

ADVANCE CONTRACT AWARD NOTICE

AGRICULTURE AND AGRI-FOOD CANADA – No. 01B68-23-0033

The Department of Agriculture and Agri-Food Canada (AAFC) has a requirement for a collection of Pest Management Data to Update the Canadian Horticultural Crop Profiles

The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to:

The Fruit and Vegetable Growers of Canada
2200 Prince of Wales Drive, Suite 102
Ottawa, Ontario
K2E 6Z9

Before awarding the 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, the contract will be awarded to the pre-selected supplier, as referenced above.

Project Title:

Collection of Pest Management Data to Update the Canadian Horticultural Crop Profiles

Background:

The crop profiles are web-based documents that provide crop production and pest management information for a specified crop or crop group. National in scope, they identify gaps in pest management and issues faced by Canadian growers. This information is time-sensitive and crop profiles must be updated regularly to ensure that growers, grower groups, provinces, industries and government agencies have up-to-date information to make strategic decisions.

NOTE of CHANGE: Since 2011, this work has been conducted continuously on 3-year cycles, where all 21 horticulture crop profiles were updated once within a 3 year contract. Four consecutive contracts have been awarded to date. This contract is being renewed to conduct the 5th round of updates for the horticulture crop profiles. At this time, we are extending the profile updates to a 4-year cycle (i.e. less frequent), thus the renewed contract is proposed to be set for 4 years instead. This is expected to balance the annual work load, while we increase the number of crops by 5 new additions to account for the 2 new crop profiles issued recently.

NEW ASK: The collection of pest management data and grower issues is required to update 23 horticultural crop profiles. Under this four year contract (2023-2027), a total of 85 data packages will be collected for 28 crops across their key growing areas, to enable the update of 5 to 8 profiles/year and the completion of the next round of updates for all horticultural crop profiles.

Objectives:

- To collect Canadian crop pest and pest management data for 28 pre-selected horticultural crops (outlined in Annex A) on a provincial and national basis;
- To compile national crop pest management/pesticide risk reduction issues for each of the horticultural crops;
- To coordinate industry review of crop production information in each profile;
- To provide the above information and data to AAFC-PMC in required format to facilitate the updating of 23 national horticultural crop profiles covering 28 crops.

Scope of Work:

The contractor will:

- Coordinate the collection of data from key provinces of production for each of 5 to 8 horticultural crops per year as specified by AAFC-PMC: crops, provinces for each crop and years for data collection are outlined in Annex A of this document.
- Identify and engage individuals knowledgeable in pest management in crop producing provinces who will serve as provincial coordinators for data collection for each crop (a data collection system/form, customized by crop, will be provided by AAFC-PMC for the collection of the required data).
- Liaise with provincial coordinators to ensure:
 - Consultations with a sufficient number of key individuals knowledgeable about crop production and pest management are conducted in each pre-selected reporting province.
- Coordinate project financial resources to facilitate consultation and data collection in producing provinces.
- Submit data for all crops and required provinces to the AAFC-PMC Project Authority.
- Designate a provincial representative to compile provincial pest management issues to provide a consolidated, up-to-date national list for each crop to the PMC coordinator.
- Receive from AAFC-PMC the production sections of the crop profiles and send out to industry for review, and return original provincial revisions back to PMC.
- Provide feedback and make recommendations for improvements to the data collection process and forms.

Timing and Deliverables:

Timing: This 4-year contract will be valid between the 31st day of May 2023 (or day of signing of contract) and the 31st day of March, 2027.

Deliverables: See Annex A for crops specified for each group (1-7) and the respective reporting provinces designated for each crop.

FY 2023-24

No.	Deliverable Description	Due Date
1	<p>Workplan (FY 2023 -24)</p> <ul style="list-style-type: none">• Detailed schedule of meetings or other activities planned for project initiation, identification and engagement of provincial coordinators and the collection of the data for the designated provinces.• The approach to be taken to gather the crop pest management data and issues and review by industry of crop production information.• Proposed schedule for submission of data, national pest management issues and updated crop production information throughout the year.	<p>June 30, 2023 or within 30 days of contract award</p>

