



Advance Contract Award Notice (ACAN) for Active Engagement Training and Coaching required by the Canada Energy Regulator (CER).

Purpose of the ACAN:

The purpose of this ACAN is to provide public notice indicating to the supplier community that the CER intends to award a contract for these services to Center for Contemplative Dialogue. Before awarding the contract however, the government would like to allow other potential suppliers to signal their interest in bidding and demonstrate they are capable of satisfying the requirements by submitting a Statement of Capabilities within the 15 calendar day posting period.

If no other potential 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.

Definition of the requirement

The Canada Energy Regulator (CER) is pursuing the area of Active Engagement™ to improve its engagement both internally and externally. Select staff will attend four-day intensive training on *Active Engagement: the Practice of Mindful Leadership*. This training will be supplemented with coaching/mentoring, other tools, and access to online resources.

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 and has the ability to undertake the following tasks:

- i. Certification to deliver Active Engagement® training;
- ii. Advanced understanding of communication theory, leadership, human and organizational behavior;
- iii. Experience in facilitating training and adult learning;
- iv. Develop tools (e.g. meeting agenda, online learning resources) based on Active Engagement™ principles for use by CER employees;
- v. Provide individual and/or team coaching and mentoring on the practice of Active Engagement™;
- vi. Provide four-day intensive training on *Active Engagement: the Practice of Mindful Leadership*.
- vii. Deliver three 2.5 to 3 hour follow-up sessions for each four-day session;
- viii. Provide other related training or consultation services as identified.



Applicability of the trade agreement(s) to the procurement

This procurement is subject to the following trade agreement(s):

- i. CKFTA

Justification for the Pre-Identified Supplier

The Contractor, CCD, is suggested because:

- i. Active Engagement is the proprietary property of the identified contractor;
- ii. The CER has already undertaken training of senior management and select staff in Active Engagement, a trade-marked tool; and
- iii. Additional requirement has been identified for the same training by the contractor.

Government Contracts Regulations Exception

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

Period of the proposed contract or delivery date

The proposed contract is for a period from award for three years.

Cost estimate of the proposed contract

The estimated value of the contract is \$150,000 (GST/HST extra) over a three year period.

Name and address of the pre-identified supplier

Center for Contemplative Dialogue;
1508 Stone Ridge Drive,
Georgetown, IN 47122-9104
USA

Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully capable of providing 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 of this notice. The Statement of



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du Canada

File # ACAN 84084-20-0075

Capabilities must clearly demonstrate how the supplier meets the advertised minimum essential requirements.

Closing date for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is August 24th, 2020 at 14:00Hrs (MDT).

Inquiries and submission of statements of capabilities

Inquiries and statements of capabilities are to be directed to:

Owuor Okiro,
Procurement Technical Analyst
Canada Energy Regulator
Suite 210, 517 – 10th Avenue, SW
Calgary, AB T2R 0A8
Tel: 403-604-6254
Email: Owuor.Okiro@cer-rec.gc.ca