

ADVANCE CONTRACT AWARD NOTICE (ACAN)

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

2.1 Parks Canada has a requirement for the provision of military animation and visitor services for the Halifax Citadel National Historic Site (NHS) and Georges Island NHS. The anticipated start date is April 1, 2024.

Interpretive services at the Halifax Citadel NHS include a portrayal of the British and Canadian Army garrisons of the Halifax Defense Complex (HDC) from 1749 to 1952, with a concentration on the period 1869-71. The primary portrayal will be the 78th Highlanders (Ross-shire Buffs) and 3rd Brigade, Royal Artillery, but may include civilians and other military units. Supplier staff must wear appropriate period clothing and undertake demonstrations of daily life, garrison duties, military drill and tactics (with and without the use of historic weapons) and perform ceremonial functions on and off the NHS.

Interpretation services on Georges Island NHS include a portrayal of British and Canadian Army garrisons of the HDC from 1869 to 1945, with a concentration on the period of 1939-45, as well as civilian portrayals from those periods. The primary portrayal will be of the 21st Anti-Aircraft Regiment and 1st (Halifax) Coast Regiment, Royal Canadian Artillery, and 3rd Brigade, Royal Artillery. Supplier staff must wear appropriate period clothing and undertake demonstrations of daily life and garrison duties (with and without the use of historic weapons).

The supplier's staff will also facilitate visitor experience activities such as guided tours, orientation and special visitor programming.

Visitor services include visitor reception and orientation services, collection of fees, and visitor surveys.

2.2 The supplier must:

2.2.1. Provide personnel to portray and interpret the military garrison of the Halifax Citadel NHS and Georges Island NHS and to provide personnel to deliver visitor reception and orientation services, tourism information, collection of fees and visitor data, support visitor surveys and safety;

2.2.2. Be a key partner in providing essential support to Parks Canada in fulfilling its mandate to protect and present the HDC sites, so that they are embraced and appreciated as sites integral to the community;

2.2.3. Support the Vision and Key Strategies of the HDC Management Plan;

2.2.4. Provide high quality visitor services and experiences for all and to introduce Canadians to the safe enjoyment of cultural and historic places;

2.2.5. Provide staff engaged to support outreach opportunities as requested by the Project Authority or delegate. May include marketing, promotion, special projects or events (individual or partnered) that are compatible with Parks Canada's principles and values;

2.2.6. Support the HDC's efforts to engage youth through delivery of cultural and educational programs, designed to enhance and further the NHS's use, relevance, understanding and appreciation;

2.2.7. Contribute to the maintenance requirements of the Halifax Citadel NHS and Georges Island NHS's interpretation program.; and

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2.2.8. Provide reception, site orientation, fee collection, provision of tourism information and respond to visitor inquiries as essential services to NHS's reception and orientation program.

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

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

3.1. The supplier, and supplier's staff must have a minimum of 5 years experience in the following:

3.1.1. Experience in using historic weapons, performing historic weapons drills and demonstrations; capability to produce black powder cartridges and artillery charges and be able to track inventory.

3.1.2. Experience in using modern point of sale systems to process ticket sales and other purchases; competence in proper money handling, including refunds.

3.1.3. Experience successfully providing bilingual services to approximately 250,000 visitors per year, in the full slate of interpretation and orientation services comparable to what is provided by Parks Canada.

3.1.4. Experience in training up to 80 people in the portrayal of the British and Canadian military garrisons with a focus on 1869-71 and 1939-45 including demonstrative foot drill, weapons demonstrations, signal mast operations, cannon drills and firing, dress and deportment, sentry rotation and special ceremonies.

3.1.5. The proven ability to provide and manage a Pipe and Drum band music element for demonstrative interpretation (i.e., pipe band concerts, solo piping and drumming, instrument maintenance, interpretive music talks, special event and programs support).

3.1.6. Experience in interpretation and public presentation techniques, including successfully delivering a guided tour training program, with implementation of such into a bilingual scheduled guided tour (15-45 minutes), comparable to what is offered by Parks Canada.

