



A1. DEPARTMENTAL REPRESENTATIVE

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**Best Value (Point Rated)
Request for Proposals (RFP)**

for

Performance of the Work described in
Appendix "A" – Statement of Work of the
draft contract.

A2. TITLE Resident Site Project Administrator Liaison (RSPA) for the fit-up of the Canadian Joint Delegation space at the new NATO Headquarters building in Brussels, Belgium		
A3. SOLICITATION NUMBER ARP-SVC-BNATO-13059/A	A4. PROJECT NUMBER B-BNATO-100	A5. DATE January 16, 2014
A6. RFP DOCUMENTS <ol style="list-style-type: none"> 1. Request for Proposals (RFP) title page 2. Submission Requirements and Evaluations (Section "I") 3. Price Proposal (Section "II") 4. General Instructions (Section "III") 5. Statement of Work (Appendix "A") 6. The attached draft Contract <p>In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.</p>		
A7. PROPOSAL DELIVERY <p>In order for the proposal to be valid, it must be received no later than 14:00 on March 3, 2014 (Ottawa, Ontario time) referred to herein as the "Closing Date".</p> <p>Email file size cannot exceed 3MB. Electronic proposals must have two (2) separate files attached, the first must be labelled "Technical Proposal" the second must be labelled "Price Proposal". Failure to comply will be grounds for disqualification and proposal will not be evaluated.</p> <p>Electronic proposals must be sent only to the following email address:</p> <p>Email: aac-contracts@international.gc.ca Solicitation Number: ARP-SVC-BNATO-13059/A</p> <p>Please note that electronic Proposals must not be copied to any other address or individual. Failure to comply will be grounds for disqualification and proposal will not be evaluated.</p> <p>Please ensure that request of confirmation of receipt of proposal should be sent to:</p> <p>Attention: Brianne Leach, AACR Telephone: (613) 957-4060 Solicitation #: ARP-SVC-BNATO-13059/A</p> <p>Please note: NO proposals are to be sent directly to the individual above.</p>		
A8. PRICE PROPOSAL All the information required in section SR3 must appear on Section "II" - Price Proposal ONLY and be in a separate attachment marked "Price Proposal". Failure to comply will result in the entire proposal being declared non-compliant and rejected from further consideration.		
A9. ENQUIRIES All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative no later than five (5) calendar days prior to the Closing Date and Time in order to allow sufficient time to provide a response.		
A10. LANGUAGE Proposals shall be submitted in French or in English.		
A11. CONTRACT DOCUMENTS The draft contract which the selected Proponent will be expected to execute is included with this RFP. Proponents are advised to review it in detail and identify any problematic clauses to the Departmental Representative in accordance with A9. - Enquiries. Her Majesty reserves the right not to make any amendment(s) to the Contract Documents.		
A12. PROPONENT CONFERENCE (IF ANY) Not applicable.		

SECTION "I" – SUBMISSION REQUIREMENTS AND EVALUATIONS**SR1 INTRODUCTION**

1.1 This section outlines the information Proponents are required to submit. To qualify, Proponents must meet the mandatory requirements set out in the RFP. Proposals not meeting the Mandatory Requirements will not be given any further consideration. Submissions meeting the Mandatory Requirements shall be evaluated according to the criteria and point rating set out in SR2 – Technical Proposal and SR3 – Price Proposal. Should Her Majesty elect to proceed with a contract, the Proponent with the highest score will be awarded the Contract.

1.2 The evaluation will be based solely on the content of the responses and any correctly submitted amendments. No assumptions should be made that Her Majesty has any previous knowledge of the Proponents' qualifications other than that supplied pursuant to this RFP.

1.3 Purpose of the RFP

The purpose of this RFP is to select a supplier to enter into a contract with the Department of Foreign Affairs, Trade and Development Canada (DFATD) to perform the work described in the **Statement of Work - Appendix "A" of the attached Draft Contract**, hereinafter referred to as the "Work."

1.4 Project Description

Resident Site Project Administrator Liaison (RSPA) Services for the fit-up of the Canadian Joint Delegation space at the new NATO Headquarters building in Brussels, Belgium. The new space will include approximately 899 m² net office space on approximately 1593 m² of rentable class-A space.

