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**Advance Contract Award Notice**  
**For**  
**Subject Matter Expert services related to Illicit/Illegal Drugs in Canada**

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

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. Introduction:**

Public Safety Canada currently has a requirement for a contractor to conduct specialized knowledge development, mobilization and dissemination activities in relation to illicit drugs and their public safety implications.

**3. Background:**

Public Safety Canada (PS) is Canada's lead department with the mandate to keep Canadians safe from a range of risks such as natural disasters, crime and terrorism. PS works with other federal departments, other levels of government, law enforcement agencies and first responders, community groups, the private sector and other countries to achieve its objectives. The Department plays a key role in developing policies, delivering programs and ensuring cohesion and integration on policy and program issues within the Public Safety Portfolio, which includes: national security, emergency management, law enforcement, border management, corrections, and crime prevention.

The mandate of the Drug Policy Division (DPD) is to provide rigorous advice to the department and government on the best possible, evidence-based approaches to address the public safety impacts of illicit cannabis and illegal drugs, including opioids and other substances.

The DPD is undertaking work to examine the public safety impacts of illicit cannabis and illegal drugs, including how they are related to individual or organized criminal behaviour and cause community safety concerns, as well as their impacts on law enforcement agencies and the criminal justice system more generally. This work may also include examining the economic costs of illicit cannabis and illegal drugs and institutional responses, as well as these responses' effectiveness, with a view to informing policy and program development, and the provision of rigorous advice to senior officials and stakeholders.

The Division is in particular seeking to increase capacity to identify, target and disrupt organized crime groups and illegal supply chains, including by improving knowledge of illegal drug markets and drug seizure data quality. It also seeks to provide law enforcement with guidance and tools to support new ways of policing use of illegal substances with a view to: improving police interactions with people who use substances; reducing the harms associated with substance use criminalization; and mitigating the potential impacts on people who use substances of supply disruptions interventions. The Division is also undertaking work to better document the illicit cannabis markets and their public safety impacts, and is continuing to develop knowledge and data on drug-impaired driving.

However, the Division is facing a lack of data and factual knowledge on such issues as: the size and characteristics of illicit cannabis and illegal drug markets and the role of organized crime in them; effective law enforcement practices to enforce Canada's drug laws (i.e., the *Controlled Drugs and Substances Act* and the *Cannabis Act*); potential impacts of various policies on substance use and related public safety

aspects, trends and patterns in domestic illicit cannabis and illegal drug markets; and the impairing effect of various illegal substances on driving abilities.

To support the objectives of the Division, PS requires the services of a contractor to conduct various research projects, prepare reports and other knowledge products, and disseminate the knowledge to practitioners and policy makers.

## **4. Requirements**

### **4.1 Objective**

To provide insight, knowledge and subject matter expertise and practical advice to support PS in the provision of rigorous policy and program advice to address illicit drug markets and drug-impaired driving.

### **4.2 Issues to be addressed**

The Contractor will be expected to perform tasks noted in section 4.3, as required, on the issues listed below. The Contractor must not commence work on any issue without Public Safety's consent. This list of issues is the expected list; however, it may change depending on circumstances and requirements. In addition, not all tasks may require the same level of effort.

1. Trends and patterns in the scale, scope, value, methods of production, importation or distribution to the domestic market of illegal drugs (e.g., fentanyl and other opioids) and precursor chemicals of synthetic drugs.

Key research questions include:

- how are illegal drugs used to adulterate the nature and contents of other substances?
- what factors drive the introduction and use of illegal drugs and precursor chemicals on the market?
- what are the policy and practice implications of these findings?

2 - An analysis of stigma related to illegal drug use and the effectiveness of policies and practices to reduce stigma.

Key research questions include:

- how does stigma affect criminal trajectories among persons who use substances?
- what factors drive stigma?
- what are the impacts of law enforcement training to reduce stigma?
- what are policy/programming gaps to address stigma and related factors and how might those be filled?

3 - The potential impacts of various policies and practices on organized crime groups' methods of operation in the illegal drugs and illicit cannabis markets.

Key research questions include:

- what would be the key indicators to measure the impacts of policies and practices on organized crime groups' methods of operation regarding illegal drugs and illicit cannabis?
- what do we know about the impacts of various types of interventions?
- what are the policy and practice implications of these findings?

4 - Comparative analyses of the effectiveness and costs of various law enforcement policies, practices and responses to illicit drugs and illicit cannabis.

Key research questions include:

- what would be the key indicators and data sources to measure the effectiveness of law enforcement practices and responses to illegal drugs and illicit cannabis?
- what would be the key indicators and data sources to measure the costs of law enforcement interventions to address illegal drugs and illicit cannabis?
- what are the policy and practice implications of these findings?

