

**INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT CANADA (ISED)  
ISED 205146**

**ADVANCE CONTRACT AWARD NOTICE (ACAN)**

An Advance Contract Award Notice (ACAN) allows departments and agencies to post a notice, for no less than fifteen calendar days, indicating to the supplier community that it intends to award a good, service or construction contract to a pre-identified contractor. If no other supplier submits, during the fifteen calendar day posting period, a statement of capabilities that meet the requirements set out in the ACAN, the competitive requirements of the government's contracting policy have been met. Following notification to suppliers not successful in demonstrating that their statement of capabilities meets the requirements set out in the ACAN, the contract may then be awarded using the Treasury Board's electronic bidding authorities.

If other potential suppliers submit statements of capabilities during the fifteen calendar day posting period, and meet the requirements set out in the ACAN, the department or agency must proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

**Contracting Officer**

**Name:** Davis Opie

**Telephone Number:** (613) 324-9165

**E-mail:** [davis.opie@ised-isde.gc.ca](mailto:davis.opie@ised-isde.gc.ca)

**DESCRIPTIVE TITLE:**

Services to develop and facilitate a Women's Leadership Development Forum

**BACKGROUND**

Innovation, Science and Economic Development (ISED) Canada's Women's Network brings employees together to learn, share, and collaborate, to further the personal and professional development of women, and to foster a culture of inclusion. The Community's inaugural event, held on June 30, 2020, was a Women's Leadership Panel featuring federal and provincial government ADMs and DMs (all of which were previous ISED Executives) who shared their experiences and insights on women's leadership in mobilizing government responses to the COVID-19 global pandemic. The Panel was highly successful with over 220 participants in attendance, complemented with high interest among participants (and panelists) in a continued dialogue and future events. Since then, the Women's Network has hosted a series of panels on topics including intergenerational barriers, women in technology and diversity, inclusion and belonging.

The Community Champion is also working with her team to seek further opportunities to support women within ISED, including the proposed leadership development forum. The proposal is to establish a peer-cohort pilot which will provide a space for sharing and learning from mutual experiences. This Forum will challenge participants to establish and strive to meet professional goals, using its collaborative nature to encourage group accountability and transparency in their efforts, guided by an independent facilitator. It will also seek to create a community standard of wellness, by encouraging regular check-ins regarding mental health and wellbeing. The proposed pilot is broader than a singularly focused mentorship program (i.e. the women's mentorship

program currently under development by the women's network), community of practice or networking platform

### **REQUIREMENTS/RESULTS:**

To establish a peer-cohort pilot which will provide a space for sharing and learning from mutual experiences. This Forum will challenge participants to establish and strive to meet professional goals, using its collaborative nature to encourage group accountability and transparency in their efforts, guided by an independent facilitator. It will also seek to create a community standard of wellness, by encouraging regular check-ins regarding mental health and wellbeing. The Forum will include seasoned "experts" on leadership development as keynote speakers and the facilitators will prompt deep-dives on personal reflection and goal setting.

The objective of the Forum is to identify systemic challenges preventing women from succeeding in leadership positions across Canada, and to develop personalized strategies that can help reduce these challenges. Women tend to have lower representativeness in executive positions compared to men. Initiatives such as the proposed Forum help address gaps in leadership experience for women within the talent pipeline, in effort to create a support system for women interested in, or transitioning into, leadership roles.

### **Managed Services:**

The project includes the development and execution of the forum sessions for 12 participants. The Facilitator Consultant will lead the project and identify a suitable provider to deliver the outlined sessions. The Facilitator Consultant will also coordinate all aspects of the session to ensure a successful learning and networking opportunity for women in business, and will provide a written evaluation to ISED.

The Women's Leadership Development Forum will include a cohort of 12 participants from women ISED employees across Canada. The cohort will meet eight times per year, with four virtual meetings and four in-person meetings, travel restrictions dependent. Each meeting will be a half-day session, approximately four hours. It is anticipated that the in-person meetings will be held at The Westin, Ottawa, Ontario.

### **Forum Design Elements:**

- The Forum will provide a safe peer network for women employees within ISED to discuss their professional/personal experiences and advance their leadership potential, collectively.
- A cohort of 12 participants will be created from women ISED employees across Canada. The national scope is a defining feature of the forum to be as inclusive as possible of all perspectives and lived realities.
- Length of program will be 12 months.
- The cohort will meet eight times per year, with four virtual meetings and four in-person meetings, travel restrictions dependent. Each meeting will be a half-day session, approximately four hours. In-person meeting will be held at The Westin, Ottawa, Ontario.
- Two facilitators will guide forum participants on their development journey.
- The curriculum/focus of the cohort will be designed to reflect the needs of the selected participants.

- The cohort will participate in discussions with “seasoned experts”, engage in deep-dive sessions on personal reflection and goal setting to enhance leadership development, and will allow for mutual sharing/learning.
- The intention is to launch the forum as a pilot project aimed at the EX-01/02, to assess feasibility to expand the forum in the future.
- The pilot program will be offered in English, with plans to allow for a bilingual offering in the future.
- We are proposing a sole source contract to deliver the forum, based on an already-proven method executed in similar capacities across the country, which will provide a different perspective from traditional programs.

