



**Title: Off-the-Shelf Virtual and In-Person Management Training and Certification Program**

**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 Office of the Superintendent of Financial Institutions (OSFI) has a requirement for an off-the-shelf virtual and in-person management training and certification program, in both English and French. The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for the "Speed of Trust" Foundations program to FranklinCovey. 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 15 calendar day posting period.

If other potential suppliers submit a statement of capabilities during the 15 calendar day posting period that meet the requirements set out in the ACAN, the government will proceed to a full tendering process on either the government's electronic tendering service 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.

**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:

- Ability to provide a management training program that consists of individual assessments, consulting services, facilitator certification, training implementation processes and application tools.
- Ability to provide online training, on-site training, and certification for the Ottawa, Toronto, Montreal and Vancouver offices of the Office of the Superintendent of Financial Institutions, in both English and French.
- Ability to provide train-the-trainer on-site and virtual certification for facilitators, as well as facilitator kits, in both English and French
- Ability to provide on-site and virtual full day facilitation and workshops both English and French
- Ability to provide electronic and paper-based participant guide packages in both English and French

**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) OR Agreement on Internal Trade (AIT)
- Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- World Trade Organization – Agreement on Government Procurement (WTO-GPA)

**5. Justification for the Pre-Selected Supplier**

FranklinCovey is the only supplier who can offer the required training program and certify trainers, in both English and French in Canada, both virtually and onsite.



**6. Government Contracts Regulations Exception(s)**

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".

**7. Ownership of Intellectual Property**

Ownership of any Foreground Intellectual Property arising out of the proposed contract will vest in the Contractor.

**8. Period of the proposed contract or delivery date**

The proposed contract is for a period of one (1) year, with four (4) options to extend the contract for up to a period of one (1) year each.

**9. Cost estimate of the proposed contract**

The estimated value of the contract, including the option periods, is **\$275,000.00 (including HST + Shipping and Handling)**.

**10. Name and Address of the Pre-identified Supplier**

FranklinCovey, 293 Bluevale St N, Waterloo, ON N2J 4H6

**11. Suppliers' right to submit a statement of capabilities**

Suppliers who consider themselves fully qualified and available to meet the specified requirements may submit a statement of capabilities in writing to the Contracting Authority 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 acceptance of Statements of Capabilities is December 16, 2020 at 2:00 p.m. (EST).

**13. Inquiries and submission of statements of capabilities**

Inquiries and statements of capabilities are to be directed to:

**Jade Bédard**

Senior Contracting Officer

Procurement and Contracting | Approvisionnement et marchés

Office of the Superintendent of Financial Institutions | Bureau du surintendant des institutions financières Canada

E-mail : [contracting@osfi-bsif.gc.ca](mailto:contracting@osfi-bsif.gc.ca)