5 - Studies on behaviour, attitudes, detection tools, or the science of impairment, in relation to drug-impaired driving.

Key research questions include:

- what is the state-of-the-art knowledge on the impairing effects of illicit drugs, other than cannabis?
- what are the key gaps in this knowledge?
- what is the state of knowledge on tools to detect impaired driving related to drugs other than cannabis?
- what are the policy implications of these findings?

6 - An analysis of SGBA+ aspects in relation to illegal drugs.

Key research questions include:

- are gender and other identity factors used by OCGs to achieve their ends? If so, how and to what extent?
- what data are currently available to measure the impacts on LGBTQ+ communities of policies and practices on illegal drugs?
- what is the state of knowledge on the differential treatment of LGBTQ+ communities in illegal drug markets? How they may be used differentially in the markets? How they may be impacted differentially by law enforcement practices?
- what are the policy implications of these findings?

7 - Analysis of how cannabis revenues generated by the various levels of government may be used to fund law enforcement activities specifically dedicated to illicit cannabis.

Key research questions include:

- what is the level of revenue generated by legal cannabis sales by jurisdiction in Canada?
- are these funds specifically dedicated to cannabis-related activities or part of general revenues?
- What proportion of these funds is dedicated specifically to law enforcement activities?
- what are the policy implications of these findings?

### 4.3 Tasks

The Contractor must perform the following tasks:

#### Contract Kick-Off Meeting

- 4.3.1 Attend a kick-off meeting with the PS [Project/Technical](#) Authority and other stakeholders as may be required to discuss the objectives and requirements of the contract mandate and the order in which the Contractor will work on the various issues noted above. The meeting will take place within [one \(1\) week](#) of contract award at Public Safety Canada's facilities in Ottawa [or](#) by teleconference/videoconference (as determined by the PS [Project/Technical](#) Authority).

For each of the issues, the Contractor will be expected to conduct the following tasks but not limited to :

- 4.3.2 Attend a kick-off meeting for the agreed issue with the PS [Project/Technical](#) Authority and other stakeholders as may be required to discuss the objectives and requirements of the mandate and the Contractor's provisional approach(es) & methodology(ies). The meeting will take place within [one \(1\) week](#) of the initiation meeting at Public Safety Canada's facilities in Ottawa [or](#) by teleconference/videoconference (as determined by the PS [Project/Technical](#) Authority).
- 4.3.3 Identify and review key documents, including published literature, to conceptualize and contextualize the aim, objectives, scope and requirements relevant to the issue under examination.

- 4.3.4 Identify the approach and methodology that will be used to address the issue examined. This should include, but is not necessarily limited to: the type of information and data sources, the proposed data collection tools, the sampling methodology as required, the key stakeholder organizations that should be involved in order to conduct the work, the proposed analytical plan, as well as types of knowledge mobilization approaches and tools that will be used to reach the key stakeholders. Of note, the data sources should include, in all cases where possible and useful to inform the particular issue at hand, the Canadian Substance Use Costs and Harms database.
- 4.3.5 Submit a report describing the document review, proposed methodology and work plan that identifies the following to the PS Project/Technical Authority for review, feedback and approval:
  - i. tasks to be performed,
  - ii. deliverables to be produced,
  - iii. roles & responsibilities of the resources proposed to perform the work,
  - iv. schedule for the performance of each element of work and submission of each deliverable,
  - v. cost associated with the performance of each element of the work and each deliverable.
- 4.3.6 Upon receipt of approval of the report in 4.3.5 by the PS Project/Technical Authority, collect, collate, organize, and analyze the data.
- 4.3.7 Develop and deliver a comprehensive draft report outlining the context, methodology, findings, conclusions and recommendations.
- 4.3.8 Prepare and deliver the final report, integrating comments from the PS Project/Technical Authority.
- 4.3.9 Prepare and deliver short briefing papers and targeted presentations as may be required to reach a specific audience (e.g., senior management).
- 4.3.10 Prepare and deliver knowledge mobilization tools adapted to a specific audience (e.g., the law enforcement community, relevant practitioners, etc.). These may include: web-based tools, webinars, conferences, etc. The Contractor may be required to conduct all of the tasks associated with such webinars, seminars or conferences; however, this will be discussed with the PS Project/Technical Authority prior to undertaking the work.
- 4.3.11 Provide other relevant knowledge transfer activities to the PS Project/Technical Authority and other stakeholders identified by the PS Project/Technical Authority.

