**For: Agriculture and Agri-Food Canada (AAFC)**

An Advance Contract Award Notice (ACAN) is a notification through the open bidding methodology of the intent to award a directed contract.

An Advance Contract Award Notice (ACAN) allows departments and agencies to post a notice, for no less than fifteen calendar days, indicating to the supplier community that it intends to award a good, service or construction contract to a pre-identified contractor. If no other supplier submits, on or before the closing date, a statement of capabilities that meets the requirements set out in the ACAN, the competitive requirements of the government's contracting policy have been met. Following notification to suppliers not successful in demonstrating that their statements of capabilities meets the requirements set out in the ACAN, the contract may then be awarded using the Treasury Board's electronic bidding authorities.

If other potential suppliers submit Statements of Capabilities during the fifteen calendar day posting period, and meet the requirements set out in the ACAN, the department or agency must proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

**Applicability of trade agreements and other obligations**:

N/A

**Objective:**

AAFC intends to enter into a service contract to carry out farm sustainability evaluation activities and support the Living Lab project's participatory modelling activities for the Quebec Research and Development Centre (RDC).

**Statement of Work**

Farm sustainability evaluation activities and support for the Living Lab – Quebec project's participatory modelling activities.

**2. Background**

This service contract will fulfil Objectives 13 and 14 of the Living Lab – Quebec project and is covered in the approved budget for this project. No internal expertise at AAFC is available to carry out sustainability evaluations using the Farm Sustainability and Transferability Indicator – Quebec (IDTEA-QC) methodology. External expertise is also needed to organize and lead the participatory modelling workshops planned in this activity.

This service contract will be carried out in three phases. Phase 1, to be carried out in 2020-2021, will involve performing IDTEA-QC evaluations for 10 to 20 Living Lab – Quebec farms. Phase 2, to be carried out in 2021-2022, will consist in organizing and leading participatory modelling workshops to support farmers in implementing improved crop rotations, such as cover cropping. In Phase 3 (2022-2023), the Contractor will help to carry out forward simulations showing the long-term effects (over 30 years, for example) of the improved rotations defined in the Phase 2 modelling workshops.

This is not an extension or renewal of an existing contract. However, similar work was done previously under Project J-001313.

## 3. Objective

The purpose of the contract is initially to carry out between 10 and 20 evaluations of the sustainability of farms located in the Living Lab's territory using the Farm Sustainability and Transferability Indicator – Quebec (IDTEA-QC) methodology developed by AAFC. This work will be carried out by an external specialist, possibly with the assistance of agricultural representatives from the Lake Saint-Pierre area. Each farmer will receive an individual evaluation leading to the development of an action plan.

In Phase 2, the objective will be to contribute to the preparation, organization and facilitation of modelling workshops with farmers. Participating farms will be supported in co-designing improved crop rotations, including cover cropping. This co-design process will be carried out through workshops involving farmers, agricultural representatives and researchers. For each participating farmer, a brainstorming session will be held with the aim of proposing an improved rotation prototype based on the IDTEA-QC analysis performed in Phase 1. The STICS (multidisciplinary simulator for standard crops) crop model, previously validated using data collected in other project activities (AG.12-14), will be used to simulate plant growth and the impact of cover crops on soil properties and environmental indicators such as nitrogen fluxes and soil carbon storage. The "rotation co-design – model-based evaluation – participant analysis" approach may be repeated twice for cross-learning between researchers, farmers and agricultural representatives.

The third objective of this service contract will be to contribute to forward simulations showing the long-term effects (over 30 years, for example) of the improved rotations defined in the modelling workshops.

## 4. Scope of Work

For Phase 1 of the contract, the 10 to 21 IDTEA-QC evaluations will involve the following steps:

- Contact the farmer in advance to prepare for the interview and collect information about the farm's operation.
- Conduct an on-site interview with the farmer to collect the information needed for the evaluation.
- Analyze the farm's sustainability and transferability using the IDTEA-QC grid
- Conduct a second interview to provide the results to the farmer.