SR2 TECHNICAL PROPOSAL

Technical Proposals **must not** exceed thirty (30) single-sided pages, minimum type face 10 pts. All material shall be printed on 8.5" x 11" or A4 paper with the exception of project schedules which may be printed on 11"x17" or A3 paper (these larger sheets shall count as one sheet). Material exceeding the thirty (30) pages maximum will **NOT** be considered. For the sake of clarity and comparative evaluation, Proponents should respond using the same subject headings and numbering structure in this document.

Proponents must obtain, at minimum, a rating of "adequate" on the criteria set out in SR3.1, SR3.2 and SR3.3. Note that "adequate" ratings are defined below for each evaluation component. Proposals not meeting this requirement will not be given any further consideration.

SR2 MANDATORY REQUIREMENTS

2.1 The **RSPA MUST hold a valid NATO SECRET clearance OR a Government of Canada SECRET security clearance or above by the time of this RFP bid closing (Proposal Delivery deadline in A7)**. The RSPA must provide the security clearance number and expiry date within 48 hours of the request from DFATD.

2.2 The Proponent **MUST** be locally available to undertake the Work.

2.3 The RSPA **MUST** be bilingual and be able to communicate in writing and orally in both French and English.

SR3 POINT RATED CRITERIA (70 POINTS)**3.1 Work Plan (10 points)****Intent:**

Evaluate the Proponent’s strategy for delivering the Project. Adequate response consists of an effective delivery strategy to meet the requirements of the Statement of Work and a clear description of how the team will be effectively managed. For a proposal to receive higher marks, it must elaborate on the strategy for delivering the requirements of the SOW and describe in detail how the various components of the Proponent Team relate to each other, assist each other and communicate with each other.

Information to be submitted:

- 3.1.1** the name, role, location (on or offsite), number of hours/days planned, per individual Proponent Team member, for each Project milestone (refer to Statement of Work);
- 3.1.2** a project organization chart showing names and titles of all Proponent Team resources named for the Project;
- 3.1.3** a short description of the roles of key stake-holders: Proponent Team, sub-consultants and other specialists and description of how this team will work together to execute the various phases of the Work; and
- 3.1.4** a description of the nature, extent and duration of the links in any partnerships / joint ventures.
- 3.1.5** a detailed description of the schedule and cost control systems to be implemented;
- 3.1.6** a description of the project management software tools that the Proponent would utilize for the work;
- 3.1.7** a description of the particular challenges of this project and how the proposed team will address them.

Rating:

Significantly exceeds the requirement 10	Exceeds the requirement 6-9	Adequate 5	Does not meet the requirement 0-4
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3.2 Corporate Experience (30 points)**Intent:**

Evaluate the Proponent’s corporate experience on projects of similar size and scope. Adequate experience consists of **five (5)** recent (within 2005-2013) projects of the same size and scope or an equivalent combination of larger and smaller projects. For a proposal to receive higher marks, Proponents should demonstrate that proposed resources have professional experience with projects such as diplomatic entities, government organisations, major institutions or corporations of same size and scope.

Information to be submitted:

The response to be provided here can consist of existing material (brochures, corporate profiles, reference letters, etc.). To facilitate evaluation, information on specific projects should include:

- 3.2.1** title of project(s), location (city, country);
- 3.2.2** brief description of project scope, cost and schedule;
- 3.2.3** dates of participation in the project; and
- 3.2.4** corporate role in the project.

Rating:

Significantly exceeds the requirement 25-30	Exceeds the requirement 16-24	Adequate 15	Does not meet the requirement 0-14
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3.3 Experience of Personnel (30 points)**Intent:**

Evaluate the experience of the proposed Resident Site Project Administration Liaison (and any other proposed resources) on projects of similar size and scope. Adequate experience consists of **five (5)** years of recent (within 2005-2013) professional experience in a similar role, as well as **three (3)** recent completed projects (within 2005-2013) of same size and scope or an equivalent combination of larger and smaller projects and the involvement in these projects. For a proposal to receive higher marks, Proponents should demonstrate that the proposed resource(s) has/have professional experience with projects such as diplomatic entities, government organisations, major institutions or corporations of same size and scope.

Information to be submitted:

The response to be provided here can consist of existing material (resumes, reference letters, etc.). To facilitate evaluation, information on the individual should include:

- 3.3.1** area(s) of expertise of all individuals being proposed for the project and the role for which they will be responsible;
- 3.3.2** individuals' years of experience;
- 3.3.3** individuals' years with the Proponent entity;
- 3.3.4** responsibilities held, by the individuals being proposed, for projects they have completed; and
- 3.3.5** certification and licensing of personnel, clearance levels/numbers etc as appropriate.

