



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.

1. Definition of the Requirement:

Canada Border Services Agency (CBSA) requires the services of a contractor to provide CBSA with yearly license to extend the Leadership Character Insight Assessment (LCIA) self-assessment tool to its 14,000 employees over two years and a tailored public service Key Leadership Competencies (KLC) and CBL Upward Feedback assessment tool for the following applications:

- Equipping CBSA employees with a deeper understanding of character and the language to discuss leader character in a meaningful way
- Providing a platform to initiate learning and development around leader character
- Identifying and addressing problems that stall careers and contaminate working relationships
- Augmenting a competence-based leadership assessment process with a unique, powerful predictor of leadership performance

Working in consultation with the CBSA, the Contractor's must:

Leadership Character Insight Assessment: Provide a yearly-license to CBSA with access to CBL self-assessment for 14,000 employees over two years.

- a) The CBL self-assessment tool will measure leadership character on 11 dimensions and 61 attributes
- b) The tool will be available in both English and French (questionnaire and report).
- c) The Contractor must administer the assessment tool, analyze the data (including comparison scores based on a norming group comprised of people in similar positions) and provide a report to participants.
- d) Individual report to participants must be bilingual (English and French) and must include bilingual leader character development resources.
- e) Agency report will be provided in English.

Design and Administration of Upward Feedback tool : Project management, requirements, design, development and administration of KLC and CBL tailored Upward Feedback tool.

- a) The tool must provide CBSA employees with the opportunity to provide confidential, honest, constructive and respectful feedback to their manager via an online questionnaire. The questionnaire will be specifically designed as a tool to foster leadership competency and leader character development.
- b) The tool will be available in both English and French (questionnaire and report).
- c) The tool will generate an individual report for participants with leadership competencies and leader character development resources in English and French.
- d) Agency report will be provided in English.

2. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)

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



1. The contract/offeror must have experience in conducting Character Based Leadership research with executive level leaders using Character or Attributes Assessment tools in partnership with a Canadian university.
2. The contractor/offeror must have a Graduate Degree in psychology or a related discipline (e.g., counseling, education, human resources, social work, etc.) and have completed graduate-level coursework in psychological testing or measurement
3. The contractor/offeror must have experience in implementing the use of psychological assessments in a large (5,000 employees and more) federal government department to support organizational transformation and leadership development.

3. Applicability of the trade agreement (s) to the procurement

This procurement is subject to the following trade agreement:

Canadian Free Trade Agreement
Canada-Chile Free Trade Agreement
Comprehensive and Progressive Agreement for Trans-Pacific Partnership
Canada-Colombia 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
World Trade Organization - Government Procurement Agreement
Canada-United-States-Mexico Agreement

4. Set-aside under the Procurement Strategy for Aboriginal Business

This procurement is not subject to any set-asides for Aboriginal Suppliers.

5. Comprehensive Land Claims Agreement (s)

This procurement is not subject to a Comprehensive Land Claims Agreement.

6. Justification for the Pre-Identified Supplier

The pre-identified supplier Research Psychologists Press is the only firm with the rights to Character Based Leadership (CBL) Assessment Tools. As such, only this firm is capable of performing the contract. They have the exclusive ownership of the rights to use CBL Assessment Tools. The contractor has leading expertise in CBL assessment. The tools are aligned to industry best practices and ongoing trends related to executive leadership assessment and management development practices occurring in the broader public service and private sector. Cutting-edge online leadership assessment tools must be leveraged to ensure the high-level of self-awareness supporting leadership development.

7. Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).



2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor/ personnel MAY NOT HAVE ACCESS to PROTECTED information or assets, and MAY NOT ENTER sites where such information or assets are kept, without an escort.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex A;
 - (b) Industrial Security Manual (Latest Edition)

8. Government Contracts Regulations Exception(s)

The following exception to the [Government Contracts Regulations](#) is invoked for this procurement under subsection:

- (d) only one person is capable of performing the contract.

