.

DELIVERABLES AND TIMELINES

The Contractor must provide the following deliverables:

- At least two presentations to ISED senior management.
- Participate in and make presentations at other priority ISED meetings and events as agreed with the department.
- Engage regularly with ISED senior management on key trade issues.
- Collect and share information on key files on an ongoing basis.
- Develop detailed Ministerial engagement itinerary, including possible support to initiate contact and coordinate meetings (includes contact names, titles, meeting locations, etc.).
- Attend and support the Senior Management and Ministerial meetings, providing necessary reports, presentation materials, key messages and analysis to support the engagement, as needed.
- Associated materials to be submitted in electronic format (i.e. MS Word 2010, PowerPoint, etc.) to the Project Authority.

The above deliverables must be completed on or before January 31, 2020.

SCHEDULE OF MILESTONES

The schedule of milestones is as follows:

Milestone 1: This will follow the first presentation (completed latest by May 15, 2019) and regular on-going consultations.

Milestone 2: This will follow the second presentations (completed latest by November 15, 2019) and regular on-going consultations.

SECURITY

The security requirement applied for this contract is "Secret".

IDENTIFICATION OF CONTRACTOR

Name of Contractor: Eric Miller – Rideau Potomac Strategy Group, LLC

Address: 2103 Popkins Lane

City: Alexandria

State: Virginia

Postal Code: 22307, USA

REASON FOR AWARDING CONTRACT TO THIS CONTRACTOR

Innovation, Science and Economic Development Canada (ISED) will contract Eric Miller, President of Rideau Potomac Strategy Group, to provide strategic advice to ministers, ministerial staff, and senior management, and to support and help develop and implement a Canada-U.S. engagement strategy.

Mr. Miller previously served as Vice President of Policy, North America and Cybersecurity, at the Business Council of Canada, which represents the CEOs of 150 of Canada's leading companies. He led the Council's policy work with the U.S., Latin America, supply chain issues, cybersecurity, innovation economics, and anti-corruption rules.

Eric Miller has extensive experience providing trade and economic policy advice to more than 40 governments. From 2009 to 2013, he represented ISED at the Canadian Embassy in Washington, D.C., where he was responsible for advising senior Canadian officials on U.S. economic relations. He is knowledgeable regarding numerous Canadian industry sectors; of note he served as a member of the Canadian negotiating teams that designed the Canada's 2009 investment to restructure Chrysler and General Motors, as well as the 2011 Canada-U.S. Beyond the Border Action Plan. Further, he has advised more than 40 governments in Asia, Latin America, and the Caribbean on trade, transportation and economic policies.

Mr. Miller holds a Master's Degree in International Affairs from Carleton University, a Graduate Diploma from the Bologna Center of the Johns Hopkins School of Advanced International Studies, and a Bachelor's Degree (Honors) from Saint Mary's University.

Mr. Miller is well-positioned to provide the type of support required by ISED given his knowledge of U.S. economic relations through his unique experience in Washington, and his extensive network of contacts in the U.S. Given the specialized support required, a sole source contract for Mr. Miller is a reasonable measure.

ESTIMATED COST

The period of the contract will be from March 11, 2019 to February 07, 2020 and the total amount of the contract is estimated to be \$95,140.00 (CAD), taxes excluded.

APPLICABLE TRADE AGREEMENTS AND APPLICABLE LIMITED TENDERING REASONS:

Section 6(d) of the Government Contracts Regulations is being invoked in this procurement as only one person or firm is believed capable of performing the contract.

There are no Trade Agreements applicable to this requirement.

CLOSING DATE AND TIME FOR WRITTEN SUPPLIER RESPONSES CHALLENGING THIS REQUIREMENT IS 2:00 P.M, EASTERN STANDARD TIME, MARCH 07, 2019.

You are hereby notified that the government intends to solicit a bid and negotiate with the firm identified above.

If you wish to submit a written response showing that you are capable of meeting this requirement, it must be done not later than the closing date and time. As it is intended to proceed in a timely manner, responses received after the closing date will not be considered. The Crown reserves the right not to open this procurement to competition.

Responses received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a competitive procurement. Information provided will be used by the Crown for technical evaluation purposes only and is not to be construed as a competitive solicitation. Your written response must provide sufficient evidence (e.g. specifications, technical data, drawings, or any other proof) that clearly demonstrates that your product or service is capable of fulfilling this requirement.

Suppliers that have submitted a response will be notified in writing of Industry Canada's decision to continue with the non-competitive procurement or to compete the requirement.

Should you have any questions concerning this requirement, contact the contracting officer identified above. The Industry 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 a facsimile transmission, on the covering page.