Once all the evaluations have been completed, a cross-sectional analysis of farms in the same area will be carried out in order to generate a strengths and weaknesses profile and possible solutions for collective use.

For Phases 2 and 3 of the contract, the deliverables are as follows:

Phase 2:

- An initial contact workshop with interested farmers to (1) define the issues associated with crop rotations that include cover cropping, and (2) introduce the available modelling tools.
- A co-design workshop for improved rotations, including cover cropping
- A simulation of the improved rotations.

- A workshop to present the simulation results. Incorporation of participant feedback. A second cycle of simulations and presentation/discussion of the results may be considered at this stage.

Phase 3 :

- Contribution to forward simulations showing the long-term effects (over 30 years, for example) of the improved rotations defined in the workshops.
- Virtual IDTEA-QC evaluations based on the results of the simulations of improved rotations.

## 5. Deliverables and Timeline

For each of the three phases described above, there are three deliverables:

- Phase 1- by March 31, 2021, a summary of the evaluations of the 10 to 21 farms (and individual reports to farmers, which will be confidential unless otherwise specified by the farmer).
- Phase 2- by March 31, 2022, a report describing the results of the nine prototyping workshops and the progress of the prototype simulations.
- Phase 3- by March 31, 2023, a report describing the results of the simulations of the prototypes' long-term impacts and an ex-ante assessment of the prototypes' impacts on farm sustainability.

## 6. Language of Work

Deliverables will preferably be provided in French.

## 7. Resources and Level of Effort

No resources and no specialized services are required for this contract.

## 8. Location of Work and Travel

The interviews will take place on Living Lab – Quebec farms. The location of the farms is not known at this time. The workshops will be held in the Living Lab – Quebec area (locations to be determined) or at AAFC offices in Quebec City.

## 9. Security Requirements

No security clearance of the Contractor's personnel will be made for this project, but the Contractor's personnel may NOT ACCESS sensitive (DESIGNATED or CLASSIFIED) information and/or assets and may NOT ENTER the premises where such information or assets are stored without an escort provided by the client department

The work will consist of office work and meetings only. There will be no field or laboratory work.

**Regarding Section 7C**
The Contractor will collect information on the crop management and operation of the 10 to 21 farms that will be used in the IDTEA-QC evaluation.

## 10. Duration/Period of Contract

From the award of the contract to March 31, 2023

## 11. Estimated Value

The total value of the contract is estimated at $65,000 plus taxes.
For Phase 1 (2020-2021 fiscal year), the expected value is $30,000 plus taxes.
For Phase 2 (2021-2022 fiscal year), the expected value is $20,000 plus taxes.
For Phase 3 (2022-2023 fiscal year), the estimated value is $15,000 plus taxes.

## 12. Payment Schedule/Basis of Payment

The basis of payment will be a single payment per fiscal year.

The cost details are as follows:

2020-2021 fiscal year: $30,000 + taxes (all included)

2021-2022 fiscal year: $20,000 + taxes(all included)

2022-2023 fiscal year: $15,000 + taxes(all included)

## Proposed Supplier

**Sylvestre Delmotte**
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Agri-Environmental Consultant
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## Sole Source Justification

Expertise in three complementary areas is required to carry out this contract: (1) the knowledge and skills to apply the IDTEA-QC methodology in the field, (2) the skills and experience to organize and facilitate participatory modelling workshops, and (3) knowledge of the STICS (multidisciplinary simulator for standard crops) crop model that will be used in the participatory modelling workshops.
To our knowledge, Sylvestre Delmotte, an agri-environmental and participatory approach consultant, is the only consultant available with expertise in all three areas.

## Suppliers' Right to Submit a Statement of Capabilities

Suppliers who consider themselves fully qualified and available to provide the services described herein 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.

Deadline for submission of a Statement of Capabilities:

**February 3, 2021, at 2:00 p.m. (EST)**

Inquiries and submission of Statements of Capabilities: Inquiries must be submitted **BY EMAIL** to the Contracting Authority:

aafc.escprocurement-cseapprovisionnement.aac@canada.ca