Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC
Place du Portage, Phase III
Core 0A1/Noyau 0A1
11 Laurier St.,/11, rue Laurier
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

LETTER OF INTEREST
LETTRE D'INTÉRÊT

Title - Sujet	
RFI FOR SOFTWARE GREEN PROC. PLAN	
Solicitation No. - N° de l'invitation	**Date**
EN578-132573/A	2012-12-06
Client Reference No. - N° de référence du client	**GETS Ref. No. - N° de réf. de SEAG**
20132573	PW-$$XL-106-25179
File No. - N° de dossier	**CCC No./N° CCC - FMS No./N° VME**
106xl.EN578-132573	

Solicitation Closes - L'invitation prend fin
at - à   **02:00 PM**
on - le 2012-12-21

Time Zone
Fuseau horaire
Eastern Standard Time
EST

F.O.B. - F.A.B.

Plant-Usine: ☐   **Destination:** ☐   **Other-Autre:** ☐

Address Enquiries to: - Adresser toutes questions à:	Buyer Id - Id de l'acheteur
Schou, Christian	106xl
Telephone No. - N° de téléphone	**FAX No. - N° de FAX**
(819) 956-3764 ( )	(819) 953-3703

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Comments - Commentaires

Instructions: **See Herein**

Instructions: **Voir aux présentes**

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
See Herein	

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Telephone No. - N°de téléphone
Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of Vendor/Firm
(type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur/
de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature   **Date**

Issuing Office - Bureau de distribution

Shared Systems Division (XL)/Division des systèmes partagés (XL)
4C1, Place du Portage Phase III
11 Laurier St./11, rue Laurier
Gatineau
Québec
K1A 0S5

Canada

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REQUEST FOR INFORMATION REGARDING

THE GREEN PROCUREMENT PLAN FOR SOFTWARE

FOR

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC)- SOFTWARE AND SHARED SYSTEMS PROCUREMENT DIRECTORATE (SSSPD)

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REQUEST FOR INFORMATION REGARDING

THE GREEN PROCUREMENT PLAN FOR SOFTWARE

FOR

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC) - SOFTWARE AND SHARED SYSTEMS PROCUREMENT DIRECTORATE (SSSPD)

A. 1 Background and Purpose of this Request for Information (RFI)

(a) Background

Canada is committed to greening its supply chain. In April 2006, the Government of Canada issued the Policy on Green Procurement directing federal departments and agencies to take the necessary steps to incorporate environmental performance considerations into their procurement decision-making processes. The Policy applies to all phases in the management of goods and services, from the planning and requirement definition phases through acquisition, use, operation and maintenance, and ultimately disposal or close-out activities.

Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

PWGSC wants to understand how the software industry has progressed in greening its own supply chain, operations and the goods and services it provides. Upcoming procurement solicitations may include evaluation criteria (either mandatory and/or rated) or contractual requirements related to the environment. PWGSC is currently gathering information so that it can consider appropriate environmental evaluation criteria and/or contractual requirements for future software procurements.

Information regarding PWGSC's Green Procurement Plans and the Green Scorecard for Software Licenses and related Maintenance and Support Services can be found at the following link: **http://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/pae-gpp-eng.html**

(b) Objective

This Request for Information (RFI) includes questions related to green procurement for software that will be used to assist in determining how can the Government of Canada advances the protection of the environment and supports sustainable development by integrating environmental performance considerations into the procurement decision-making process for software.

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A. 2   Nature of Request for Information

This is not a bid solicitation. This RFI will not result in the award of any contract. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. Nor will this RFI result in the creation of any source list. Therefore, whether or not any potential supplier responds to this RFI will not preclude that supplier from participating in any future procurement. Also, the procurement of any of the goods and services described in this RFI will not necessarily follow this RFI. This RFI is simply intended to solicit feedback from industry with respect to the matters described in this RFI.

A. 3   Nature and Format of Responses Requested

Respondents are requested to provide their comments, concerns and, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied. Respondents are also invited to provide comments regarding the content, format and/or organization of any draft documents included in this RFI. Respondents should explain any assumptions they make in their responses.

A. 4   Response Costs

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

A. 5   Treatment of Responses

(a) **Use of Responses**: Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.

(b) **Review Team**: A review team composed of representatives of PWGSC will review the responses. Canada reserves the right to hire any independent consultant, or use any Government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.

(c) **Confidentiality**: Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the *Access to Information Act*.

(d) **Follow-up Activity**: Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

A. 6   Contents of this RFI

This RFI contains specific questions addressed to the industry.

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A. 7   Questions to Industry

Question #1 - Environmental Policy:

(a) Does your organization have an environmental policy or plan? Please explain.

(b) Which environmental initiatives have been implemented by your organization, and which ones are you planning to implement in the near future (paper reduction, green travel policy, etc.)? Please explain and specify.

