



December 22, 2022

30003465

ADVANCED CONTRACT AWARD NOTICE

TITLE: Aquatic Sciences and Fisheries Abstracts Indexing Services

ACAN:

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to Alexis Pacey 186 Oceanview Drive, Bedford, N.S. B4A 4G4.

Before awarding a contract, however, the government would like to provide other 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 other potential suppliers submit a statement of capabilities during this ACAN posting period that meets the requirements set out in the ACAN, the government will proceed to a full tendering process on either GETS or through traditional means, in order to award the contract.

If no other supplier submits, on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the pre-selected supplier.

INTRODUCTION:

The purpose of the professional indexing services for the Aquatic Sciences and Fisheries Abstracts (ASFA) database is to fulfil the department's obligation as an ASFA partner and to ensure that aquatic and fisheries Canadian content is indexed in ASFA database

BACKGROUND:

In 1970, Aquatic Sciences and Fisheries Abstracts (ASFA) database was established by the United Nations Food and Agriculture Organization (FAO) which provides an abstracting and indexing service covering the world's literature on the science, technology, management, and conservation of marine, brackish water, and freshwater resources and environments, including their socio-economic and legal aspects.

The Department of Fisheries and Oceans Canada has a responsibility and an agreement with FAO to ensure aquatic and fisheries Canadian content is indexed in ASFA.

OBJECTIVES:

Information Management Branch within the Department of Fisheries and Oceans was tasked with ensuring that quality ASFA indexing continues as per an agreement with FAO.

- The ASFA Advisory Board requires that all those entrusted with submitting entries to the ASFA United Nations database be either a librarian, library technician or someone with significant experience with fisheries or aquatic sciences research tools. It is essential that that the ASFA indexer has training to use the software, OpenASFA and has experience in the

preparation of the ASFA data prior to inputting. A course is provided by FAO to all ASFA partners, (this course is not available to the general public) that explains the rules, authority lists, formats, codes and procedures required by all ASFA indexers.

- Creation of ASFA indexing entries requires skill and experience with cataloguing, using aquatic sciences thesaurus tools and subject analysis of aquatic sciences research publications. Data entry must follow the ASFA guidelines.
- An intimate knowledge of the ASFA input screens and marine science publishing industry is required because documenting the indexing process and creating appropriate procedural material comprises part of the deliverables of this contract.

WORK REQUIREMENT:

The Department of Fisheries and Oceans Canada has a requirement for the provision of the following services:

- To provide professional indexing services and input those submissions to the Aquatic Sciences and Fisheries Abstracts (ASFA) bibliographic database according to the standards required by the ASFA Advisory Board. The standards will be available upon request.
- The expectation of a minimum of 120 indexing contributions on a monthly basis.
- To undertake appropriate measures to avoid a backlog of indexing to develop.
- To create or edit existing abstracts for input in ASFA.
- Research may be required to search for the Canadian articles/publications which are required to be indexed in ASFA.
- Revise the Monitoring list of Active and Inactive Input titles on annual basis.
- Represent DFO at the ASFA Advisory Board meetings, if applicable.
- The software, OpenASFA is required and the contractor will need to know how to use this software.
- Provide a detailed biweekly progress report with a list of completed contributions and statistics of inputted contributions;
- Provide an annual report at end of fiscal year of the total number of contributions to the ASFA database.
- The Contractor will need to report directly to Darlene Tan, Digital and Systems Librarian.

TASKS AND DELIVERABLES:

In addition to the tasks noted above, the Contractor will need to provide a detailed biweekly progress report with a list of completed contributions, and statistics of inputted contributions. An annual report will be required at the end of each fiscal year(s) of the total list of contributions (including Series titles) to the ASFA database.

RESOURCES AND LEVEL OF EFFORT:

The estimated level of effort for this requirement is as follows:

Initial Contract Period: – 185 Days
First Optional Period: – 185 Days
Second Optional Period: – 185 Days

MANDATORY CRITERIA:

- Must be a trained ASFA partner
- Must have knowledge of ASFA guidelines
- Must have 5 years of experience indexing DFO publications
- Must have 5 years of experience indexing Canadian publications

- Must have 5 years of ASFA certified experience in data entry and indexing NAFO publications
- Must have 2 years of experience using OpenASFA software

ESTIMATED VALUE:

The total value of the contract shall not exceed \$25,000 excluding all applicable taxes for the firm period from contract award to 31 March 2024. Each subsequent Optional Year is estimated at \$25,000 each.

TRADE AGREEMENTS APPLICABILITY OR OTHER OBLIGATIONS:

No Trade Agreements apply.

GOVERNMENT CONTRACTS REGULATIONS EXCEPTION AND LIMITED TENDERING REASONS:

The following policy requirements are applicable to this ACAN process:

Applicable Exceptions to Soliciting Bids under the Government Contracting Regulations (GCRs) (Section 6):

Section 10.2.1 Section 6 (d) only one person or firm is capable of performing the work applies to this ACAN for the following reasons:

-There are no known alternative sources of supply.

CONTRACT PERIOD:

The period of the contract is from contract award to 31 March 2024 inclusive. The contract will include 2 optional years each of 1 year duration, under the same conditions and which will be activated at the discretion of DFO.

Firm period: contract Award to 31 March 2024

Option Year 1: 1 April 2024 to 31 March 2025

Option Year 2: 1 April 2025 to 31 March 2026

SUPPLIER'S RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES:

Suppliers who consider themselves fully qualified and available to provide the services described herein, **must submit a Statement of Capabilities in writing to the Contracting Officer identified in this Notice on or before closing date. The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements.**

CLOSING DATE FOR SUBMITTING STATEMENT OF CAPABILITIES:

January 6, 2023 at 14:00 Atlantic Standard Time (AST)

Inquiries and statements of capabilities are to be directed to:

Karine Plante

Senior Contracting Officer

Procurement Hub – Fredericton, NB

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