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**ADVANCE CONTRACT AWARD NOTICE: (ACAN) # 01B68-20-0179**

The Department of Agriculture and Agri-Food Canada has a requirement to maintain current service with Terranova ensuring no disruption so that employees continue to have access to online security awareness training as required by the Department.

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to Terranova, 1545 boul. De l'Avenir, Laval, Québec H7S 2N5.

Before awarding a contract, however, the government provides 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 fifteen calendar day posting period.

If other potential suppliers submit a statement of capabilities during the fifteen 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.

**OBJECTIVE**

To maintain current service with Terranova ensuring no disruption so that employees continue to have access to online security awareness training as required by the Department. The department is purchasing access licenses as well hosting and maintenance to the Learning Management System which is hosted by Terranova.

**SCOPE OF WORK**

- 1) Hosting of Learning Management System (LMS), **up to 10000 licenses**, 12 months access which includes hosting of courses
- 2) **Customization of existing structure of courses that were prepared for AAFC**. All courses will be integrated **into one global** course
- 3) **Option (Year 1):** to cover the development and modifications of the Insider Risks Mitigation Awareness
- 4) **Option (Year 2):** to cover the development and addition of 1-2 new bilingual courses to be integrated into the main course (as stated above for the AGR-620)

**ESTIMATE OF COSTS**

**Part 1:** Hosting of Learning Management System (LMS), up to 10000 licenses, 12 months access which includes hosting of courses previously developed by Terranova  
\$10,800.00 x 3 = **\$32,400.00** (one (1) year with two (2) option years)

Customization of existing structure regarding updating policies, Standards, Directives, Guidelines and procedures of courses (Internal Disclosure Program, Business Continuity Planning and Emergency Management, Administrative Investigation Directive, Violence Prevention in the workplace, ATIP Fundamentals, Defensive Security Brief – Travel, Values and Ethics, Building Emergency Evacuation

Plans (BEEP), Fraud Risk Management, Occupational Health and Safety Orientation and the Insider Risks Mitigation Awareness). The Insider Risk Mitigation Awareness will be integrated into one global course (one-time fee invoice)

Activating of one (1) existing course: Security Awareness Web-based Training, Insider Risks Mitigation Awareness = **no charge**

## **Part 2:**

**Optional:** to cover the development and addition of one (1) new bilingual courses to be integrated into the main course (AGR-620)

Creating a new module for the Security Awareness Web-Based Training (AGR-620) = **\$7,000.00**

**ESTIMATED VALUE:** \$43,000.00 - if all options are exercised

## **Deliverables and Schedule**

- 1) The Learning Management System (LMS) with access to current courses (Internal Disclosure Program, Business Continuity Planning and Emergency Management, Administrative Investigation Directive, Violence Prevention in the workplace, ATIP Fundamentals, Defensive Security Brief – Travel, Values and Ethics, Building Emergency Evacuation Plans (BEEP), Fraud Risk Management, Occupational Health and Safety Orientation and the Insider Risks Mitigation Awareness).
- 2) All optional work to be completed when and if options are exercised.

## **MINIMUM ESSENTIAL REQUIREMENTS**

- 1) Hosting of Learning Management System (LMS), **up to 10000 licenses**, 12 months access which includes hosting of courses
- 2) **Customization of existing structure of courses that were prepared for AAFC.** All courses will be integrated **into one global** course
- 3) **Option (Year 1):** to cover the development and modifications of the Insider Risks Mitigation Awareness
- 4) **Option (Year 2):** to cover the development and addition of 1-2 new bilingual courses to be integrated into the main course (as stated above for the AGR-620)

## **GOVERNMENT OF CANADA REGULATIONS EXCEPTION**

The Treasury Board's Government Contract Regulations, Part 10.2.1 Section 6 states there are four exceptions that permit the contracting authority to set aside the requirement to solicit bids. This includes:

- d. "only one supplier person or firm is capable of performing the contract."

## **LIMITED TENDERING PROVISIONS IN ACCORDANCE WITH THE TRADE AGREEMENTS**

The North American Free Trade Agreement, the World Trade Organization - Agreement on Government Procurement, and the Agreement on Internal Trade permit the contracting authority to set aside the requirement to solicit bids under the following condition:

- b) "For works of art, reasons connected with protecting patents, copyrights, other exclusive rights, or proprietary information or where there is an absence for technical reasons, the goods or

services can be supplied by a particular supplier and no reasonable alternative or substitute exists”

### **JUSTIFICATION FOR THE PRE-SELECTED SUPPLIER**

Please refer to the attached Sole Source and Limited Tendering Certification document.

### **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.

### **The closing date and time for accepting statements of capabilities is March 19, 2021 at 2:00 p.m**

Inquiries and statements of capabilities are to be directed via email to:

**Email:** [andre.gravelle@canada.ca](mailto:andre.gravelle@canada.ca)

Statements of capabilities must be sent on or before the closing date/time. Statement of capabilities received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a more extensive tendering process. Information provided will be used by the Crown for technical evaluation purposes only with respect to a decision to proceed to a further competitive process.

Suppliers that have submitted a statement of capabilities will be notified in writing of AAFC's decision to proceed to award the contract without a further additional tendering process.

Should you have any questions concerning this requirement, contact the contracting officer identified above. The AAFC file number, the contracting officer's name and the closing date of the ACAN must appear on the outside of the envelope in block letters or, in the case of facsimile transmission, on the covering page.

The Crown retains the right to negotiate with suppliers on any procurement. Documents may be submitted in either official language of Canada.