

An Advanced Contract Award Notice (ACAN) must be prepared in both official languages. Below is a model that must be used by contracting officers for the preparation of an ACAN. The blocks include guidance for its use as well as examples for some of the items listed.

1. Advance Contract Award Notice (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 the requirement

Infrastructure Canada requires professional services to build an engagement and web platform. The work will result in: a pre-built web interface for engagement and document and information sharing; bilingual moderation services; support service to the Department on archiving information, including the storage, management, and destruction of information collected as requested by the Department.

3. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)

Any interested supplier must demonstrate by way of a statement of capabilities that its product/equipment/system (as appropriate) meets the following requirements:

- Provide website design capability;
- Provide an existing web-based tool that can:
 - gather comments,
 - provide multiple options to conduct engagement activities,
 - archive content, and,
 - identify and destroy personal information upon request.
- Provide a reporting function for site analytics such as number of site visits, user demographics;
- Provide a responsive layout and design to allow users to view the site on their device of choice and intuitive navigation to provide the best possible user experience;
- Provide tagging or categorization function and respective analytics in discussion forums to sort comments, rank discussed topics and see trends in downloadable reports;
- Provide function for users to opt-in to mailing list for specific discussion topics or project;

- Offer moderator service in both official languages at all times (English & French);
- Provide solutions which could be use internally and externally;
- Provide solutions which support departmental engagement activities through multiple forms; and,
- Provide consultation advice and support to determine the most effective way to engage Canadians.

4. Applicability of the trade agreement(s) to the procurement

As the total dollar value of the resulting contract will not exceed \$99,999.00 including applicable taxes, it is not subject to any trade agreement(s).

5. Set-aside under the Procurement Strategy for Indigenous Business

This procurement is not a set-aside for an Indigenous supplier in accordance with the government Procurement Strategy for Indigenous Business (PSIB).

6. Comprehensive Land Claims Agreement(s)

This procurement is not subject to the Comprehensive Land Claims Agreement(s).

7. Government Contracts Regulations Exception(s)

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.

8. Justification for the Pre-Identified Supplier

Only one person is capable of performing the contract GCRs 6.(d)).

9. Ownership of Intellectual Property

Canada does not intend to retain ownership of any Foreground Intellectual Property.

10. Period of the proposed contract or delivery date

The proposed contract is for a period of 4 years, from November 2023 to November 2027.

11. Cost estimate of the proposed contract

The estimated value of the contract, including option(s), is \$ 99,999.00 (GST/HST included).

12. Closing date for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is (min 15 days)

13. Name and address of the pre-identified supplier

Granicus Canada Holding ULC c/o TH1324 P.O. Box 4290 Postal Station A
Toronto ON M5W 0E1.

14. Minimum Requirements

Any product/equipment/system for which a supplier is bidding on must, at minimum, be able to provide all the services laid out under section 3 of this notice.

15. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction 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.

16. Inquiries and submission of statements of capabilities

Inquiries and statements of capabilities are to be directed to:
Infrastructure Canada
procurement-provisionnement@infc.gc.ca