



Treasury Board of Canada Secretariat

Advance Contract Award Notice – 24062-24-367

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 this 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

Treasury Board Secretariat of Canada (TBS) has a requirement for the provision of cable television services for existing outlets located in one office building in the National Capital Region.

The requirement includes television service distribution to 38 existing outlets with the capability to add or remove outlets on an “as and when requested” basis based on operational requirements. Services must be distributed to each outlet location.

TBS is not accepting satellite signal and streaming distribution in their premises.

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

Cable services include the installation, configuration, relocation, removal, management, and maintenance of the following key components:

- a. Infrastructure, cable and all required equipment connection;
- b. Channel package provisioning;
- c. Remote and onsite technical support;
- d. System Maintenance and Quality of Service (QoS); and
- e. Invoicing.

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



Minimum Requirements:

1. The Contractor must provide a CATV Service to TBS within the Ottawa downtown core. The services sought include a minimum channel package line-up provisioning, technical support and invoicing.
2. The Contractor must provide CATV Services including hook-up and configuration, channel package provisioning, and system maintenance required to provide quality of service.
3. The Contractor must provide the service continuously, 24 hours a day, and 365 days a year for a period of three (3) years with two (2) optional years, from the date of award.
4. The initial installation and configuration of the CATV services must be completed, tested and fully operational within three (3) weeks from date of award.
5. Ottawa downtown core locations are defined as:
 - a. 90 Elgin, Ottawa, Ontario, K1P 0C6
6. There can be no break in services to TBS as this would be detrimental to the day-to-day operations and harmful to the TBS ability to meet its commitments to regular business and mandate.
7. The Contractor must provide and maintain all software and equipment and all hook-up CATV services on site.
8. The Contractor must provide hardware and software warranty free of charge for the initial period of 12 months. The warranty period begins on the date of installation or 30 days after the date the equipment was delivered, whichever occurs first.
9. Performance Warranty. The Contractor warrants that the CATV Service will perform substantially in accordance with the documentation.
10. The Contractor agrees to perform in a diligent, efficient, competent and skillful manner commensurate with the highest standards of the profession, and to devote such time as is necessary to perform the services required under this agreement.
11. The Contractor is responsible to manage and apply hardware firmware and software upgrades as required.
12. The Contractor must provide technicians with a valid secret security clearance as noted in the Security Requirements. Only those technicians with valid security clearances will be authorized to conduct hook-ups.
13. After the installation, the Contractor must conduct a quality assurance and performance test on the CATV services, with Canada having the option of viewing by the Technical Authority, to ensure specifications have been met. The Contractor must replace any faulty equipment identified during the performance test. The Contractor must ensure that the signal strength is at maximum level to receive the best quality for CATV services.



14. If and when required, the Contractor must coordinate maintenance schedules with the Technical Authority. The Contractor must inform the Technical Authority of the schedule for any of their technicians to come on site.
15. All maintenance and repairs will be all-inclusive of the subscription unless it is proven that the issue does not originate from the Cable network.
16. The Contractor must provide a single point of contact phone number and email address where repair/maintenance/installation/relocation calls can be placed, logged, and tracked. This must be available on a continuous basis, 24 hours a day, 365 days a year.
17. Responses to repair/maintenance/installation/relocation calls or emails must be acknowledged by the Contractor within one (1) hour during normal business hours 7:00am – 6:00pm, Monday to Friday or next day outside of those normal business hours.
18. The Contractor must provide customer support services and client assistance in both official languages (English and French).
19. The Contractor will be given a minimum of 30 days' notice for any cancellation of service.
20. The Contractor must hold a valid license for the period(s) of the Contract as required for broadcasting and distribution operation pursuant to the Canadian Radio-television and Telecommunications Commission (CRTC).
21. The initial number of required outlets is thirty-eight (38).
22. Where cable length permits, relocation of cables from existing workstations must be utilized. The relocation process must include taking the cable from the existing location, pulling it back and relocating to the new location as per the floor plan. When cable length is insufficient, the cable must be removed and replaced with a new cable of appropriate length.
23. The cable drops must be provided at the location/room specified by TBS and all drops must be tested to ensure connectivity and service prior to completing installation.
24. Minimum channel package line-up:
 - CPAC (English and French- SAP);
 - RDI;
 - CTV;
 - TV Ontario;
 - Global Toronto;
 - SRC Ottawa (CBOFT);
 - CTV Two Ottawa;
 - TVA Hull (CHOT);
 - V Hull (CFGS);
 - Omni 2; City of Toronto;



CTV News Channel;
CHCH;
ABC Detroit;
Weather Network;
Rogers TV;
CBC;
CBC News Network (AMI-audio SAP);
FOX Detroit (WJBK);
BNN (Business News Network);
CNN.

BUILDING LOCATION AND ESTIMATED NUMBER OF OUTLETS

Office Location	Number of Outlets
90 Elgin Street	38
Total	38

Security Requirements

- The Contractor must, at all times during the term of the Contract, hold a valid security clearance at the level of Reliability Status issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor must provide technicians with a valid Reliability Status security clearance. Only those technicians with valid security clearances will be authorized to conduct hook-ups.

4. Billing

The Contractor must provide single monthly statements with detailed location-by-location billing identifying the quantity, model and serial numbers of box's' provided and/or service provided.



5. **Applicable Trade Agreements**

This procurement is subject to the following trade agreements:

- Canadian Free Trade Agreement
- Canada-Chile Free Trade Agreement
- 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

6. **Justification for the Pre-Identified Supplier**

- To ensure compatibility with existing infrastructure and equipment, it is the intent of TBS to award a cable television services contract with Rogers Communications Inc.
- Historically, Rogers Communications Inc. has successfully demonstrated its capacity and ability to deliver these services to TBS 24 hours a day, 365 days a year.
- Consideration was also given to the exceptional prohibitive costs to the Crown related to removal of existing infrastructure, owned by Rogers Communications Inc., and the subsequent installation of new infrastructure.
- In addition, the potential disruption in cable services to the TBS would be detrimental to the day-to-day operations and harmful to the departments' ability to meet its commitments to regular business and mandate.
- TBS is not planning on making any additional capital investment to change the existing cable television solution over the next 3 years with 2 optional years.

7. **Government Contracts Regulations Exception(s)**

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



8. Period of the proposed contract or delivery date

The proposed contract is for a period of 3 years, from April 1st, 2024 to March 31st, 2027 with 2 optional years potentially extending the service from April 1st, 2027 to March 31st, 2029.

9. Cost estimate of the proposed contract

The estimated value of the contract is \$107,160 plus applicable taxes for the 5 years including the 2 optional years.

10. Name and address of the pre-identified supplier

Rogers Communications Inc.
475 Richmond Road
Ottawa, Ontario
K2A 3Y8

11. 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.

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

The closing date and time for accepting statements of capabilities is March 20, 2024 at 2:00 p.m. EDT.

13. Inquiries and submission of statements of capabilities

Lars Norgaard

Team Leader, Procurement and Contracts, Corporate Services Sector
Treasury Board of Canada Secretariat / Government of Canada
lars.norgaard@tbs-sct.gc.ca / Tel: 343-550-7003 / TTY: 613-369-9371