2	<p><u>Group 1 of completed data collection forms including:</u></p> <ul style="list-style-type: none"> Record of meetings, activities and attendees (e.g., kick-off meeting, national issues call) and contacts information including provincial coordinators and key individuals contributing data in each province for disease, insect and weed occurrence and management and pest management issues. Completed data collection forms (9 full packages and 2 partial packages); full packages include pest occurrence forms, issues forms and IPM forms; and the partial package includes pest occurrence and issues forms submitted to PMC Crop Profiles Inbox. <p><u>Group 1 Final report</u></p> <ul style="list-style-type: none"> One document of updated national pest management issues compiled for each crop, taking into account issues and pest management gaps from all reporting provinces. Provide updated cultural practice information from each reporting province for Group 1 crops. Completed project evaluation survey from each provincial coordinator. 	November 30, 2023
3	<p><u>Group 2 of completed data collection forms including:</u></p> <ul style="list-style-type: none"> Record of meetings, activities and attendees (e.g., kick-off meeting, national issues call) and contacts information including provincial coordinators and key individuals contributing data in each province for disease, insect and weed occurrence and management and pest management issues. Completed data collection forms (9 full packages and 3 partial packages); full packages include pest occurrence forms, issues forms and IPM forms; and the partial package includes pest occurrence and issues forms submitted to PMC Crop Profiles Inbox. 	January 31, 2024

FY 2024-25

No.	Deliverable Description	Due Date
1	<p><u>Group 2 Final report</u></p> <ul style="list-style-type: none"> One document of updated national pest management issues compiled for each crop, taking into account issues and pest management gaps from all reporting provinces. Provide updated cultural practice information from each reporting province for Group 2 crops. Completed project evaluation survey from each provincial coordinator. 	April 30, 2024
2	<p><u>Workplan (FY 2024-25)</u></p> <ul style="list-style-type: none"> Detailed schedule of meetings or other activities planned for project initiation, identification and engagement of provincial coordinators and the collection of the data for the designated provinces. The approach to be taken to gather the crop pest management data and issues and review by industry of crop production information. Proposed schedule for submission of data, national pest management issues and crop production text reviews by industry throughout the year. 	April 30, 2024
3	<p><u>Group 3 of completed data collection forms including:</u></p> <ul style="list-style-type: none"> Record of meetings, activities and attendees (e.g., kick-off meeting, national issues call) and contacts information including provincial coordinators and key individuals contributing data in each province for disease, insect and weed occurrence and management and pest management issues. Completed data collection forms (10 full packages and 1 partial package); full packages include pest occurrence forms, issues forms and IPM forms; and the partial package includes pest occurrence and issues forms submitted to PMC Crop Profiles Inbox. 	November 30, 2024

	<p>Group 3 Final report</p> <ul style="list-style-type: none"> • One document of updated national pest management issues compiled for each crop, taking into account issues and pest management gaps from all reporting provinces. • Provide updated cultural practice information from each reporting province for Group 3 crops. • Completed project evaluation survey from each provincial coordinator. 	
4	<p>Group 4 of completed data collection forms including:</p> <ul style="list-style-type: none"> • Record of meetings, activities and attendees (e.g., kick-off meeting, national issues call) and contacts information including provincial coordinators and key individuals contributing data in each province for disease, insect and weed occurrence and management and pest management issues. • Completed data collection forms (8 full packages and 5 partial packages); full packages include pest occurrence forms, issues forms and IPM forms; partial packages include pest occurrence and issues forms submitted to PMC Crop Profiles Inbox. 	January 31, 2025

