

ADVANCED CONTRACT AWARD NOTICE

(Positive Workplace Framework)

The Department of Fisheries and Oceans has a requirement to conduct an environmental assessment, develop and implement evidence-informed positive psychology practices to promote employee well-being, engagement and positive leadership practices.

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to WMA Wellness Inc. Before awarding a contract, however, the government would like to provide other potential 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 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.

Statement of Requirement

Fisheries and Oceans Canada (DFO) requires an external perspective to assess workplace well-being, mental fitness and resiliency in the workplace with pre-established tools to assess, monitor and improve the well-being of the organization from its current baseline state; leadership training and the provision and access to an inventory of ready to use workplace wellness tools and resources. Working with three teams, the service provider will use validated measures to assess positive mental health and leadership practices within the workplace environment. The contractor will produce reports to outline areas of strength and those needing improvement at the team level. Expertise in positive psychology, adult learning and business management is required to assess the situation, develop a strategy for promoting well-being and engagement, and coach and provide employees with tools to optimize the workplace environment. The end goal is to obtain measurable improvements in workplace culture, positive leadership practices and employee well-being.

The work is to be carried out in the Gulf Region of DFO. In light of the covid-19 pandemic, assessment, coaching, training and consultation will be delivered remotely. Should the restrictions change, contractor must be able to offer their services in person on DFO premises in New Brunswick, Nova Scotia and/or Prince Edward Island. The provider must be able to provide coaching and recommendations via teleconference, videoconference (e.g. zoom or MS Teams), email and/or in person meetings at no additional cost.

The contractor will apply the principles of positive psychology and use organizational and team measurements to assess each team. The contractor will have specialization in psychology, business administration, empirical and qualitative research, adult education. Their specialization with regards to positive psychology, workplace wellness must include experience working with the public sector.

Expected Results:

- The contractor must be able to administer a bilingual web-based validated assessment tools to a maximum of 75 participants to measure the presence of mental fitness and resiliency practices in the workplace environment.

- The contractor must develop and communicate the results, and produce a personalized report for each of the three teams (total maximum of 75 employees) within 2 weeks of administration.
- The contractor must provide professional bilingual consultation services to explain results, develop strategies and provide tools tailored to each team based on their respective results and realities
- The contractor must deliver train-the-trainer workshops in both official languages to equip champions with the knowledge, skills, resources and strategic plans for assisting their respective teams to apply, model and promote evidence-informed positive psychology practices that contribute to healthy and effective workplace.
- The contractor must provide asynchronous online training, access to a bilingual web-based platform with a variety of bilingual tools to include team and capacity-building activities, video learning sessions, eBooks, practice checklists, strategic plans, in both official languages. These resources must be accessible to all of the participants throughout the duration of the contract and must include mental skills development courses and material that can be used by teams to ensure a healthy and psychologically safe environment in both official languages.
- The contractor must have a system that is compatible with Microsoft operating systems, various browsers and different internet connections, hardware and speeds.
- Prior to administration, the questionnaire will be vetted through ATIP to ensure it complies with Access to Information and Privacy requirements.
- The Contractor must operate from and use their facilities, equipment, learning tools, web-based platform, and software to perform the work.
- The Contractor must provide all services, training, coaching, technical and administrative support and documentation to employees in both official languages of Canada.

The contractor must provide the following deliverables in both official languages:

- Prepare messaging to employees prior to assessment to explain context and objectives. Presentation at regional management committee to explain the initiative.
- Throughout the duration of the contract, the contractor will provide monthly virtual meetings and ongoing consultation with champions to support implementation of activities and strategies in their respective action plans (maximum of 3.5 hours of coaching per team, per month).
- Within one year of contract award: Repeat assessment of three participating teams and provide personalized reports with results, demonstrating progress and improvements.

Minimum Essential Requirements

<p style="text-align: center;">M1 Experience</p>	<p>Bidders must have at least 5 years of experience conducting workplace assessments at the team level using validated measures. Working with public sector organizations to assess workplace well-being, mental fitness and resiliency practices at the group and organizational level. The work must have included the development of tailored strategies to measure and the bidder must describe how they built internal capacity to promote and embed evidence-based positive workplace practices over the long term.</p> <p>Bidders must identify:</p> <ul style="list-style-type: none"> • the name of the client; • the period during which the service was provided; • a detailed outline of the services provided; and • Peer-reviewed validation of assessment tools <p>• contact names, positions/titles and contact information (telephone numbers, email addresses, etc.) for verification purposes.</p>
<p style="text-align: center;">M2 Experience</p>	<p>The contractor must demonstrate a depth of experience by describing how many organizations (minimum of 5) they have worked with and achieved measurable progress in the areas of mental fitness and resiliency. Progress must have been measured and demonstrated with the use of validated measures.</p>
<p style="text-align: center;">M3 Asynchronous On-line platform</p>	<p>The contractor must provide access to an asynchronous bilingual online training platform. This web-based platform must contain a variety of bilingual tools to include team and capacity-building activities, video learning sessions, eBooks, practice checklists, strategic plans, in both official languages.</p>
<p style="text-align: center;">M4 Academic Requirements</p>	<p>Graduation with a PhD with specialization in psychology, business administration, empirical and qualitative research, or education business management.</p>
<p style="text-align: center;">M5 Language Requirements</p>	<p>Bidders must have consultants with expertise in positive psychology, adult learning, business administration, empirical and qualitative research. Bidders must be able to offer training material, assessment, coaching and training delivery in both Official Languages</p>

Trade Agreements and Other Obligations

The requirement is subject to the provisions of the: Canadian Free Trade Agreement (CFTA).

Government Contracts Regulations (GCRs) Exception and Limited Tendering Reasons

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.

Security Requirements

There is no security requirement applicable to the contract.

Ownership of Intellectual Property (IP)

The contractor will retain the IP rights. The Department will have fair and reasonable use of the reports produced from a contract.

Period of the Proposed Contract

The period of the proposed contract is from date of award to one year OR June 30, 2022.

There is an option to extend for an additional one year period to be exercised at the discretion of the Department.

Cost Estimate

The estimated limitation of the proposed contract is \$39,100.00 annually, including tax.

Suppliers' Right to Submit a Statement of Capabilities

Suppliers who consider themselves fully qualified and available to provide the services and/or goods 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.

Closing Date for Submission of a Statement of Capabilities

Statement of Capabilities must be received no later than June 24, 2021. Submissions received after this date and time will not be accepted.

Inquiries and Submission of Statement of Capabilities

Inquiries and submissions are to be submitted in writing to:

Marin McLeod – Contracting Specialist
Procurement Hub
301 Bishop Drive
Fredericton, NB E3C 2M6

Tel. 506-461-3743

Email: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

Please note that the Department of Fisheries and Oceans will not accept hard copy submissions. Email submissions must be less than 10MB; if the file(s) are larger please split them into more than one email. The Department is not responsible for misdirected or delayed submissions. All submissions must be received by the closing date and time specified above.

All submissions should note the file number: 30000150