9. Exclusions and/or Limited Tendering Reasons

- The following exclusion(s) and/or limited tendering reasons are invoked under the:
- Canadian Free Trade Agreement (CFTA) - Article 513, section 1 (b) (ii)
- World Trade Organization - Agreement on Government Procurement (WTO-AGP) - Article XV, section 1 (b)
- Canada-United-States-Mexico Agreement (CUSMA) - Article 13.9, section 2 (b)
- Canada-European Union Comprehensive Economic and Trade Agreement (CETA) - Article 19.2, section 1 (b) (ii)

10. Ownership of Intellectual Property

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

11. The period of the proposed contract or the delivery date(s)

The proposed contract is for a period of approx. four (4) years from the date of contract award.

12. Cost estimate of the proposed contract

The estimated value of the contract, including option(s), is 465,000.00 (GST/HST extra).

13. Name and address of the pre-identified supplier

It is intended to award a service contract to the following contractor:

Name: Research Psychologist Press

Address: P.O. Box 3292, Station B, London Ontario, N6A 4K3



14. 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 and time of this notice. This statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

15. The closing date for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is July 27, 2020 @ 14H00EST

16. Inquiries and submission of statement of capabilities

Inquiries and statement of capabilities are to be directed to:

Name: Marie-France Rioux
Title: Intermediate Contracts Officer
Canada Border Services Agency Strategic Procurement and Material Management Division
Address: 355 North River Road, Tower B, 17th Floor Ottawa, ON K1A 0L8
Telephone: 343-551-6902
E-mail address: CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca



ANNEX A

SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat 1000349614	
Security Classification / Classification de sécurité			
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)			
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Canada Border Services Agency		2. Branch or Directorate / Direction générale ou Direction Human Resources - Management Cadre Program and Services	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant Research Psychologists Press	
4. Brief Description of Work - Brève description du travail In order to move forward, CBSA requires the services of a provider: Character-Based Leadership Assessment Tools (Self-Assessment and Upward Feedback)			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			
			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			
			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			
			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			
			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?			
			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays:		Specify country(ies) / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	
Security Classification / Classification de sécurité Reliability			
TBS/SCT 350-100 (2004/12)			



Government of Canada Gouvernement du Canada	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;"> Contract Number / Numéro du contrat 1000349614 </td> </tr> <tr> <td style="padding: 5px;"> Security Classification / Classification de sécurité </td> </tr> </table>	Contract Number / Numéro du contrat 1000349614	Security Classification / Classification de sécurité										
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Security Classification / Classification de sécurité													
PART A (continued) / PARTIE A (suite)													
<p>8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:</p> <p style="text-align: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</p>													
<p>9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:</p> <p style="text-align: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</p>													
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)													
<p>10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis</p> <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE</td> <td><input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL</td> <td><input type="checkbox"/> SECRET SECRET</td> <td><input type="checkbox"/> TOP SECRET TRES SECRET</td> </tr> <tr> <td><input type="checkbox"/> TOP SECRET - SIGINT TRES SECRET - SIGINT</td> <td><input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL</td> <td><input type="checkbox"/> NATO SECRET NATO SECRET</td> <td><input type="checkbox"/> COSMIC TOP SECRET COSMIC TRES SECRET</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> SITE ACCESS ACCES AUX EMPLACEMENTS</td> </tr> </table> <p>Special comments: Commentaires spéciaux: _____</p> <p>NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.</p>		<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRES SECRET	<input type="checkbox"/> TOP SECRET - SIGINT TRES SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRES SECRET	<input type="checkbox"/> SITE ACCESS ACCES AUX EMPLACEMENTS			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRES SECRET										
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<input type="checkbox"/> SITE ACCESS ACCES AUX EMPLACEMENTS													
<p>10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?</p> <p style="text-align: right;"><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui</p>													
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)													
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS													
<p>11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?</p> <p style="text-align: right;"><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui</p>													
<p>11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?</p> <p style="text-align: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</p>													
PRODUCTION													
<p>11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?</p> <p style="text-align: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</p>													
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)													
<p>11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?</p> <p style="text-align: right;"><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui</p>													
<p>11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?</p> <p style="text-align: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</p>													
TBS/SCT 350-103 (2004/12)	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;"> Security Classification / Classification de sécurité Reliability </td> </tr> </table> <div style="text-align: right; margin-top: 20px;"> </div>	Security Classification / Classification de sécurité Reliability											
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Contract Number / Numéro du contrat 1000349614
Security Classification / Classification de sécurité

PART C (continued) / PARTIE C (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité Reliability

