

**ELECTIONS CANADA ADVANCE CONTRACT AWARD NOTICE (ACAN)
SOLICITATION NUMBER: ECLP-ACAN-16-0096**

Category: Professional Services
Trade Agreements: Yes
Tendering Procedures: Only one supplier has been invited to bid
Comprehensive Land Claim Agreements: Yes
Non-Competitive Procurement Strategy: Only one person or supplier is capable of performing the contract.
Estimated Cost: up to \$7,500,000.00 (applicable sales tax extra)

Title: Student Parallel Election Program

1. Purpose and Definition of an ACAN

An advance contract award notice (ACAN) is a public notice indicating to suppliers that the Office of the Chief Electoral Officer (Elections Canada) intends to award a contract to a pre-identified supplier. Suppliers have fifteen calendar days to submit a statement of capabilities that meet the requirement set out in this ACAN. Should a statement of capabilities be found to meet the requirements set out in this ACAN; Elections Canada will proceed with a full tendering process. If no supplier submits a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the pre-selected supplier.

2. Proposed Contractor

Elections Canada intends to award a contract to CIVIX Canada, 639 Queen Street W, Unit 504, Toronto, Ontario, M5V 2B7.

3. Applicable Trade Agreements and Comprehensive Land Claim Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canadian Free Trade Agreement (CFTA), the Canada-Chile Free Trade Agreement, the Canada-Colombia Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement and the Canada-Panama Free Trade Agreement.

This procurement is subject to Comprehensive Land Claims Agreements (CLCAs).

4. Definition of Requirements

4.1. Requirement

Elections Canada has identified a long-term requirement for the services of a contractor to develop, implement and report on a large-scale, national, in-school student parallel election (SPE) program for two general elections, which will likely be the 43rd and 44th general elections, provided that they occur during the regular school year. An option to provide the same services for a third general election is also included in this requirement.

Elections Canada requires the development and implementation of a non-partisan SPE program that enables participating elementary and secondary students to experience the federal election process. Such an experience is offered through a simulated election that runs in the students' school or classroom using the federal electoral system of the day. Students will vote for an actual candidate running in their school's riding, play the roles of poll clerks and deputy returning officers and use authentic materials such as Elections Canada ballot boxes and voting screens. Results of the SPE program will be collected, tabulated and publicly disseminated.

Prior to the election and as part of the SPE program, students will learn about the electoral event, electoral process and key democratic principles through pedagogical resources and activities developed by the contractor and taught by teachers.

The objective of the SPE program is to increase students' awareness and understanding of Canadian democracy, elections and voting at the federal level by providing them with an opportunity to experience the federal election process through a parallel election run in their school.

During the last general election, over 6,000 schools and 900,000 students participated in the SPE program. It is anticipated that the SPE program referred to herein will reach similar or greater numbers.

The target program outcomes are:

- a) A student parallel election program is available in both English and French to schools in every electoral district.
- b) Participation rates increase in underrepresented areas.
- c) Educators are well prepared to teach and administer the SPE.
- d) Program participants (educators and students) are satisfied with the quality of the learning experience provided.
- e) Student participants demonstrate an interest in future electoral participation.
- f) Student participants demonstrate an understanding of the electoral process.

4.2. Minimum Essential Requirements

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

Sustained experience planning and implementing education programs in both official languages on a national scale

- a. "Sustained experience" means that the firm's experience includes:
 - I. One project that has been implemented for at least five years;
 - II. Several projects that have been delivered for at least a total of five cumulative years.

- b. "National scale" means that the programs were conceived to be relevant to all provinces and territories and implemented in at least five provincial jurisdictions.

- c. "Education programs in both official languages" refers to learning experiences – which include material available in both official languages – for elementary and secondary students (and their equivalent) provided within a formal school system.

Expertise in the field of civic education

- a. "Civic education" means the study of the institutions, practices and behaviors that support democratic life in Canada and the systematic effort to prepare young people to undertake their role as citizens.

