



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

Procurement Hub – Fredericton  
301 Bishop Drive  
Fredericton, NB E3C 2M6

December 9, 2020

**F5211-200426**

### **ADVANCED CONTRACT AWARD NOTICE**

**TITLE: Conservation & Protection - E-Learning Management Solution**

**ACAN:**

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to the Canadian Police Knowledge Network (CPKN) of 135 Kent Street, Charlottetown PEI C1A 1N3.

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 ACAN posting period.

If other potential suppliers submit a statement of capabilities during this ACAN posting period that meets the requirements set out in the ACAN, the government will proceed to a full tendering process on either GETS 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.

**INTRODUCTION:**

The Conservation and Protection (C&P) Directorate of Fisheries and Oceans Canada requires the services of an online training solution provider for police and law enforcement personnel, who can offer law enforcement related e-learning courses in both official languages.

**BACKGROUND:**

The Conservation and Protection's (C&P) staff currently includes approximately 700 fishery officers and approximately 100 support staff who are deployed all across the country. Fishery officers are trained to carry out a wide range of duties, on land and at sea, and are the government's first line of support in promoting compliance with legislation and regulations through various mediums from education to deterrents such as fines to ensure the sustainability of Canada's aquatic resources, aquatic habitats and oceans.

Upon recruitment, fishery officer cadets receive 18 weeks of classroom training through the Fishery Officer Career Progression Program (FOCPP), which is designed to provide them with the knowledge and skills that will be required to perform their future duties as fishery officers and covers topics such as fish identification, fishing gear, acts and regulations, use of force, enforcement methods and operation of small crafts.

Upon successful completion of the classroom training, the cadets are appointed to a GT-02 fishery officer position and are required to complete an additional 30 months of field training in order to be appointed to a GT-04 position. During this period the fishery officer trainees learn and acquire the field knowledge and techniques that they will require throughout their careers. The fishery officer trainees are shadowed by a field trainer who evaluates their performance based on the statement of merit criteria and recommend promotion where appropriate.

After being promoted to the GT-04 level, the fishery officers are essentially responsible, in discussions with their supervisor, to determine their training needs and submit a learning plan indicating courses that they would like to take to further develop their careers. In addition to this, fishery officers are also often required to complete mandatory training in order to stay current with safety procedures and with the ever changing world of enforcement.

Conservation and Protection (DFO) is seeking the services of an online training solution provider for police and law enforcement personnel, who can offer law enforcement related e-learning courses in both official languages, and which are developed and approved by subject experts from the Canadian police community (eg. RCMP, Police colleges, Provincial Police Services, etc.) . The service provider would also be required to provide DFO access to a Learning Management System through a portal customized for DFO. DFO should be able to use this portal to access the contractor`s courseware as well as other courses licensed by or produced by DFO. The system should also have the capacity to track the users` trainings.

#### **OBJECTIVES:**

#### **WORK REQUIREMENT:**

##### **Learning Management System**

Contractor shall:

- Provide 800 DFO employees with access to a learning management system (LMS) through a portal customized to DFO`s needs. Portal shall be available in both English and French. DFO shall be able to use the portal to access the contractor`s courseware as well as other courses licensed by or produced by DFO. The LMS shall have the capacity to track users` trainings.
- Host the LMS portal and database;
- Provide security features to limit access only to authorized learners (employees named by DFO);
- Provide storage and bandwidth required to support their own courses/videos and DFO specific e-learning courses and videos.
- Provide LMS database and portal maintenance and backups.
- Provide help Desk support for users and DFO portal administrators. Available Monday – Friday, 8am-8pm (EST). All requests will be responded to in 24-72 hours.

##### **Training Management System**

Contractor shall:

- Host the Intelex application and database;
- Maintain local LMS to Intelex integration for personal transcript reports and daily course completion records transfer;

- Provide the following support services:
  - Intelex application maintenance and backups;
  - Intelex database maintenance and backups;
  - Intelex application and database patching;
  - Assistance to Intelex in troubleshooting application problems.

### **Course Offerings**

Contractor shall:

- Have a catalogue of law enforcement related e-learning courses available in both official languages to offer. These courses shall be developed and approved by subject experts from the Canadian police community (eg. RCMP, Police colleges, Provincial Police Services, etc.). These courses should also be easily accessible through the Learning Management System and be available to all fishery officers across the country.

### **Tasks and Deliverables:**

- Phase 1 – Review (1) with recommendations
- Phase 2 – Develop (2)
- Phase 3 – Annual consultations, maintenance and review framework, purchase of the learner access licenses.

### **RESOURCES AND LEVEL OF EFFORT:**

The Contractor will provide a Governance Review which will include Policy and Standard Operating Procedures..

The Contractor will provide basic and advanced online, self-paced training packages to DFO staff in both official languages.

### **MANDATORY CRITERIA:**

- Must provide support resources for the training programs in both official languages.
- Must have substantial experience (minimum of 5 years) in managing and providing Law Enforcement online training program service that consists of an appropriate combination of online, self-paced training, video instruction, graded exercises and testing.
- Up to date reliability status
- Must have in its inventory or able to access accredited Law Enforcement online training courses that consists of an appropriate combination of online, self-paced training, video instruction, graded exercises and testing. Required courses are included in separate document “Required Courses”

### **ESTIMATED VALUE**

The total estimated value of the contract shall not exceed \$225,000.00 excluding all applicable taxes for the firm period from contract award to 31 of March 2023 and 2 optional 1 year periods.

**TRADE AGREEMENTS APPLICABILITY OR OTHER OBLIGATIONS:**

- Canadian Free Trade Agreement (CFTA)
- Canada–Chile Free Trade Agreement
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
- Canada–Colombia Free Trade Agreement
- Canada–European Union Comprehensive Economic and Trade Agreement (CETA)
- Canada–Honduras Free Trade Agreement
- Canada–Korea Free Trade Agreement
- US Mexico Canada Free Trade Agreement (USMCA)
- Canada–Panama Free Trade Agreement
- Canada–Peru Free Trade Agreement
- Canada–Ukraine Free Trade Agreement
- World Trade Organization–Agreement on Government Procurement (WTO-GPA)

**GOVERNMENT CONTRACTS REGULATIONS EXCEPTION AND LIMITED TENDERING REASONS:**

The following policy requirements are applicable to this ACAN process:

Applicable Exceptions to Soliciting Bids under the Government Contracting Regulations (GCRs) (Section 6):

Section 10.2.1 Section 6 (d) only one person or firm is capable of performing the work applies to this ACAN for the following reasons:

-There are no known alternative sources of supply. It is feasible and affordable to compete the requirement.

**INTELLECTUAL PROPERTY:**

No new Intellectual Property will be created in this contract.

**CONTRACT PERIOD:**

The period of the contract is from contract award to 31 March 2023 inclusive, with the inclusion of two (2) one (1) year optional years.

<u>Firm Period:</u>	Contract Award to 31 March 2023
<u>First Option Period:</u>	April 1 2023 – March 31, 2024
<u>Second Option Period:</u>	April 1 2024 – March 31, 2025

**SUPPLIER'S RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES:**

Suppliers who consider themselves fully qualified and available to provide the services described herein, **must submit a Statement of Capabilities in writing to the Contracting Officer identified in this Notice on or before closing date. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements.**

**CLOSING DATE FOR SUBMITTING STATEMENT OF CAPABILITIES:**

**24 December 2020 at 14:00 p.m. (AST)**

Inquiries and statements of capabilities are to be directed to:

Rob Bowie  
A/Contracting Specialist – Contracting Services  
Procurement Hub – Fredericton  
Telephone: (506)-478-4138

Email: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)