FY 2025-26

No.	Deliverable Description	Due Date
1	<p>Group 4 Final report</p> <ul style="list-style-type: none"> • One document of updated national pest management issues compiled for each crop, taking into account issues and pest management gaps from all reporting provinces. • Provide updated cultural practice information from each reporting province for Group 4 crops. • Completed project evaluation survey from each provincial coordinator. 	April 29, 2025
2	<p>Workplan (FY 2025-26)</p> <ul style="list-style-type: none"> • Detailed schedule of meetings or other activities planned for project initiation, identification and engagement of provincial coordinators and the collection of the data for the designated provinces. • The approach to be taken to gather the crop pest management data and issues and review by industry of crop production information. • Proposed schedule for submission of data, national pest management issues and crop production text reviews throughout the year. 	April 29, 2025
3	<p>Group 5 of completed data collection forms including:</p> <ul style="list-style-type: none"> • Record of meetings, activities and attendees (e.g., kick-off meeting, national issues call) and contacts information including provincial coordinators and key individuals contributing data in each province for disease, insect and weed occurrence and management and pest management issues • Completed data collection forms (9 full packages and 3 partial packages); full packages include pest occurrence forms, issues forms and IPM forms; partial packages include pest occurrence and issues forms submitted to PMC Crop Profiles Inbox. <p>Group 5 Final report</p> <ul style="list-style-type: none"> • One document of updated national pest management issues compiled for each crop, taking into account issues and pest management gaps from all reporting provinces. • Provide updated cultural practice information from each reporting province for Group 5 crops. • Process and tools feedback form from each provincial coordinator. 	November 30, 2025
4	<p>Group 6 of completed data collection forms including:</p> <ul style="list-style-type: none"> • Record of meetings, activities and attendees (e.g., kick-off meeting, national issues call) and contacts information including provincial coordinators and key 	January 31, 2026

	<p>individuals contributing data in each province for disease, insect and weed occurrence and management and pest management issues.</p> <ul style="list-style-type: none"> Completed data collection forms (10 full packages and 2 partial packages); full packages include pest occurrence forms, issues forms and IPM forms; partial packages include pest occurrence and issues forms submitted to PMC Crop Profiles Inbox. 	
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FY 2026-27

No.	Deliverable Description	Due Date
1	<p><u>Group 6 Final Report</u></p> <ul style="list-style-type: none"> One document of updated national pest management issues compiled for each crop, taking into account issues and pest management gaps from all reporting provinces. Provide updated cultural practice information from each reporting province for Group 6 crops. Completed project evaluation survey from each provincial coordinator. 	April 29, 2026
2	<p><u>Workplan (FY 2026-27)</u></p> <ul style="list-style-type: none"> Detailed schedule of meetings or other activities planned for project initiation, identification and engagement of provincial coordinators and the collection of the data for the designated provinces. The approach to be taken to gather the crop pest management data and issues and review by industry of crop production information. Proposed schedule for submission of data, national pest management issues and crop production text reviews throughout the year. 	April 29, 2026
3	<p><u>Group 7 of completed data collection forms including:</u></p> <ul style="list-style-type: none"> Record of meetings, activities and attendees (e.g., kick-off meeting, national issues call) and contacts information including provincial coordinators and key individuals contributing data in each province for disease, insect and weed occurrence and management and pest management issues Completed data collection forms (10 full packages and 4 partial packages); full packages include pest occurrence forms, issues forms and IPM forms; partial packages include pest occurrence and issues forms submitted to PMC Crop Profiles Inbox. <p><u>Group 7 Final Report</u></p> <ul style="list-style-type: none"> One document of updated national pest management issues compiled for each crop, taking into account issues and pest management gaps from all reporting provinces Provide updated cultural practice information from each reporting province for Group 7 crops. Process and tools feedback form from each provincial coordinator. 	March 10, 2027

Final project outputs

1. Crop pest and pest management data to update the national horticultural crop profiles from horticultural crop producing regions in Canada
2. Updated national pest management issues for each crop
3. Revised and updated text for national crop production cultural practices
4. Feedback on data collection process and forms

Minimum Essential Qualifications:

To fulfill the requirements of the contract, any interested supplier must demonstrate by way of a statement of capabilities that it has the capacity to provide the same information that is listed above.

Government of Canada Regulations Exception:

The Treasury Board's Government Contract Regulations, Part 10.2.1 Section 6 states there are four exceptions that permit the contracting authority to set aside the requirement to solicit bids. The exception for related to this ACAN includes:

- d. "only one supplier person or firm is capable of performing the contract."