Rating:

Significantly exceeds the requirement 25-30	Exceeds the requirement 16-24	Adequate 15	Does not meet the requirement 0-14
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SR4 PRICE PROPOSAL (30 POINTS)

4.1 All the information required in section SR3 must appear on Section "II" - Price Proposal ONLY and included in a separate attachment marked "Price Proposal". Failure to comply will result in the proposal being declared non-compliant and rejected from further consideration. Price Proposals will only be opened after the evaluation of the Technical Proposal is completed. If it becomes clear that the Price Proposal Score would not alter the standing of any proposal, that Price Proposal attachment will NOT be opened.

4.2 Fixed Price

- 4.2.1** Proponents shall quote an all inclusive Fixed Price (excluding the cost of The Minister's services and equipment\ furniture) on the form attached as Section "II" - Price Proposal. The Fixed Price must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFP, all costs resulting from the performance of any additional Work described in the Proponent's proposal (unless clearly described as an option), all travel, living costs and all overhead costs including disbursements;
- 4.2.2** Proponents shall estimate the value of the taxes (including VAT as per SR3.3) expected to be payable by Her Majesty as a result of entering into a contract with the Proponent;
- 4.2.3** All payments shall be made according to the terms of payment set out in the attached Contract;
- 4.2.4** Exchange rate fluctuation protection is not offered; and
- 4.2.5** Price Proposals not meeting above requirements will not be given any further consideration.

4.3 Taxes & Duties

- 4.3.1** Proponents are to provide full details concerning the applicability, amount and administration of the payment of all taxes (including VAT as described below) and duties (including import duties) payable in respect of the Work, as well as any possible exemption from all or part of same.
- 4.3.2** Her Majesty will pay the VAT specified in the Price Proposal provided:
- 4.3.2.1** that amount is applicable to the Work provided by the Proponent to Her Majesty under the Contract. Her Majesty will not be responsible for the payment of any VAT payable by the Proponent to any third party (including subcontractors);
- 4.3.2.2** Her Majesty is unable to procure an exemption from VAT in respect of the Work;
- 4.3.2.3** the Proponent agrees to render every reasonable assistance to Her Majesty in obtaining reimbursement of all VAT paid in respect of the Work from the appropriate Government Agency;
- 4.3.2.4** the VAT is shown separately on all of the Proponent's invoices and progress claims; and
- 4.3.2.5** the Proponent agrees to remit to the appropriate Government Agency any amounts of VAT legally required to be remitted by the Contractor pursuant to applicable tax laws.

4.4 Rating

The submitted Price Proposal will be scored according to the following formula. The lowest Price Proposal will score thirty (30) points. Other prices will be scored in arithmetic proportion as per the following formula:

$$\text{Score} = 30 - [(\text{Price Proposal} - \text{lowest Price Proposal}) \times 30 / (\text{highest Price Proposal} - \text{lowest Price Proposal})]$$

Example:

(In this example, Proposal 1 is the lowest Fixed Price)

Proposal 1 = 100 Score = 30 pts

Proposal 2 = 110 Score = $30 - [(110 - 100) \times 30 / (100 \times 0.5)] = 30 - 6 = 24$ pts

Proposal 3 = 125 Score = $30 - [(125 - 100) \times 30 / (100 \times 0.5)] = 30 - 15 = 15$ pts

Proposal 4 = 145 Score = $30 - [(145 - 100) \times 30 / (100 \times 0.5)] = 30 - 27 = 3$ pts

Proposal 5 = 150 Score = 0 pts

Proposal 6 = 175 Score = 0 pts

4.5 Price Breakdown

Her Majesty reserves the right to request a breakdown of the components of the Price Proposal should it believe that the price is unreasonable. Failure to provide an adequate breakdown, describing the rationale and expectation used to determine the cost of each component of the Work, may lead to disqualification.

