



Consumer, Corporate and Financial Services Division
Department of Justice and Public Safety
4th Floor Shaw Building (South Entrance)
95 Rochford Street
Charlottetown, PE C1A 7N8

Advanced Contract Award Notice (ACAN) #5070

Implementation Services for a New Lobbyists Registry

Sponsored by the Department of Justice and Public Safety

1.0 Advanced Contract Award Notice (ACAN)

An ACAN is a public notice indicating to the supplier community that the Department of Justice and Public Safety (the “Department”) 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 Department may then proceed with the award to the pre-identified supplier.

2.0 Definition of Requirements

The Department requires technical design and implementation services for the expansion of electronic registry services, including a new lobbyists registry system. Services required include:

System Design – Supporting the business and technical design of expanded electronic registry services including a new lobbyists registry.

Regulatory Change - Developing new regulatory processes and providing drafting assistance for regulations and associated forms.

Business Process and Organizational Design – Development of business process and organizational change requirements associated with implementing new legislative and operational registry solutions.

Stakeholder Engagement, Change Management and Communication – Supporting the management of stakeholder engagement, communications and change management activities associated with implementing new legislative and operational registry solutions.

Project Management – Overall support and advice for project management activities across all project areas.

3.0 Minimum Essential Requirements for a Submission of a Statement of Capabilities from Industry

Vendors must demonstrate by way of a statement of capabilities that its product/equipment/service meets all of the following requirements:

- Substantive direct previous experience designing and implementing systems and processes for government registries in Prince Edward Island as well as other Canadian and international jurisdictions.
- In-depth understanding of and exposure to international best practices in business and company registration.
- Significant direct experience in developing legislative policy and providing drafting instructions for underlying legal framework related to registry systems.
- Substantive direct management and operational experience working in a registry environment.
- Significant experience designing and implementing the technical and operational structure of registry environments.
- Significant experience in stakeholder engagement and communications activities forming part of regulatory and system changes related to transition from a paper-based registry environment to one that incorporates an electronic interface.

4.0 Estimated Contract Value and Duration

Estimated value of the contract is \$85,000 over a nine month period. The contract would commence July 1st, 2018 and end November 15th, 2018.

5.0 ACAN Pre-identified Vendor

DAVIS PIERRYNOWSKI LIMITED

6.0 Right to Submit a Statement of Capabilities

Vendors 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 the notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

7.0 Closing Date for Statement of Capabilities

June 22nd, 2018 at 2:00PM AST.

8.0 Inquiries and Submissions of Statement of Capabilities

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