



ADVANCE CONTRACT AWARDED NOTICE (ACAN)

TITLE: ACAN- International Trade Professional Certification and Designation Training

SOLICITATION NUMBER: 24-253513

1. THE PURPOSE AND EXPLANATION OF AN 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 REQUIREMENT

The Department of Foreign Affairs, Trade and Development Canada (DFATD) has a requirement for the supply of online training courses and workshops to DFATD's trade employees. The online training courses and workshops will prepare DFATD's trade employees with the knowledge and expertise to obtain a professional certification/designation as an International Trade Professional that enables participants to have a certification that is internationally recognized given the global footprint of the Canadian Trade Commissioner Service.

3. CRITERIA FOR ASSESSMENT OF THE STATEMENT OF CAPABILITIES PROVIDED

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

1. The supplier must demonstrate their capability to provide comprehensive online training material, including: courses, exams, eBooks, and a resource library in both official languages. The online training material must include the following topics:

- Global Value Chain
- International Market Entry Strategies
- International Trade Finance
- Products and Services for a Global Market
- Feasibility of International Trade
- International Sales Marketing

The online courses and exams will require the participant to provide fifteen (15) to forty-five (45) hours of effort per course to study and prepare for the exam; as well as three (3) hours to complete the online examination for each course.

2. The supplier must demonstrate their capability to provide comprehensive online training courses, including workshops, exams, eBooks, and a resource library in both official languages. The online training courses must include the following topics:

- Situational Analysis
- Cost and Pricing Analysis
- Risk Analysis and Management
- Planning for International Market Entry



- Implementation of Market Entry Strategies
- Law and Ethics
- Intercultural Competence
- Document Management
- International Procurement
- Inventory Management
- International Distribution
- Product Development
- Service Development
- Marketing Products and Service
- Selling International Markets
- E-Commerce

The online training workshops (including the exams) are a component of the courses and will require the participant to provide ten (10) to fifteen (15) hours of effort per workshop to complete it and prepare for the exam; as well as two (2) hours to complete the online examination for each workshop.

3. The supplier must demonstrate their capability in offering a professional certification and designation as an International Trade Professional that enables participants to have a designation that is internationally recognized given the global footprint of the Canadian Trade Commissioner Service.
4. The supplier must demonstrate their capability to perform the following administrative functions:
 - Registering DFATD trade employees for online courses or online workshops.
 - Advising the project authority if prospective registrants have other courses or workshops still in progress when requesting registration to a subsequent course or workshop.
 - Issuing all requisite instructions/access to enable registrants to complete the course(s) or workshop(s) online.
 - Determining the registrant's official language preference for accessing all relevant material.
 - Processing cancellations, including requesting the applicable cancellation fee from the participant and removing the online course or workshop content from the registrant's account (with the exception of the eBook, which cannot be retrieved from the participant).
 - Providing registrants with all requisite information regarding the cancellation policy and process.
 - Charging registrants directly as required by the cancellation policy.
 - Issuing all requisite instructions/access to enable registrants to complete the course or workshop exam.
 - Following up with registrants if exams are not taken within 2 months of course or 2 weeks of workshop registration (registrants have a total of 3 months for courses or 1 month for workshops to complete the exam once they have registered for a course or workshop, respectively).
 - Providing registrants with all requisite information regarding requests for deferrals (i.e. extra time to complete the course or workshop).
 - Providing registrants with all requisite information regarding requests for exam rewrites.
 - Tracking registrations and registrant status (e.g. in progress, cancelled, completed, exam failed, exam passed, equivalency credit application, designation obtained).
 - Responding to questions from DFATD employees related to online courses, workshops, designation, equivalency credits, and all other inquiries related to online products and services.



4. APPLICABLE TRADE AGREEMENTS.

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-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)

5. SET-ASIDE UNDER PROCUREMENT STRATEGY FOR INDIGENOUS BUSINESS (PSIB)

This procurement is not set-aside for an Indigenous supplier. Therefore, any suppliers may submit a statement of capabilities.

6. COMPREHENSIVE LAND CLAIM AGREEMENTS

This procurement is not subject to the Comprehensive Land Claim Agreements.

7. JUSTIFICATION FOR THE PRE-IDENTIFIED SUPPLIER

Forum for International Trade Training (FITT) has been identified as the only supplier capable of providing online training courses and workshops in both official languages that will prepare DFATD employees with the knowledge and skills in international trade required to obtain a Trade Professional Designation. The chosen supplier also provides their own internationally recognized Professional Certification as an International Trade Professional.

8. GOVERNMENT CONTRACT REGULATIONS EXCEPTIONS

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

9. OWNERSHIP OF INTELLECTUAL PROPERTY

Ownership of any Foreground Intellectual Property arising out of the proposed contract will vest in the Contractor.

10. PERIOD OF THE PROPOSED CONTRACT

The proposed contract is for a period of one-year (1) plus three (3) additional one-year (1) optional periods.



11. ESTIMATED VALUE OF THE PROPOSED CONTRACT

The estimated value of the contract, including option(s), is \$393,534 (GST/HST included).

12. PROPOSED CONTRATOR

Forum for International Trade Training

116 Lisgar Street, Unit 100

Ottawa, Ontario

K2P 0C2

Canada

13. RIGHTS OF THE SUPPLIERS

Suppliers who consider themselves fully qualified and available to provide the goods, 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. If the supplier can clearly demonstrate that they have the required capabilities, an electronic or traditional bidding process will be launched.

14. CLOSING DATE AND TIME

The closing date and time for accepting statement of capabilities is March 6, 2024, at 3:00 pm.

15. CONTACT PERSON

Inquiries and statements of capabilities are to be directed to:

Name: Katherine Borden

Title: Manager: Domestic Procurement

Organization: Department of Foreign Affairs, Trade and Development Canada

Address: 200, Promenade du Portage

Facsimile: N/A

E-mail: Katherine.Borden@international.gc.ca