



Advanced Contract Award Notice (ACAN) – 1000028325

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

The Department of Justice Canada (JUS), Northern Region has a requirement for professional, certified court reporting services to accurately record and transcribe proceedings at various courts and tribunals in the Northwest Territories and Nunavut.

The Work will involve the following:

- a) Providing all court reporting services in person, unless otherwise requested. When conference calls are requested, the Court Reporter must participate from the Contractor's premises, unless instructed or otherwise agreed to by JUS.
- b) Providing a read-back service with regard to any portion of the proceedings.
- c) Providing accurate verbatim transcripts at any given time during a proceeding.
- d) Providing real-time reporting services without disturbing the proceedings.
- e) Recording and transcribing outside the courtroom, such as, by means of a conference call or videoconferencing.
- f) Providing draft, ordinary, rush, daily, hourly, condensed or real-time transcript turnarounds including electronic copies in MS Word, PDF searchable and ASCII, as ordered by the Technical Authority.
- g) Physically producing original transcripts – certified or other – and delivering them to the requested destination. Associated transportation/delivery costs will be reimbursed at cost, given an original receipt is provided.

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:

- The Supplier must be located in the Northwest Territories or Nunavut.
- The Supplier must have experience providing in-person court reporting services in both the Northwest Territories and Nunavut.
- The Supplier must have knowledge and understanding of the complexities and requirements of travel around the Northwest Territories and Nunavut.
- The Supplier must have experience working with the federal and territorial governments in the Northwest Territories and Nunavut.
- The Supplier must have knowledge and understanding of court rules in the Northwest Territories and Nunavut.



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- The Court Reporter must have experience providing in-person court reporting services in both the Northwest Territories and Nunavut.
- The Court Reporter must possess a shorthand and real time reporter certification.
- The Court Reporter must possess a Registered Professional Reporter certification.

4. Applicability of the Trade Agreements to the Procurement

This procurement is not subject to any trade agreements.

5. Comprehensive Land Claims Agreements

This procurement is subject to:

- For Nunavut: the Nunavut Land Claims Agreement
- For the Northwest Territories: the Inuvialuit Final Agreement, the Gwich'in Comprehensive Land Claims Agreement, the Sahtu Dene and Metis Comprehensive Land Claims Agreement, and the Tlicho Land Claims Agreement

6. Justification for the Pre-Identified Supplier

Jewel Reporting Inc. is a local business. They are the only certified reporting service in Yellowknife, with extensive experience across the Northwest Territories and Nunavut. They are able to promptly reply and attend on short notice. Using a local service provider reduces the requirement and/or cost of travel and has socio-economic benefits. They have an established working relationship with the federal and territorial governments and have historically provided quality work to JUS.

7. Government Contracts Regulations Exception

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

8. Period of the Proposed Contract

The proposed contract is from Date of Award until August 31, 2023.

9. Cost Estimate of the Proposed Contract

The estimated value of the Contract will not exceed \$99,999.99 (travel and applicable taxes included).

10. Name and Address of the Pre-Identified Supplier

JEWEL REPORTING INC
148 HERRIMAN RD
YELLOWKNIFE, NT
X1A 3R4



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11. 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 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 September 2, 2020.

13. Inquiries and Submission of Statements of Capabilities

Inquiries and statements of capabilities are to be directed by email to:

Kayla Pordonick

Senior Contracting Officer

Department of Justice Canada

E-mail: Kayla.Pordonick@justice.gc.ca