



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

Procurement Hub – Fredericton  
301 Bishop Drive  
Fredericton, NB E3C 2M6

July 12, 2020

**F5211-190637**

### **ADVANCED CONTRACT AWARD NOTICE**

**TITLE: OPEN SOURCE INTELLIGENCE POLICY REVIEW AND TRAINING DEVELOPMENT**

**ACAN:**

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to Keynorth Group of 302-117 Murray St, Ottawa ON, K1N 5M5.

Before awarding a contract, however, the government would like to provide 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 ACAN posting period.

If other potential suppliers submit a statement of capabilities during this ACAN posting period that meets the requirements set out in the ACAN, the government will proceed to a full tendering process on either GETS 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.

**INTRODUCTION:**

Fisheries and Oceans Canada requires a contractor to review the governance documents and structure, as well as develop and provide training for the open source information collection program, in both official languages.

**BACKGROUND:**

The Conservation and Protection Branch's (C&P) National Fisheries Intelligence Service (NFIS) leads intelligence-led enforcement, working collaboratively with our domestic and international partner agencies, in the development of innovative actionable intelligence products, services and strategies in support of the conservation and protection of Canada's fisheries resource and maritime security.

In order to provide a high quality of service and ensure operational security as it relates to the online collection of open source information, the NFIS is in the process of developing comprehensive Open Source Information Collection (OSIC) governance and associated policies, procedures and training.

**OBJECTIVES:**

The objective of this project is to review/ update the (1) Open Source Information Collection (OSIC) Policy, (2) OSIC Standard Operating Procedures and develop/ provide (3) basic and advanced open source information collection training, in an online, self-paced format, in both official languages.

## **WORK REQUIREMENT:**

Open Source Information Collection Governance Review: A full review of all governance documents, processes and uses will be conducted, including staff interviews. A final report including recommendations will be compiled and submitted no later than October 2020.

Open Source Information Collection Training Development: A basic and advanced training program will be developed in both official languages. Training will consist of an appropriate combination of online, self-paced training, video instruction, graded exercises and testing. Training material may be comprised of pre-developed solutions, and must be online, self-paced and available in both official languages. Progress reports of all learners must be sent monthly to the training coordinator upon purchase. Training must be ready to be delivered by October 2020.

### **Tasks and Deliverables:**

- Phase 1 – Review (1) with recommendations
- Phase 2 – Develop (2)
- Phase 3 – Annual consultations, maintenance and review framework, purchase of the learner access licenses.

### **RESOURCES AND LEVEL OF EFFORT:**

The Contractor will provide a Governance Review which will include Policy and Standard Operating Procedures..

The Contractor will provide basic and advanced online, self-paced training packages to DFO staff in both official languages.

### **MANDATORY CRITERIA:**

- Must provide support resources for the training programs in both official languages.
- Must have experience providing a training program that consists of an appropriate combination of online, self-paced training, video instruction, graded exercises and testing.
- Up to date reliability status
- Must have the ability to provide a review of all current governance and documents in relation to open source information collection, and create and provide a report of recommendations by October 2020
- Must have substantial experience (minimum of ten years) in Open Source Information Collection within the Canadian Legal System.
- Must have experience working with the Government of Canada on governance review and training development and delivery in the field of Open Source Information Collection
- Must have sound knowledge of the Canadian Laws surrounding open source information collection, including Personal Information Protection and Electronic Documents Act (PIPEDA).

## **ESTIMATED VALUE**

The total estimated value of the contract shall not exceed \$400,000.00 excluding all applicable taxes for the firm period from contract award to 31 of October 2020 and 2 optional 1 year periods.

## **TRADE AGREEMENTS APPLICABILITY OR OTHER OBLIGATIONS:**

- Canadian Free Trade Agreement (CFTA)
- Canada–Chile Free Trade Agreement
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
- Canada–Colombia Free Trade Agreement
- Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- Canada–Honduras Free Trade Agreement
- Canada–Korea Free Trade Agreement
- US Mexico Canada Free Trade Agreement (USMCA)
- Canada–Panama Free Trade Agreement
- Canada–Peru Free Trade Agreement
- Canada–Ukraine Free Trade Agreement
- World Trade Organization–Agreement on Government Procurement (WTO-GPA)

## **GOVERNMENT CONTRACTS REGULATIONS EXCEPTION AND LIMITED TENDERING REASONS:**

The following policy requirements are applicable to this ACAN process:

Applicable Exceptions to Soliciting Bids under the Government Contracting Regulations (GCRs) (Section 6):

Section 10.2.1 Section 6 (d) only one person or firm is capable of performing the work applies to this ACAN for the following reasons:

-There are no known alternative sources of supply. It is feasible and affordable to compete the requirement.

## **INTELLECTUAL PROPERTY:**

No new Intellectual Property will be created in this contract.

## **CONTRACT PERIOD:**

The period of the contract is from contract award to 31 October 2021 inclusive, with the inclusion of two (2) one (1) year optional years.

<u>Firm Period:</u>	Contract Award to 31 Oct 2021
<u>First Option Period:</u>	November 1 2021 – October 31, 2022
<u>Second Option Period:</u>	November 1 2022 – October 31, 2023

**SUPPLIER'S RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES:**

Suppliers who consider themselves fully qualified and available to provide the services described herein, **must submit a Statement of Capabilities in writing to the Contracting Officer identified in this Notice on or before closing date. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements.**

**CLOSING DATE FOR SUBMITTING STATEMENT OF CAPABILITIES:**

**28 July 2020 at 14:00 p.m. (ADT)**

Inquiries and statements of capabilities are to be directed to:

Rob Bowie  
A/Contracting Specialist – Contracting Services  
Procurement Hub – Fredericton  
Telephone: (506)-478-4138

Email: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)