Experience securing participation from at least 1,000 educators or education administrators in a program implemented in at least five provincial or territorial jurisdictions

- a. "Educators" means Canadian teachers at the elementary (grades 4 to 8) and secondary (grades 9 to 12) levels and their equivalent.

- b. "Education administrators" means principals and principal associations, school boards and school board officials, ministries of education and ministry of education officials, as well as any other professional association involved in making decisions about school curricula or the operation of education systems in Canada.

Experience delivering a program with concurrent hands-on activities in at least five provincial jurisdictions and at least one territorial jurisdiction

- a. "Concurrent" means occurring in at least five hundred program delivery locations within a 30 day timeframe.

b. “Hands-on activities” means that program participants were provided with physical program materials.

Experience developing online pedagogical resources in English and French

Certification of compliance with the requirement to avoid political partisanship (Article 19)

4.3. Cost Breakdown

The estimated value of the proposed contract is 2 to 2.5 million per general election (applicable sales taxes extra).

4.4. Period of Proposed Contract

The Contract period is from the Effective Date of the Contract until six months after the Polling Day of the last Electoral Event for which SPE Program Work is requested by Elections Canada in accordance with the SOW, but no later than June 30, 2027 (the “Term”).

4.5. Location of the Work

The majority of the work will take place at the contractor’s chosen place of business.

Distribution and logistical services will be required in various locations across Canada.

4.6. Avoidance of Political Partisanship

Due to the nature of the requirement and the importance for Elections Canada to disseminate information to the public in an impartial and non-partisan manner, an avoidance of political partisanship clause is a requirement. Such a clause restricts the contractor and its officers and employees who will be responsible for the performance of the work or who will supervise the carrying out of the work from being engaged in politically partisan activities and from performing work for or on behalf of a political party, a candidate or a person, body, agency or institution with politically partisan purposes or objectives where the performance of such work raises a reasonable apprehension of political partisanship.

5. Justification for Pre-Selected Supplier

CIVIX is the only firm known to have the experience required to organize a student parallel election program in both official languages on a national scale. Through its Student Vote program, it has organized 38 parallel elections in the last 14 years, within 17 different Canadian electoral jurisdictions.

CIVIX has conducted a federal SPE program for Elections Canada on five previous occasions (2004, 2006, 2008, 2011, 2015), with participation rates steadily increasing in each general election.

GE Year	2004	2006	2008	2011	2015
Participating Schools	1,168	2,504	3,032	3,750	6,662
Participating Students	263,588	468,753	503,463	563,498	922,376

Through its past experience, CIVIX has acquired specialized expertise in developing pedagogical resources on democracy education as well as practical know-how in delivering a large-scale program for close to a million student participants. CIVIX also has an existing network of schools and teachers, which facilitates program delivery.

The evaluation of the SPE program carried out during the 42nd general election in 2015 demonstrated the positive impact of the experience on students' knowledge of, interest levels and intention to vote in future elections.

Prior to the 2015 SPE, Elections Canada issued an open request for proposals for the services referred to above and received no bids from qualified companies.

5.1. Applicable exception under the Government Contract Regulations

Elections Canada relies on Section 6(d) of the *Government Contract Regulations* as only one person or supplier is capable of performing the contract.

6. Notice

You are hereby notified that Elections Canada intends to negotiate with one supplier as identified above. Should you have any questions concerning this requirement, contact the Contracting Authority referred to below.

Suppliers who consider themselves fully qualified and available to provide the goods or services described herein, may submit a statement of capabilities in writing to the contract authority on or before the closing date of this Notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

The Elections Canada file number, the name of the contracting authority and the closing date of the ACAN must appear on the outside of the envelope in block letters.

Documents may be submitted in either official language of Canada.

7. Closing Date

July 31, 2018 at 2:00 PM (Gatineau Time)

8. Contracting Authority

Luc Potvin
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