



## ADVANCE CONTRACT AWARD NOTICE (ACAN)

**Title:** Strategic Planning

**Solicitation Number:** 1000223854B

### 1. The Purpose and Explanation of an ACAN

An Advance Contract Award Notice (ACAN) allows the Public Health Agency of Canada to post a notice for no less than fifteen (15) calendar days, indicating to the supplier community that a goods, services or construction contract will be awarded to a pre-identified contractor. If no other supplier submits, on or before the closing date, a Statement of Capabilities that meets the minimum requirements identified in the ACAN, the Contracting Authority may then proceed to award a contract to the pre-identified contractor.

### 2. Rights of Suppliers

Suppliers who consider themselves fully qualified and available to provide the services or goods described in this ACAN may submit a Statement of Capabilities demonstrating how they meet the advertised requirement. This Statement of Capabilities must be provided via e-mail only to the contact person identified in Section 12 of the Notice on or before the closing date and time of the Notice. If the Bidder can clearly demonstrate they possess the required capabilities, the requirement will be opened to electronic or traditional bidding processes.

### 3. Proposed Contractor

Nora Spinks  
Work-Life Harmony Enterprises  
174 Wilson St, Almonte, ON K0A 1A0

### 4. Definition of Requirements or Expected Results

The Aging and Seniors Unit, Division of Aging, Seniors and Dementia, Centre for Health Promotion, Public Health Agency of Canada (PHAC) requires a consultant to inform a strategic priority setting and planning exercise. The contract will be delivered in three discrete phases:

- Phase 1: Review, assess and evaluate the current priorities and areas of focus for the Aging and Seniors Unit (ASU) as they fit within the broader context of healthy aging in Canada. Review must include: ASU and PHAC priorities related to older adults; international healthy aging priorities and obligations; and current and future public health needs and issues facing older Canadians. This review must also include data collection such as quantitative surveys and qualitative interviews with senior managers in the Health Portfolio and other government departments and agencies, as well as key aging and seniors partners and stakeholders;
- Phase 2: Lead a design thinking process with members of the Division of Aging, Seniors and Dementia and other key partners to help ASU consider the results of Phase 1 and identify

and/or reframe areas of focus and priorities for a new 10-year strategic plan to foster healthy aging in Canada; and

- Phase 3: Draft a final report providing an overview of Phases 1 and 2 and summarizing the key elements which will inform the development of ASU's 10-year strategic plan.

## 5. Minimum Requirements

Any interested supplier must demonstrate by way of a Statement of Capabilities that it meets the following minimum requirements:

- a) The proposed lead resource (or the proposed resources combined) has facilitated strategic planning exercises and processes on 3 projects (each project must have a minimum length of 3 months and projects 6 months or more will be counted as separate projects for each 3 month period ex. 1 project of 6 months is counted as 2 projects, 1 project of 9 months is counted as 3 projects etc.) in the past 10 years.
- b) The proposed lead resource (or one of the proposed resources) has a graduate degree from a recognized Canadian university, or the equivalent as established by [a recognized Canadian academic credentials assessment service](#), if obtained outside Canada. If a team of resources are proposed, the resource identified as the Project Lead must have a postsecondary degree.
- c) The proposed lead resource (or the proposed resources combined) has experience working on 3 projects (each project must have a minimum length of 3 months and projects 6 months or more will be counted as separate projects for each 3 month period ex. 1 project of 6 months is counted as 2 projects, 1 project of 9 months is counted as 3 projects etc.) which provided advice on a range of social policy issues within the last 15 years.
- d) The proposed resource (or the proposed resources combined) has experience working on a project (minimum length of 3 months) which designed, gathered and analyzed both quantitative and qualitative information within the last 15 years.
- e) The proposed resource (or the proposed resources combined) has experience working on 3 projects (each project must have a minimum length of 3 months and projects 6 months or more will be counted as separate projects for each 3 month period ex. 1 project of 6 months is counted as 2 projects, 1 project of 9 months is counted as 3 projects etc.) which synthesized and summarized information from multiple sources and provided recommendations to help inform the development of organizational strategic plans, within the last 15 years.
- f) The proposed resource (or the proposed resources combined) has experience working on projects (each project must have a minimum length of 3 months and projects 6 months or more will be counted as separate projects for each 3 month period ex. 1 project of 6 months is counted as 2 projects, 1 project of 9 months is counted as 3 projects etc.) that used all five phases of the iterative design thinking process (1. Empathise 2. Define 3. Ideate 4. Prototype and 5. Test) within the last 15 years.
- g) The proposed resource (or the proposed resources combined) has experience working on projects (minimum length of 3 months) related to seniors and aging issues in Canada, within the last 15 years.
- h) The proposed lead resource (or one of the proposed resources) is fluent in both English and French.

## **6. Reason for Non-Competitive Award**

6c) the nature of the work is such that it would not be in the public's best interest to solicit bids

## **7. Applicable trade Agreements and Justification for Limited Tendering or the Procurement Strategy for Aboriginal Business**

N/A

## **8. Ownership of Intellectual Property**

The ownership of intellectual property will rest with Canada.

## **9. Period of the Proposed Contract**

The contract period shall be from date of contract award until March 31, 2023 with the option to extend the term by 1 additional 1-year periods.

## **10. Estimated Value of the Proposed Contract**

The total estimated value of the proposed contract should not exceed \$199,031.00, including travel and living expenses (if applicable), and all applicable taxes.

## **11. Closing Date and Time**

The Closing Date and Time for accepting Statements of Capabilities is March 15, 2022, 2 p.m. EDT.

## **12. Contact Person**

All enquiries must be addressed by e-mail to:

Name: Drew Johnson

E-Mail: [drew.johnson@hc-sc.gc.ca](mailto:drew.johnson@hc-sc.gc.ca)