Question #2 - Environmental Standards:

(a) Does your organization conform to any industry recognized environmental standards, such as ISO 14001 certification, Leadership in Energy and Environmental Design (LEED) Certification or ENERGY STAR? Please explain and specify.

(b) Are there other similar certifications that your organization would be able to adopt? Please explain and specify.

Question #3 - Green Company Designation:

As defined in our Software Licensing Supply Arrangements (SLSA), a Green Company is "a company having an Environmental Management System (EMS) in place at a production facility. Manufacturers must operate with an EMS certified by a qualified registrar as complying with the ISO 14001 standard."

(a) Is the above definition of a Green Company reasonable for the software industry? Please explain.

(b) Would an alternative definition of a green software company be more appropriate? If so, please explain.

(c) What qualifications should the Government of Canada establish to appropriately designate a software supplier as a "Green Company"? Please explain and specify.

Question #4 - Green Data Centers:

(a) Do the data centers used by your organization in the delivery of Software as a Service conform to any environmental standards or policies (for example, concerning storage efficiency, or energy consumption)? Please explain and specify.

(b) What initiatives and policies have you implemented to ensure the green operation of your data centers? (i.e. Efficient cooling system, efficient power supply, etc). Please explain and specify.

(c) Are there any energy efficiency measures in place, such as the use of ENERGY STAR qualified equipment, or the use of products with eco-labels? Please explain and specify.

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Question #5 - Green Supply Chain:

(a) Are Environmental considerations taken into account within your supply chain? Do they influence, to a certain extent, which suppliers, partners, contractors or clients you do business with? Please explain and specify.

(b) Do you impose any environmental standards or criteria on them? In contrast, do they impose any environmental standards or criteria on you? What are they? Please explain and specify.

Question #6 - Lifecycle Programs:

Does your organization have or participate in any waste/disposal programs, electronic media (CD/USB/etc) recycling programs, life-cycle asset management programs, or green packaging programs? Please explain and specify.

Question #7 - Physical Media:

(a) Does your organization sell any software products that still require physical delivery?

(b) If so, what are the reasons? Please explain and specify.

Question #8 - Software Efficiency:

(a) Does your organization have processes in place to ensure its software code executes efficiently? Please explain and specify.

(b) If the Government of Canada were to evaluate the level of software efficiency (i.e. The energy it takes to run the software) as part of future RFP processes, what would be the best way to evaluate this criterion? Please explain.

Question #9 - Environmental Selection Criteria:

If the Government of Canada were to include mandatory or rated environmental criteria in an RFP, such as having an ISO 14001 certification, a Leadership in Energy and Environmental Design (LEED) Certification, or any other similar certification, would your organization be able to meet such a requirement?

(a) Which ones could be met? Please explain and specify.

(b) Which ones could not be met? Please explain and specify.

Question #10 - Impact of Environmental Selection Criteria:

What specific environmental criteria do you think would have a positive impact on the Government of Canada's commitment to receiving greener products/services?

(a) Which ones would have a significant impact?

(b) Which ones would have a modest impact?

(c) Please explain, specify, and consider any relevant environmental criteria that were not mentioned.

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Question #11 - Financial Incentive:

(a) If the Government of Canada were to include a financial incentive (such as a percentage discount off of the financial evaluation) to bidders that have demonstrated compliance with certain environmental standards, which environmental standards or criteria should be taken into consideration? Please explain.

(b) What would be a reasonable percentage discount? Please explain.

Question #12 - Electronic Bidding:

What would be your organization's capacity to respond to solicitations in electronic format? Please explain.

A. 8   Format of Responses

(a)   **Cover Page**: If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the solicitation number, the volume number and the full legal name of the respondent.

(b)   **Title Page**: The first page of each volume of the response, after the cover page, should be the title page, which should contain:

(i)   the title of the respondent's response and the volume number;

(ii)   the name and address of the respondent;

(iii)   the name, address and telephone number of the respondent's contact;

(iv)   the date; and

(v)   the RFI number.

(c)   **Numbering System**: Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.

(d)   **Number of Copies**: Canada requests that respondents submit one (1) softcopy, in PDF format, of their response.

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A. 9 Enquiries

Because this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding this RFI may direct their enquiries to:

Contracting Authority: Christian Schou

E-mail Address: christian.schou@pwgsc-tpsgc.gc.ca

Telephone: (819) 956-3764

A. 10 Submission of Responses

(a) **Time and Place for Submission of Responses**: Respondents should send responses electronically to the Contracting Authority's e-mail address identified herein by the date specified on the front page of the RFI.

(b) **Responsibility for Timely Delivery**: Each respondent is solely responsible for ensuring its response is delivered on time to the correct e-mail address.