

Marie-France Rioux
Team Leader – Procurement Services
National Security & Intelligence Review Agency (NSIRA)
Email: Contracting-Contrats@nsira-ossnr.gc.ca

1.0 ADVANCED CONTRACT AWARD NOTICE (ACAN) # 20210214

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.

2.0 BACKGROUND

Government-wide policy requires that procurement and contracting practices result in openness, fairness and transparency in the spending of public funds. Federal procurement and contracting activities are governed by a complex set of policies, regulations, legislation, reporting requirements and other authorities. The objective of these requirements per the Treasury Board Contracting Policy is for government departments to "acquire goods and services in a manner that enhances access, competition and fairness and results in best value or, if appropriate, the optimal balance of overall benefits to the Crown and the Canadian people" while carrying out responsible stewardship of financial assets and reporting results to Canadians. Departments are required to ensure an effective framework of controls is in place to meet and implement these requirements.

Our organization is responsible for preparing the necessary documents to enter into a contract and its dedicated team of contracting officers is available, and expected, to provide timely advice and strategic guidance in all areas of contract administration.

Significant challenges currently exist that are impacting the ability to provide timely and effective customer service to stakeholders. Some of these challenges includes:

- Increased workload
- Training (lack of)
- Staffing within the procurement sector
- Inadequate tools, processes, and procurement resources
- Poor Planning

3.0 PURPOSE

The Procurement Services unit is seeking a service that would provide them subscription-based access to an online network of public sector procurement professionals, along with access to e-learning modules, procurement resources, and one-on-one support.

In addition, through these subscriptions, the organization is seeking business advisory services to deepen our knowledge and strengthen our capabilities to increase efficiency and effectiveness within our departmental procurement practices.

4.0 CRITERIA FOR ASSESSMENT

Security requirements

The individual(s) offering professional services as part of this offering must hold a valid Secret clearance.

Essential service requirements

The contractor must offer the procurement team secure and custom access profile(s) to an online portal for a period of 12 months with options to renew (up to 5 subscriptions).

Through the online portal, the contractor must offer a user centric virtual collaboration experience with the ability to access procurement related e-learning content and resources, participation in relevant forums, as well as communication capabilities with fellow procurement professionals from public sector organizations.

The service provider must offer procurement and business advisory services via a single source of knowledge, one-to-one counsel and personalized service. The procurement advisory services must be provided in both official languages and the subject matter expert(s) must have at least 10 years' experience providing advisory services as part of federal government procurement processes.

Regarding the procurement advisory services, the service provider must offer operational and strategic assistance with procurement documents (ex: RFP, SOW, Standing Offer, Supply Arrangement, Annual Procurement Plan), provide training and mentoring, one-on-one coaching and in person procurement training sessions for groups up to 20 participants.

5.0 TRADE AGREEMENTS

This procurement is subject to the following trade agreements:

Canadian Free Trade Agreement (CFTA);

Canada-European Union Comprehensive Economic and Trade Agreement (CETA);

World Trade Organization Agreement on Government Procurement (WTO-AGP);

Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP);

Canada - Chile Free Trade Agreement (CCFTA);
Canada - Colombia Free Trade Agreement;
Canada - Honduras Free Trade Agreement;
Canada - Korea Free Trade Agreement;
Canada - Panama Free Trade Agreement;
Canada - Peru Free Trade Agreement (CPFTA);
Canada - Ukraine Free Trade Agreement (CUFTA).

6.0 JUSTIFICATION FOR THE PRE-IDENTIFIED SUPPLIER

Business requirements

The contractor will provide secure and custom access profile(s) to an online portal for an initial period of one (1) year with options to renew for an additional two (2) years. The access will provide users with an online network of public sector procurement professionals, access to e-learning modules and webinars, discussion forums where members can exchange on various topics, access to procurement resources, and one-on-one live support to the procurement officers and supervisors.

Key features and minimum requirements for the online portal include:

- Ability to connect 5,000+ users
- Online and in-person support available to respond within 24 hours
- The member can join or request invitation to multiple procurement related groups within the portal and access procurement related e-learning content
- Members can track their progress and completion of self-paced e-learning modules
- Access to a proprietary and exclusive repository of procurement documents and resources where members can search and download its content.

Key expertise and resource requirements include:

The service provider must be able to demonstrate expertise in providing procurement consulting, training and advisory services within the Canadian federal government in both official languages (French and English) and its key subject matter experts must have been providing such services over a period of no less than ten (10) years.

Market research results

After extensive research on the market of current suppliers, we have identified only one supplier that meets the essential service and bilingual proficiency requirements set out above: Procurement Alliance of Canada Inc. We were unable to identify any other supplier that meets these requirements. As a result, to the best of our knowledge, there is currently no other service provider who can meet the essential service and bilingual proficiency requirements set out above.

7.0 GOVERNMENT CONTRACTS REGULATIONS EXCEPTION:

The following exception to the Government Contracts Regulations is invoked for the procurement under subsection 6 (d) (only one firm is capable of performing the work) of the Government Contracts Regulations. Therefore, we invoke s. 6 (d) of the Government Contracts Regulations to set aside the requirement to solicit bids.

8.0 PERIOD OF THE PROPOSED CONTRACT

The contract period shall be from date of award of Contract to May 31st, 2022.

9.0 COST ESTIMATE OF THE PROPOSED CONTRACT

The estimated maximum value of the contract is \$251,000 CAD including all applicable taxes.

10.0 NAME AND ADDRESS OF THE PRE-IDENTIFIED SUPPLIER

Procurement Alliance of Canada Inc, 108-601 Bank street Ottawa ON K1S 3T4

11.0 SUPPLIERS RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES

Suppliers who consider themselves fully qualified and available to provide the services/goods described herein may submit a Statement of Capabilities in writing, preferably by e-mail, to the contact person identified in this Notice on or before the closing date and time of this Notice. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements.

12.0 CLOSING DATE AND TIME

The closing date for a submission of a Statement of Capabilities is **May 31st, 2021** at **14:00** Eastern Daylight Time (EDT).

13.0 INQUIRIES AND STATEMENT OF CAPABILITIES ARE TO BE DIRECTED TO:

Marie-France Rioux
Team Leader – Procurement Services
National Security & Intelligence Review Agency (NSIRA)
Email: Contracting-Contrats@nsira-ossnr.gc.ca