## 5. Deliverables

For each of the issues, the Contractor will be expected to produce, the following deliverables but not limited to:

No.	Deliverable	Content	Format	Due Date
a)	Approach, methodology and Workplan	Detailed reports delineating the proposed methodology, who would be involved in conducting the work, the workplan with timelines, and the associated costs to address a given issue.	MS Word	TBD
b)	Research Reports	Detailed reports presenting existing knowledge and/or new knowledge and data on the issues identified above. This may include: literature reviews; descriptions of the specific methodology to collect data; a detailed description and analysis of the qualitative	MS Word	TBD

		and/or quantitative data; an analysis of the limitations and policy and/or practice implications of the data and analysis; and, conclusions and recommendations as may be applicable.		
c)	Short Briefing Papers	Prepare and share short papers for decision makers and practitioners summarizing key policy and/or practice-oriented information to support evidence-based decision-making and interventions.	MS Word	TBD
d)	Targeted Presentations	Make presentations, on an as required basis, to senior level officials in the department as well as to key stakeholders (e.g., federal-provincial-territorial tables).	Power Point	TBD
e)	Knowledge Mobilization Activities and Tools	Knowledge mobilization activities and tools, adapted to the various topics and tailored to a variety of audiences from diverse horizons, from senior government officials to law enforcement officers on the ground, including but not limited to: in-person or virtual conferences, seminars, or briefings, web-based events and tools, training sessions, etc.	MS Word	TBD

## 6. LOCATION OF WORK

- 6.1 The Contractor will be expected to conduct the work at their own facilities; however, the contractor's resources must be available to participate in meetings in person at PS offices or virtually (videoconference/teleconference) as required.
- 6.2 The Government of Canada will not accept any travel and/or living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.
- 6.3 No travel outside of the National Capital Region (NCR), or outside of designated work locations, is anticipated in the performance of the activities described in this Statement of Work unless authorized by the PS Project/Technical Authority.

## 7. LANGUAGE OF WORK

- 7.1 All deliverables must be submitted in English.
- 7.2 PS will arrange for the translation of Contractor-produced deliverables, as required.
- 7.3 All communications with Public Safety Canada staff and the Canadian public (if applicable) must be performed in the official language (English or French) preferred by the employee/citizen.

## 8. PUBLIC SAFETY CANADA SUPPORT

As required to perform the contract work and at the discretion of the PS Project/Technical Authority, PS will provide Contractor personnel with:

- i. relevant internal documentation, some of which may be subject to non-disclosure agreements to support confidentiality of internal information,
- ii. scheduled access to departmental stakeholders, and
- iii. provision of timely review, feedback on, and approval of deliverables (*approximately 5-10 business days unless otherwise specified*).

## 9. POLICY ON GREEN PROCUREMENT

In April 2006, and as revised on May 14, 2018, the Government of Canada issued the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>) that directs federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. To assist Canada in reaching its objectives, the Contractor should undertake the following when performing the Work:

- 9.1 Provide and transmit draft and final deliverables in electronic format.
- 9.2 Print on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest such as: Canadian Standards Association (CSA), Forest Stewardship Council (FSC); Sustainable Forestry Initiative (SFI); Ecologo certification, etc.
- 9.3 Print double sided in black and white format.
- 9.4 Recycle (shred) unneeded printed documents in accordance with Security Requirements of the Contract.

## 10. Minimal Essential Requirements:

The following requirements must be met to meet the requirement set out in this notice:

### Experience:

The Contractor must have:

- A minimum of ten (10) years' experience in conducting policy-oriented research on illegal/illicit drug issues.
- A minimum of ten (10) years' experience developing and providing strategic policy advice on illegal/illicit drug-related issues.
- A minimum of five (5) years' experience providing subject matter expert advice on illegal/illicit drug issues.
- Experience conducting empirical research (qualitative and quantitative) on illegal/illicit drug-related issues.
- Experience developing and delivering knowledge mobilization activities through interactive tools and events, such as web-based tools, webinars, in-person events, etc.
- Experience of conducting research on complex illegal/illicit drug markets.
- Experience working with law enforcement on illegal/illicit drug markets.
- Demonstrated expertise in economic analysis of illegal/illicit drugs and in drug-impaired driving, stigma related to illicit drugs, and SGBA+ related to illicit drugs.
- Ability to engage multiple relevant stakeholders (e.g., federal, provincial, and territorial governments; key non-government stakeholders, individuals affected by substance use, etc.) at national and jurisdictional levels.
- Ability to access a range of individuals who use different substances and at varying degrees, and the expertise to work in collaboration with these individuals, particularly as it relates to stigma, SGBA+ concerns, and reducing personal and public safety issues related to substance use harms

## 11. Period of Contract:

The contract period will run from contract award to March 31, 2025.

## Optional Services

The Contractor grants to Canada the irrevocable option to acquire the services described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract for two (2)

optional one year periods. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

## 12. Estimated Cost:

The estimated amount of this contract is \$730,000 (excluding GST) including all optional periods.

