

Title: Temporary Emergency Office Space

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

The Office of the Superintendent of Financial Institutions Canada (OSFI) has a requirement for the provision of fully equipped emergency office space that can be available on short notice (< 24 hours) that can accommodate up to 60 OSFI employees in all of the major Canadian cities (or surrounding municipalities) where OSFI currently has an office (Vancouver, Toronto, Ottawa, Montreal). The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to Regus Workplace Recovery Services. 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 15 calendar day posting period.

If other potential suppliers submit a statement of capabilities during the 15 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 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.

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 it meets the following requirements:

- Ability to provide short notice (less than 24 hours) fully functional office space for up to 60 OSFI employees in all the Canadian cities (or surrounding cities or municipalities) where OSFI has an office (Vancouver, Toronto, Ottawa, Montreal) in the event a workplace recovery is required.
- Should OSFI require the use of emergency office space, the dedicated office space must be solely available to OSFI for up to 30 consecutive days at any given time
- The seating allocation will be as follows: Vancouver & Montreal must have 10 seats in each city, and Toronto & Ottawa will must 20 seats in each city.
- The workplace recovery sites must be fully furnished, be secure, must be available 24/7/365, have business grade internet services, have kitchen facilities and break areas, have a business lounge, have meeting rooms, have copying, printing and scanning services onsite, and must be guaranteed and available at the time they are required.
- The supplier must have at least 3 different available sites and locations within all the different cities and surrounding municipalities where OSFI currently has offices, to provide OSFI ultimate flexibility in determining what workplace recovery sites will work best at the time they are required.

- The supplier must be available 24/7/365 to provide OSFI quick access and entrance into the recovery sites on short notice
- In delivering the services under the contract, the Contractor's premises will be expected to align with established OSFI and Government of Canada (GC) policies, processes and practices such as:
 - Policy on Government Security
 - Accessible Canada Act
 - Relevant provincial accessibility laws

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

This procurement is subject to the following trade agreement(s)

- Canadian Free Trade Agreement (CFTA) OR Agreement on Internal Trade (AIT)
- Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- World Trade Organization – Agreement on Government Procurement (WTO-GPA)

5. Justification for the Pre-Selected Supplier

The pre-selected supplier (Regus Workplace Recovery Solutions) has the ability to provide OSFI the required workplace recovery services as outlined in the criteria above in number 3, and no other identified suppliers in Canada can provide the services required.

6. Government Contracts Regulations Exception(s)

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

7. Ownership of Intellectual Property

Not applicable

8. Period of the proposed contract or delivery date

The proposed contract is for a period of five (5) years.

9. Cost estimate of the proposed contract

The estimated total value of the contract is **\$269,166.00 CAD (incl tax)**.

10. Name and address of the pre-identified supplier

**Regus Workplace Recovery
15305 Dallas Parkway
12th Floor
Addison, TX 75001**

11. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to meet the specified requirements 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.

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

The closing date and time for acceptance of Statements of Capabilities is June 19, 2023 at 2:00 p.m. (EST).

13. Inquiries and submission of statements of capabilities

Inquiries and statements of capabilities are to be directed to:

Aleksandra (Sacha) Green (*she/her/elle*)

Senior Contracting Officer | Agent principal de contrat

Procurement and Contracting | Approvisionnement et marchés

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