

ADVANCE CONTRACT AWARD NOTICE (ACAN)

1. Advance Contract Award Notice (ACAN)

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. Definition of the requirement

Parks Canada has a requirement for the provision of military animation and visitor services primarily for Halifax Citadel NHS with an option to provide services at Georges Island NHS. The anticipated start date is April 1, 2022.

Interpretive services at the Halifax Citadel will include a portrayal of the British and Canadian Army garrisons of the Halifax Defense Complex (HDC) from 1749 to 1952, with a concentration on the period 1869-71. The primary portrayal will be the 78th Highlanders (Ross-shire Buffs) and 3rd Brigade, Royal Artillery, but may include civilians and other military units. Staff will wear appropriate period clothing and undertake demonstrations of daily life, garrison duties, military drill and tactics (with and without the use of historic weapons), and perform ceremonial functions on and off site.

Interpretation services on Georges Island will include a portrayal of British and Canadian Army garrisons of the HDC from 1869 to 1945, with a concentration on the period of 1939-45, as well as civilian portrayals from those periods. The primary portrayal will be of the 21st Anti-Aircraft Regiment and 1st (Halifax) Coast Regiment, Royal Canadian Artillery, and 3rd Brigade, Royal Artillery. Supplier's Staff will wear appropriate period clothing and undertake demonstrations of daily life and garrison duties (with and without the use of historic weapons).

The Supplier's Staff will also facilitate visitor experience activities such as guided tours, orientation and special visitor programming.

Visitor services will include visitor reception and orientation services, collection of fees, and visitor survey.

These services are provided in order to:

- 1) Provide a cogent interpretative experience supportive of other media employed in the Site to elaborate the approved themes for the Halifax Citadel and Georges Island;
- 2) Provide staff engaged through this contract to support marketing and promotional opportunities, special projects or events (individual or partnered) that are compatible with Parks Canada's principles and values;
- 3) Support the HDC's efforts to engage youth through delivery of cultural and educational programs, designed to enhance and further the site's use, relevance, understanding and appreciation;
- 4) Contribute to the maintenance requirements of the Halifax Citadel and Georges Island NHS's interpretation program.; and
- 5) Provide reception, site orientation, fee collection, provision of tourism information and respond to visitor inquiries as essential services to the site's reception and or orientation program.

3. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

The supplier:

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1. Supplier's Staff must have experience in using historic weapons and performing historic weapons drill and demonstrations to implement all elements outlined in the Halifax Citadel's Historic Weapons Program Plan. Supplier's Staff must be able to meet standards found in the Halifax Citadel NHS's Historic Weapons Program Plan, Parks Canada Management Directive 3.5.7 and associated Technical Manual. Must be able to produce black powder cartridges and artillery charges and be able to track inventory.
2. Must be able to display thorough knowledge of and experience in using modern point of sale systems to process ticket sales and other purchases. Demonstrate competence in proper money handling, including refunds.
3. Must have the ability to provide bilingual services in the full slate of interpretation and orientation services as outlined in Military Interpretation and Visitor Services contract to a level which meets Parks Canada's service requirements.
4. Must have expertise and experience in training staff of approximately 55-80 persons in all aspects in portrayal of the British military garrison circa 1869-71 (demonstrative foot drill, weapons demonstrations, signal mast operations, cannon drills and firing, dress and deportment, sentry rotation, special ceremonies, etc.) to a level of quality satisfactory to Parks Canada's site management.
5. Must have expertise and experience in training staff of approximately 55-80 persons in all aspects in portrayal of the British and Canadian Army garrisons of the HDC from 1869 to 1945, with a concentration on the period of 1939-45 (demonstrative foot drill, weapons demonstrations, dress and deportment etc.) to a level of quality satisfactory to Parks Canada's site management.
6. Must have proven ability to provide, manage, train a Pipe and Drum band music element for demonstrative interpretation of site's 78th Highland regiment program i.e. Pipe Band concerts, solo piping and drumming, instrument maintenance, interpretive music talks, special event and programs support.
7. Must have an acceptable level of expertise and experience in interpretation and public presentation techniques with a record demonstrating a successful guided tour training program with implementation of such into a scheduled guided tour operation suitable for the Halifax Citadel and Georges Island National Historic Sites (tour being 15 - 45 minutes). Experience and track record of applying interpretation techniques toward other required interpretation elements such as interpretation of period restored rooms, military demonstration presentations. Experience in application of techniques toward delivery of specialty education programs and special event themed (historical based) interpretive products. Must also have the proven ability to provide bilingual service as part of any guided tour or interpretive service previously identified.
8. Must possess staff with sufficient training and experience in costuming to maintain and service seamstress repair requirements of supplier's staff from HDC costume inventory in cooperation with Halifax Citadel's site Curator. The supplier's staff must possess experience in approaches and techniques suitable to Parks Canada's mandate and policies concerning period costuming. They possess experience at providing fitting appointment schedules and action costuming alterations.
9. Able to demonstrate a track record of providing proper management for a program operation of approximately 55 to 100 people through proper documentation and administration of human resources, finances, records keeping, scheduling, communications, customer service, logistics, operational management and supervision.
10. Must bring an in depth knowledge and demonstrated ability to apply knowledge from historical research on: the Halifax Citadel NHS British military garrison circa 1869, the British and Canadian Army garrisons of the HDC from circa 1939-45, Key interpretive messages for the Halifax Citadel and Georges Island NHS and the other sites that make up the Halifax Defence Complex and the complex's overall influences on historical development of Halifax, the region and the country.
11. Must demonstrate capability to provide visitor reception and orientation with an acceptable level of demonstrated customer service to meet the Parks Canada requirement for Quality Visitor Experience, and all minimum measureable standards for this public service element.