Limited Tendering Provisions In Accordance With The Trade Agreements:

The North American Free Trade Agreement, the World Trade Organization - Agreement on Government Procurement, and the Agreement on Internal Trade permit the contracting authority to set aside the requirement to solicit bids under the following condition:

- b) "For works of art, reasons connected with protecting patents, copyrights, other exclusive rights, or proprietary information or where there is an absence for technical reasons, the goods or services can be supplied by a particular supplier and no reasonable alternative or substitute exists"

Justification for the Pre-Selected Supplier:

This is continual, ongoing work. In 2011, 2014, 2017 and 2020, AAFC awarded through an ACAN contracts to the Fruit and Vegetable Growers of Canada (FVGC) [formerly Canadian Horticultural Council (CHC)] to collect pest management data sets for 24 horticultural crops which were used to update 21 national crop profiles. The new contract aims to collect pest management data sets for the same 24 horticultural crops with the addition of 2 new profiles, encompassing 5 new crops, to be used for the next cycle of updates of the 23 (formerly 21) national crop profiles.

FVGC is the only organization of its kind that can provide the connections and information to meet the national scope of this project. The FVGC is regarded as the authoritative source of objective information for the Canadian horticultural industry and is uniquely placed to facilitate discussions required for the collection of the needed information relating to the diverse crops produced in Canada. The FVGC is a non-for-profit national umbrella organization for provincial and regional horticultural grower organizations across Canada, with full access to their respective networks and expertise (120 provincial and regional horticultural commodity organizations representing more than 20,000 producers).

As such, FVGC has the unique opportunity to liaise with all the required sub-sectors of the horticulture industry to collect the necessary pest related information on behalf of AAFC's Pest Management Centre. In addition, FVGC has a dedicated group of members who meet annually under the auspices of the Crop Protection Committee to discuss crop protection management policies, programs and grower needs, information that is invaluable to ensuring the crop profiles reflect the Canadian horticultural landscape.

FVGC possesses the credibility to facilitate industry consultations, and in turn, compile and articulate national pest management issues, taking into account issues raised at a provincial or regional level. In addition, the FVGC has an in-depth understanding of the nature of the data

required as well as demonstrated experience to provide the service in an efficient and timely manner, with a minimal learning curve.

With already established networks, the FVGC will be able to accomplish the required work efficiently by engaging appropriate stakeholders in each province while saving months of cost and project time. There are no other suppliers that could accomplish this work. In the event the FVGC wasn't awarded this contract or were no longer able to deliver this service, PMC would need to establish and manage contracts with more than 50 consultants over the course of the contract period, a task that is unmanageable based on current resources.

Contract Period:

Start date: May 31, 2023 (or from date contract is awarded)

End date: March 31, 2027

The contract will be awarded for 4 years.

Estimate of Costs:

Subject to terms of this contract and in consideration for the satisfactory performance of the work stated above (provide a total of 85 -65 full and 20 partial- packages), AAFC shall pay the contractor a sum not to exceed **\$316,770 CAD** (plus applicable taxes).

1. Payment Schedule/Basis of Payment

FY 2023-24: \$ 65,021

FY 2024-25: \$ 85,340

FY 2025-26: \$ 86,290

FY 2026-27: \$ 80,119

Project Authority:

Hayley Brackenridge
Crop Profile Coordinator Pest Management Program –Pest Management Centre
Agriculture and Agri-Food Canada
1 AIRPORT ROAD PO BOX 1030
SWIFT CURRENT SK S9H 3X2
Tel: (639) 541-0838
Email Address: hayley.brackenridge@agr.gc.ca

Contracting Authority:

Kyle Harrington
Agriculture and Agri-Food Canada
Professional Services Contracting Unit
1341 Baseline Road
Ottawa, Ontario K1A 0C5
Email: kyle.harrington@agr.gc.ca

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.

The closing date and time for accepting Statements of Capabilities is: **Monday August 14th 2023 at 12:00 PM** Inquiries and Statements of Capabilities are to be delivered via email to:

Email: kyle.harrington@agr.gc.ca

Requisition Number: ACAN no. 01B68-23-0033

Statements of Capabilities must be sent on or before the closing date. Statement of Capabilities received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a more extensive tendering process. Information provided will be used by the Crown for technical evaluation purposes only with respect to a decision to proceed to a further competitive process. Suppliers that have submitted a Statement of Capabilities will be notified in writing of AAFC's decision to proceed to award the contract without a further additional tendering process.

Should you have any questions concerning this requirement, contact the Contracting Officer identified above stating the AAFC Solicitation Number (01B68-23-0033) and the closing date of the ACAN.

The Crown retains the right to negotiate with suppliers on any procurement. Documents may be submitted in either official language of Canada.