



2020-08-26

### ADVANCE CONTRACT AWARD NOTICE (ACAN)

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**Project Name:** Development of a Workshop Agreement addressing the Reopening of Workplaces in the COVID-19 Context.

**Description:** The purpose is to, through a Workshop Agreement, provide guidance for the safe reopening of workplaces, in supporting the relaunch of operations through phased provincial and territorial re-openings in the context of COVID-19. The Workshop Agreement will be developed in accordance with the SCC WA guidelines.

It is intended that the Workshop Agreement will help to enable employers operating within Canada to leverage standardization solutions in helping to implement associated provincial and territorial reopening guidelines, and demonstrate a safe work environment to their employees and clients. In doing so, the following 3 domains will be considered:

- Domain I: Building Systems
- Domain II: Workplace Organization
- Domain III: Individual Prevention Practices

Associated activities will be conducted virtually, and the resulting Workshop Agreement will be made publicly available at no fee to the public, in both official languages. This Workshop Agreement may serve as a foundational document for future epidemics/pandemics.

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**Proposed Supplier:**

CSA Group (“Proposed Supplier”)  
178 Rexdale Boulevard  
Toronto, ON M9W 1R3

**Standards Council of Canada (SCC):**

Martin Chénier, Contracting Authority  
Standards Council of Canada  
55 Metcalfe Street, Suite 600  
Ottawa, ON K1P 6L5  
Email: [contracts@scc.ca](mailto:contracts@scc.ca)

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**Closing Date and time for ACAN Submissions:** 2020-09-09 12:00 EDT

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This work will help to support federal, provincial, and territorial COVID-19 reopening guidelines through the identification and association of respective standardization solutions. The Workshop Agreement will provide baseline guidance for organizations with a physical presence (e.g. buildings, facilities, factories, retail space), and is meant to be applicable to diverse industries.

This Workshop Agreement is being awarded to CSA given the project’s reliance on the CSA Research Report on Reopening Workplaces (to be published in August 2020) and CSA’s holding of that report’s intellectual property. CSA’s research and report will be foundational to informing the standardization solutions available to address the project purpose and expedite

the delivery of guidance to meet stakeholders' needs. The Workshop Agreement will build upon the results of the CSA research report, and will consider other related national and international standardization solutions (i.e., AFNOR, BSI, CAN/CSA-Z1003-13/BNQ 9700-803/2013 (R2018)). The project is expected to be completed by Winter 2021, or within six (6) months from initiation.

The following may be considered within the project scope:

- Guidance for opening buildings and facilities, and restarting operations;
- Guidance for organizations on safely returning employees to the workplace, and clients to facilities (e.g. retail space);
- Guidance for helping to ensure business and operational continuity, and organization and management of the workplace;
- Guidance for preventative and precautionary measures for those present in the workplace and other facilities (e.g. retail space);
- Guidance for closing buildings and facilities, and business and operational continuity, in the event of another event;
- Considerations for assuring employees, clients, and stakeholders of following the above guidance;
- Considerations for diverse stakeholder groups (e.g. GBA+); and,
- Considerations for any unique federal, provincial, and territorial jurisdictional requirements impacting the above.

The following are not considered within the project scope:

- Sector specific guidance and considerations; and
- Healthcare and first responder settings.

This is a notification to suppliers that due to both intellectual property rights and sufficient qualifications, SCC will be initiating a contract with CSA Group to complete this work. Parties interested in disputing this initiative may submit a statement clearly demonstrating their reasons for dispute on or before the closing date of this ACAN.

Other interested Suppliers who consider themselves fully qualified and available to provide the services/goods described herein, may submit a statement of capabilities in writing to the Contracting Authority on or before the closing date of this Notice. The statement of capabilities must clearly demonstrate how the supplier meets the listed requirements. If no other supplier submits, on or before the closing date, SCC's requirement for competitive bidding has been met. And the contract may be awarded to the Proposed Supplier.