### **Key Deliverables:**

- Facilitation of eight sessions will be provided for 12 women ISED employees across Canada.
  - One in-person orientation session, held at The Westin, Ottawa, Ontario.
  - Three in-person sessions, held at The Westin, Ottawa, Ontario.
  - Four virtual sessions.
- Participants will receive formal written feedback and recommendations for improving performance.

### **Reporting:**

- Clear and measurable evaluation metrics will be developed to assess the success of the pilot as well as feasibility for expansion and replication.

### **IDENTIFICATION OF CONTRACTOR**

**Name of Contractor:** Triangle Strategies

**Address:** PO Box 8182

**City:** Halifax, NS

**Postal Code:** B3K5L9

### **REASON FOR AWARDING CONTRACT TO THIS CONTRACTOR**

Triangle Strategies has been actively working to ensure that women in leadership roles are prepared to step into these positions through their Executive Leaders Forum. Triangle Strategies’ distinguished reputation and achievements make the company uniquely placed to deliver on this facilitator contract, in that it offers specific and uniquely crafted content that will focus on women in government entering into leadership positions and has a strong perspective of the Atlantic regional ecosystem, through an existing, leading, regional speakers roster and a reputation that can speak to the interests of all ISED women employees across Canada in leadership roles.

Triangle Strategies offers support, trust, and security to create a cohort-based leadership accelerator executive leaders forum which uses their team’s decades of experience to develop a program that provides its members with unparalleled growth and development opportunities. The vendor’s unique efforts to create a meaningful impact in the professional lives of the forum participants is the reason the vendor is being sought for sole source certification. The vendor has received the following awards: Top 50 CEO’s Atlantic Business Magazine 2000-20005, Winner

of the Canadian Mentorship Award – Start up Canada & the Canadian Business Youth Foundation 2013, Dalhousie University’s 2020 Aurum Award, Rotman Directors Education Program (DEP) Institute of Corporate Directors. Furthermore, the vendor offers experience of more than 400 sessions, and a unique pan-Canadian perspective with decades of experience in career advisory and coaching education. With limited opportunities available to help develop effective, unique skills and talents at a leadership level. Triangle Strategies has been actively working to create forums in Canada, to help new leaders reach their full potential. The Consultant also has access to resources, including a roster of previously screened potential keynote and guest speakers and Information Technology services to assist with the execution of in-person and virtual sessions.

### **MINIMUM ESSENTIAL REQUIREMENTS**

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

- A. Significant knowledge of the practices for establish a peer-cohort pilot which will provide a space for participants to share and learn from mutual experiences. Such knowledge could have been gained by, for example, producing, developing or facilitating leadership forums which can identify systemic challenges preventing women from succeeding in leadership positions across Canada, and help them to develop personalized strategies that can help reduce these challenges (10+ years of experience).
- B. Significant knowledge, recognition, and experience in consulting and delivering these services within public and private sectors, along with following best practices. Such knowledge could have been gained by, for example, conducting similar forums and receiving awards of recognition for their facilitation services and deliverables (15+ years of experience)
- C. Must have the proven ability to draw on existing networks to lead the project, identify “experts” on leadership development as keynote speakers and include a suitable provider to deliver the outlined sessions.
- D. Must have a proven ability to synthesize results and provide Clear and measurable evaluation metrics. An evaluation plan must be developed to assess the success of the pilot as well as feasibility for expansion and replication.

## **PERIOD AND ESTIMATED COST OF THE CONTRACT**

The period of the contract will be one year beginning from the contract award date. and will cost \$79,312.00, inclusive of taxes.

## **APPLICABLE TRADE AGREEMENTS AND APPLICABLE LIMITED TENDERING REASONS**

No Trade Agreements apply to this request.

Section 6(d) of the Government Contracts Regulations is being invoked in this procurement as only one person or firm is believed capable of performing the contract.

## **OWNERSHIP OF INTELLECTUAL PROPERTY**

Intellectual Property does not apply to this contract.

**CLOSING DATE AND TIME FOR WRITTEN SUPPLIER RESPONSES  
CHALLENGING THIS REQUIREMENT IS 2:00 P.M, EASTERN TIME, 11/03/2022.**

You are hereby notified that the government intends to solicit a bid and negotiate with the firm identified above.

If you wish to submit a written response showing that you are capable of meeting this requirement, it must be done not later than the closing date and time. As it is intended to proceed in a timely manner, responses received after the closing date will not be considered. The Crown reserves the right not to open this procurement to competition.

Responses received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a competitive procurement. Information provided will be used by the Crown for technical evaluation purposes only and is not to be construed as a competitive solicitation. Your written response must provide sufficient evidence (e.g. specifications, technical data, drawings, or any other proof) that clearly demonstrates that your product or service is capable of fulfilling this requirement.

Suppliers that have submitted a response will be notified in writing of ISED's decision to continue with the non-competitive procurement or to compete the requirement.

Should you have any questions concerning this requirement, contact the contracting officer identified above. The Industry 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 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.