## 13. Limited Tendering Reason

The contract is proposed under the Government Contracting Regulations, Section 6 (d) that states “**only one person or firm is capable of performing the contract**”

The Department requires a Contractor with significant experience in drug research (including producing new original data) and knowledge dissemination and mobilization on drug-related matters (including for senior government officials and other decision makers). Furthermore, the resource must have intimate knowledge of the complexity of illicit drug markets, an understanding of the policing and public safety roles and responsibilities in this domain, as well as the current strategies and policies at the Canadian federal government as well as provincial and territorial governments..

- The Contractor’s experience, knowledge, and understanding of substance use and related harms, including drug markets in Canada is demonstrated by their numerous publications and activities in this domain since their creation in 1988.
- The Contractor has robust, demonstrated experience in conducting empirical research on drug-related issues, including on cannabis, opioids, and drug-impaired driving. They have a list of publications on their web site attesting to this experience.
- The Contractor has robust, demonstrated experience in developing and delivering innovative and diversified knowledge dissemination and mobilization activities, including through their annual conference, interactive tools on their website, focused presentations, and the organization of seminars, webinars and other events for decision-makers and practitioners.
- The Contractor owns the intellectual property rights to various data essential to policing practices, illicit and licit drugs, associated public safety risks, and other drug- and harm-related issues through its program, the [Canadian Substance Use Costs and Harms](#) (CSUCH). This data will be essential for the effective delivery of some of the studies to be undertaken.
- The Contractor is a one-stop convenor through its established network of stakeholders, partners, and The Contractor has established, over the years, a vast network of collaborators across Canada and internationally in numerous domains and from diversified horizons, including the academic and law enforcement communities.
- The Contractor is a unique one-stop service in the domain of substance use harms and public safety implications with established expertise to conduct evidence-based research and data collection and also disseminate findings tailored to intended audiences (e.g., policy briefs, educational tools, reports, data dashboards), and mobilize knowledge by providing training products (e.g., modules, guides, performance competencies).
- The Contractor has unique and recognized expertise in the field of drug-impaired driving which is one of the issues in this agreement. They are currently completing a culpability study as well as an empirical study on the standard field sobriety testing impaired driving detection tool.
- The Contractor’s Senior Research Associate has access to confidential policing and impaired driving data, including toxicology data, not available to anyone else outside of the organizations who collect these data. The SRA is also one of only a few professionals in Canada with the combined expertise, data, and knowledge of policing tools and procedures used in impaired driving detection and understanding the science of impairment.

- The Contractor has significant experience working with and for the law enforcement community, including on stigma associated with persons who use substances.
- The Contractor has a team of experienced professionals and researchers, in the social sciences, including economy, criminology and public administration.
- The Contractor has experience working with Public Safety Canada, the RCMP and other law enforcement agencies, as well as with the provincial and territorial governments.

Given the diversity of illicit drug issues to be addressed in this agreement, the complexity of the work, and the first-hand knowledge required to deliver the types of high-quality products expected, there is no other supplier or contractor that could provide the level of service required in as cost effective and timely a manner.

#### **14. Name and Location of the Proposed Contractor:**

It is intended to award a service contract to the following supplier:

Canadian Centre on Substance Use and Addictions  
75 Albert Street, suite 500  
Ottawa, ON

#### **15. Intellectual Property:**

Intellectual Property will remain with the Contractor.

#### **16. Trade Agreements:**

Applicable trade agreements : World Trade Organization (WTO) Canada Free Trade Agreement, Comprehensive Economic and Trade Agreement (CETA), Consolidated TPP, Canada-Honduras, Canada-Korea, Canada-Panama, Canada-Peru, Canada-Ukraine, Canada-Columbia, and Canada-Chili.

#### **17. How to Respond:**

Suppliers who consider themselves fully qualified and available to provide the service described herein, may submit a statement of capabilities in writing to the contracting authority 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.

Statements of capabilities' must be emailed on or before the closing date. Statements of capabilities 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 be construed as a competitive solicitation.

Suppliers that have submitted a statement of capabilities will be notified in writing of Public Safety Canada's decision to continue with the non-competitive procurement or to compete the requirement.

Should a supplier have any questions concerning the requirement, contact the contracting officer identified below. The Public Safety Canada 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 or, in the case of a facsimile transmission, on the cover page.

The Crown retains the right to negotiation with suppliers on any procurement.

Documents may be submitted in either official language.

#### **18. Contracting Authority:**

Chantale Gregoire  
Senior Acquisition Advisor  
Public Safety Canada

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Ottawa, Ontario  
K1A 0P8

Tel: 343-549-5220

Fax: 613-954-1871

Email: [contracting@ps-sp.gc.ca](mailto:contracting@ps-sp.gc.ca)

**19. Closing Date:**

This ACAN notice will be closed on **March 23, 2023.**