



Advance Contract Award Notice (ACAN)

Title: Best Practices in Family and Hostage Support

Solicitation Number: 21-178341

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 Foreign Affairs Trade and Development (DFATD) requires a service provider to develop training modules, a policy paper and reference tools to build the knowledge and skills of Government of Canada officials to ultimately strengthen their support families and victims of hostage-taking.

The contractor will design and deliver a series of training modules that will increase Government of Canada personnel's knowledge and understanding of key issues facing families during a hostage crisis and provide practical approaches for government support to families throughout the hostage crisis, including preparing for and supporting the return of hostages from captivity.

The contractor will create a directory that will provide Government of Canada personnel with the names and contact details of organisations, agencies or individuals to whom relevant families and former hostages could be referred for ongoing support. The contractor will identify relevant and reputable resources and organisations based on their expert knowledge of the issues faced by former hostages and their families and their corresponding needs.

The contractor will draft a policy paper that will outline best practices in government support to families affected by a hostage crisis. The policy paper will draw on lessons learned from previous hostage cases and families' experiences with Canadian and other Western governments. The policy paper will also provide recommendations on how DFATD can implement these best practices in its future engagement with families and former hostages.

The contractor will develop a background information package on kidnapping and hostage taking, outlining trends and the roles of various stakeholders. The package will be the foundation on which future family support tools and resource can be built.

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 as detailed below:

- The contractor must demonstrate that they have a minimum of ten (10) years of experience and track record in providing support services to families of hostages in the past fifteen (15) years;



- The contractor must have a minimum of eight (8) years experience in designing and delivering training programs in supporting families during and after a hostage crisis and also in preparing for and supporting the return of hostages from captivity ;
- The contractor must have experience in providing resources and support from at least two (2) of the following countries; Canada, Australia, the United States of America, or European countries;
- The contractor must have expert knowledge of issues facing hostages and their families and their corresponding needs (demonstrated through having provided direct support to at least 50 hostage families) in order to identify relevant trauma and other specialist support services;
- The contractor must demonstrate their ability to produce briefing material and policy papers by providing two (2) examples of previous briefing and policy papers.

4. Applicability of the Trade Agreement(s) to the Procurement

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

- Canadian Free Trade Agreement (CFTA)
- Canada-Korea Free Trade Agreement (CKFTA)

5. Justification for the Pre-Identified Supplier

To ensure best practices in family and hostage support and ensure the sustainability of best practice, it is the intent of the department to enter into a contract with Hostage International.

Hostage International has demonstrated capacity and ability to deliver these services to DFATD. Consideration was also given to other organization in Canada and globally. It was determined that a few companies could deliver one of the tasks, but they would not be able to deliver on all four (4) requirements as described at point 2, Definition of the Requirement. Hostage International has demonstrated that they can perform these unique services and respond to the specific circumstances.

6. Government Contracts Regulations Exception(s)

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

7. Intellectual Property

Ownership of any Foreground Intellectual Property arising out of the proposed contract will vest in the Contractor. With the permission of the Contractor, DFATD can use the products for internal Government of Canada use and not to disseminate or use outside of the Government of Canada without the express permission of the contractor.

8. Period of the Proposed Contract or Delivery Date

The proposed contract is for a period of 7 months, from December 9, 2020 to June 30, 2021.



9. Cost Estimate of the Proposed Contract

The estimated value of the contract is: C\$93,125.00 (applicable taxes extra).

10. Name and Address of the Pre-Identified Supplier

Hostage International
PO Box 507
Manchester, United Kingdom
M28 8EP

11. Suppliers' Right to Submit a Statement of Capabilities

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction 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 December 2, 2020 at 2:00 pm EST.

13. Inquiries and Submission of Statements of Capabilities

Inquiries are to be directed to:

Natalie Rassi
Senior Contracting Officer
200 Promenade du Portage, Gatineau, QC K1A 0G2

Email: natalie.rassi@international.gc.ca

Statements of Capabilities are to be submitted to the following email address:

Receptionsoumission-bidsreceiving.spp@international.gc.ca