

Annex: Model content of an Advance Contract Award Notice

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

Facilitation of Development Program: Consultants at the senior level to work with members of the Financial Management Community Development Division (FMCD) 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 Office of the Comptroller General (OCG) has a government-wide functional community of practice responsible for talent management of Chief Financial Officers (CFOs), Deputy Chief Financial Officers (DCFOs), Senior Executives and Financial Officers in the Financial Management Community (FMC).

The objective is to secure qualified resources 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 Consultant resources 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; and
- 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 Consultants 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 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;
- provide coaching and skills development; conduct case studies/exercises and utilize relevant tools and learning materials; and
- 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; and
- Workshop/Forum discussion(s) delivery.

The following deliverables and timelines are applicable to the delivery of the Next Generation Programs and estimated time frames will be determined upon the contract award date by the technical authority:

Ongoing support for online training:	TBD
Delivery of two-day workshop no.1:	September 2020
Facilitate Action Learning Set no.1:	TBD 2020
Delivery of two-day workshop no.2:	January 2021
Facilitate Action Learning Set no.2:	TBD 2020
Delivery of two-day workshop no. 3:	May 2021
Facilitate Action Learning Set no. 3:	TBD 2021
Presentation - Mock Committee:	TBD
Post-mortem and debrief with OCG:	December 2021
Update material/content:	June 2021 to December 2021 (ad hoc)
Meetings and discussion with OCG:	June 2020 - December 2021 (ad hoc)

Deliverables and timelines are subject to change at the request and joint approval of the OCG and the Consultant. Deliverables and timelines for other programs will be determined upon activating optional renewal of contract for subsequent programs.

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:

5.1 Business consultants - Facilitation of three two-day in-person workshops

RESOURCE	LEVEL	LANGUAGE PROFICIENCY	QUANTITY	SECURITY LEVEL
Business Consultant	Senior	English/French and Bilingual	2	Reliability

The above resources must have over 15 years of experience in the field of Financial Management (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; and
- Key leadership competencies and skill development for executives in the financial management community for the government of Canada.

5.2 Training consultant - Support for online course and facilitation support

RESOURCE	LEVEL	LANGUAGE PROFICIENCY	QUANTITY	SECURITY LEVEL
Training Consultant	Senior	English or French	1	Reliability

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

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

5.3 Action Learning - Delivery of Action Learning Sets and coaching

RESOURCE	LEVEL	LANGUAGE PROFICIENCY	QUANTITY	SECURITY LEVEL
Business Consultant Retired CFO/DCFO or ADM/similar level of expertise	Senior	English and French	4 minimum	Reliability

The above resources must have over 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; and
- Experience mentoring individuals and small groups to reflect and encourage reflection on practice (action learning sets).

Language of Work

English and French (based on the requirements of the client).

Location of Work

To be confirmed by the client and the resource (s). The work will be primary completed within the National Capital Region (NCR), Ottawa, Ontario.

4. Applicable Trade Agreements

This procurement is subject to the following trade agreements:

- Canadian Free Trade Agreement
- Canada-Chile Free Trade Agreement
- Canada-Colombia Free Trade Agreement
- World Trade Organization - Agreement on Government Procurement
- North American Free Trade Agreement
- Canada-European Union Comprehensive Economic and Trade Agreement
- Canada-Honduras Free Trade Agreement
- Canada-Korea Free Trade Agreement
- Canada-Panama Free Trade Agreement
- Canada-Peru Free Trade Agreement
- Canada-Ukraine Free Trade Agreement

5. Justification for the Pre-Identified 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.

6. Government Contracts Regulations Exception(s)

The following exception to the *Government Contracts Regulations* is invoked for this procurement under subsection 6(d) - "only one Person/Firm is capable of performing the work".

7. Ownership of Intellectual Property

Ownership of any Foreground Intellectual Property arising out of the proposed contract will vest in the Contractor.

8. Period of the proposed contract

The proposed contract is for a period from 2020-06-01 to 2021-12-31.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same terms and conditions.

9. Cost estimate of the proposed contract

The first year estimated maximum cost is \$60,000, with the option to renew for the delivery of two additional programs also at \$60,000 each (the amount excludes applicable taxes) with staggered start dates before the end of the contract.

Rate not exceeding \$1,500 per diem (\$200.00 per hour).

10. Name and address of the pre-identified supplier

CIPFA in Canada
525 Fraser Avenue
Ottawa, ON
K2A 2R1

And;

CPA
277 Wellington St. West
Toronto, ON
M5V 3H2

11. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction 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

The closing date and time for accepting statements of capabilities is May 11, 2020 at 2:00pm EST.

13. Inquiries and submission of statements of capabilities

Inquiries and statements of capabilities are to be directed to:

Name: Lars Norgaard
Title: Senior Procurement and Contracting Officer
Organization: Treasury Board of Canada Secretariat
Address: 90 Elgin Street, Ottawa, ON K1A 0R5
Telephone: 343-550-7003
E-mail address: lars.norgaard@tbs-sct.gc.ca