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4. Applicability of the trade agreement(s) to the procurement

This procurement is subject to the following trade agreement(s)

- Canadian Free Trade Agreement (CFTA)
- Revised World Trade Organization - Agreement on Government Procurement (WTO-AGP)
- Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- 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-United Kingdom Trade Continuity Agreement (Canada-UK TCA)
- Canada-Ukraine Free Trade Agreement (CUFTA)

5. Justification for the Pre-Identified Supplier

The supplier mentioned in section 13 below is the only known supplier that meets the mandatory criteria set out in section 3 above.

Should Canada receive a statement of capabilities from a supplier that contains sufficient information to indicate that it meets the requirements set forth in this ACAN, a competitive process will be triggered with a technical and financial evaluation methodology of the bids proposed by the potential bidders

6. Government Contracts Regulations Exception(s)

The following exception(s) to the *Government Contracts Regulations* is (are) invoked for this procurement under subsection subsection 6(d) - "only one person is capable of performing the work".

7. Exclusions and/or Limited Tendering Reasons

The following exclusion(s) and/or limited tendering reasons are invoked under the:

- a. Canadian Free Trade Agreement (CFTA) – Article: 513.1(b) (iii);
- b. Revised World Trade Organization - Agreement on Government Procurement (WTO-AGP) – Under the Revised GPA - Article XIII, 1 (b) (iii);
- c. Canada-European Union Comprehensive Economic and Trade Agreement (CETA) – Article(s) Article 19.12 (b) (iii)
- d. Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) – Article(s): 15.10 , 2 (b) (iii) (s)
- e. Canada-Chile Free Trade Agreement (CCFTA) – Article(s) Kbis-09 (b), Article Kbis-09 (c)
- f. Canada-Colombia Free Trade Agreement – Article(s): 1409 (b) (iii);
- g. Canada-Honduras Free Trade Agreement – Article(s): 17.11 2 (b) (iii)
- h. Canada-Korea Free Trade Agreement – Article 14.3, Under the Revised GPA - Article XIII, 1 (b) (iii);
- i. Canada-Panama Free Trade Agreement – Article(s) 16.10 (b) (iii)
- j. Canada-Peru Free Trade Agreement (CPFTA) – Article(s) 1409 (b) (iii)
- k. Canada-United Kingdom Trade Continuity Agreement (Canada-UK TCA) – Article I.1
- l. Canada-Ukraine Free Trade Agreement (CUFTA) – Article(s) Article 10.13 (b) (iii);

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8. Ownership of Intellectual Property

No intellectual property will be created through this contract

9. Period of the proposed contract or delivery date

Initial Period: April 1, 2022 to March 31, 2023

Option: one (1) year option – April 1, 2023 to March 31, 2024

10. Cost estimate of the proposed contract

The estimated value of the contract, including options, is \$ 2,324,982.90 (GST/HST extra)

11. Name and address of the pre-identified supplier

Halifax Citadel Society

P.O Box 9080 Stn A
Halifax, NS
B3K 5M7

12. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN 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.

13. Closing date for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is **February 10, 2022 at 2:00 p.m. EST.**

14. Inquiries and submission of statements of capabilities

Inquiries and statements of capabilities are to be directed to:

Christine Piché
Advisor
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Gatineau, QC

Telephone: 873-355-8841

E-mail address: Christine.piche@pc.gc.ca