3.1.7. Experience of applying interpretation techniques towards other required interpretation elements such as interpretation of period restored rooms, military demonstration presentations, delivery of speciality education programs and special event themed (historical based) interpretive products.

3.1.8. Sufficient training and experience in fabrication, alteration, and repair of historic costumes as well supply management, fittings and sourcing period appropriate supplies and patterns.

3.1.9. Experience providing proper management for a program operation of approximately 55 to 100 people through proper documentation and administration of human resources, finances, records keeping, scheduling, communications, customer service, logistics, operational management, and supervision.

3.1.10. In depth knowledge and demonstrated ability to apply knowledge from historical research on: the Halifax Citadel NHS British military garrison circa 1869, the British and Canadian Army garrisons of the HDC from circa 1939-45, key interpretive messages for the Halifax Citadel NHS and Georges Island NHS and the other sites that make up the HDC, and the complex's overall influences on historical development of Halifax, the region and the country.

3.1.11. Demonstrated the capability to provide visitor reception and orientation with an acceptable level of demonstrated customer service comparable to the quality visitor experience that Parks Canada offers.

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

This procurement is subject to the following trade agreements:

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- Canadian Free Trade Agreement (CFTA)
- Revised World Trade Organization - Agreement on Government Procurement (WTO-AGP)
- Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
- 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)
- Canada-United Kingdom Trade Continuity Agreement (Canada-UK TCA)
- Canada-Ukraine Free Trade Agreement (CUFTA)

5. Justification for the Pre-Identified Supplier

The supplier mentioned in section 13 below is the only known supplier that meets the mandatory criteria set out in section 3 above.

Should Canada receive a statement of capabilities from a supplier that contains sufficient information to indicate that it meets the requirements set forth in this ACAN, a competitive process will be triggered with a technical and financial evaluation methodology of the bids proposed by the potential bidders.

6. 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”.

7. Exclusions and/or Limited Tendering Reasons

The following exclusions and/or limited tendering reasons are invoked under the:

- Canadian Free Trade Agreement (CFTA) – Article: 513.1(b) (iii);
- Revised World Trade Organization - Agreement on Government Procurement (WTO-AGP) – Under the Revised GPA - Article XIII, 1 (b) (iii);
- Canada-European Union Comprehensive Economic and Trade Agreement (CETA) – Article(s) Article 19.12 (b) (iii);
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) – Article(s): 15.10 , 2 (b) (iii) (s);
- Canada-United Kingdom Trade Continuity Agreement (Canada-UK TCA) – Article I.1;
- Canada-Chile Free Trade Agreement (CCFTA) – Article(s) Kbis-09 (b), Article Kbis-09 (c);
- Canada-Colombia Free Trade Agreement – Article(s): 1409 (b) (iii);
- Canada-Honduras Free Trade Agreement – Article(s): 17.11 2 (b) (iii);
- Canada-Korea Free Trade Agreement – Article 14.3, Under the Revised GPA - Article XIII, 1 (b) (iii);
- Canada-Panama Free Trade Agreement – Article(s) 16.10 (b) (iii);
- Canada-Peru Free Trade Agreement (CPFTA) – Article(s) 1409 (b) (iii);
- Canada-Ukraine Free Trade Agreement (CUFTA) – Article(s) 10.13 (b) (iii).

9. Period of the proposed contract or delivery date

Initial Period: April 1, 2024 to March 31, 2025

Optional Period: April 1, 2025 to March 31, 2026

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10. Cost estimate of the proposed contract

The estimated value of the contract, including options, is \$ 2,626,000.00 (GST/HST extra)

11. Name and address of the pre-identified supplier

Halifax Citadel Society
P.O Box 9080 Stn A
Halifax, NS
B3K 5M7

12. 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.

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

The closing date and time for accepting statements of capabilities is **March 19, 2024 at 2:00 PM EDT.**

14. Inquiries and submission of statements of capabilities

Inquiries and statements of capabilities are to be directed to:

Nicholas Moïse
Advisor, National Contracting Services
Parks Canada

Telephone: 343-585-4589

E-mail address: nicholas.moise@pc.gc.ca