SECTION "II" – PRICE PROPOSAL

Name of Firm: _____

Address: _____

Contact Person: _____

Phone number: (____) ____-____ Fax number: (____) ____-____

Email: _____@_____

Price Proposal
(in accordance with SR3.2): _____
(state amount in words)

Applicable taxes
(in accordance with SR3.3): _____
(state amount in words)

All amounts are in the currency specified in the Contract (Euro)

Signature

Date

Print Name and Capacity

SECTION "III" - GENERAL INSTRUCTIONS

GI1 RESPONSIVENESS

1.1 For a proposal to be considered valid, it must comply with all of the requirements of this RFP identified as mandatory. Mandatory criteria are also expressed by using imperative verbs such as "shall", "must" and "will".

GI2 ENQUIRIES - SOLICITATION STAGE

2.1 All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative as early as possible within the solicitation period. Enquiries and issues must be received within the timeframe described in A9 to allow sufficient time to provide a response. Enquiries received after that time will not be answered prior to the Closing Date.

2.2 To ensure consistency and quality of information provided to Proponents, the Departmental Representative will give notice, in the same manner as this RFP, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.

2.3 All enquiries and other communications with government officials throughout the solicitation period shall be directed ONLY to the Departmental Representative named herein. Non-compliance with this condition during the solicitation period will (for that reason alone) result in the disqualification of your proposal.

GI3 PROPONENT'S SUGGESTED IMPROVEMENTS DURING SOLICITATION PERIOD

3.1 Should any Proponent consider that the specifications or Statement of Work contained in this RFP can be improved technically or technologically, the Proponent is invited to make suggestions, in writing, to the Departmental Representative named herein. The Proponent must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Proponent will be given consideration provided they are received by the Departmental Representative within the timeframe described in article A9 to allow sufficient time to provide a response. Her Majesty reserves the right to accept or reject any or all suggestions.

GI4 PROPOSAL PREPARATION COST

4.1 The costs, including travel incurred by the Proponent in the preparation of its proposal and/or the negotiation (if applicable) of any resulting contract will be the sole responsibility of the Proponent and will not be reimbursed by Her Majesty.

GI5 PROPOSAL DELIVERY

5.1 Proposals and/or amendments thereto, will only be accepted by the Minister if they are received at the address indicated in A7, on or before the Closing Date and Time specified in A7.

5.2 Responsibility for proposal delivery: The Proponent has sole responsibility for the timely receipt of a proposal by Her Majesty and cannot transfer this

responsibility to the Government of Canada. Her Majesty will not assume responsibility for proposals that are directed to a location other than the one stipulated in A7.

5.3 Late Proposals: The Minister will return unopened proposals received after the Closing Date and Time specified in A7.

GI6 VALIDITY OF PROPOSAL

6.1 Any proposal must remain open for acceptance for a period of not less than ninety (90) days after the Closing Date.

GI7 RIGHTS OF CANADA

7.1 Her Majesty reserves the right:

7.1.1 during the evaluation, to submit questions to or conduct interviews with Proponents, at Proponents cost, upon twenty-four (24) hours notice, to seek clarification or to verify any or all information provided by the Proponent with respect to this RFP;

7.1.2 to reject all proposals received in response to this RFP if it/they fail to meet the objectives of the requirement within the boundaries imposed by Her different stakeholders;

7.1.3 to accept any proposal in whole or in part without prior negotiation;

7.1.4 to cancel and/or re-issue this RFP at any time;

7.1.5 to award one or more contracts, if applicable;

7.1.6 to retain all proposals submitted in response to this RFP;

7.1.7 not to accept any deviations from the stated terms and conditions;

7.1.8 to incorporate all, or any portion of the Statement of Work, Request for Proposals and the successful proposal in any resulting contract; and

7.1.9 not to contract at all.

GI8 INCAPACITY TO CONTRACT WITH GOVERNMENT

8.1 Canada may reject a proposal where the Proponent, including the Proponent's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:

8.1.1 Section 121, Frauds upon the Government;

8.1.2 Section 124, Selling or Purchasing Office; or

8.1.3 Section 418, Selling Defective Stores to Her Majesty.

(Subsection 750 (3) of the Criminal Code prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.)

8.2 Where Canada intends to reject a proposal pursuant to a provision of paragraph 8.1, the Departmental Representative will so inform the Proponent and provide the Proponent the ten (10) calendar days within which to make representations, prior to making a final decision on the proposal rejection.

GI9 INCURRING OF COST

9.1 No costs incurred before receipt of a signed Contract or specified written authorization from the Departmental Representative can be charged to any resulting contract. In addition, the Contractor is not

to perform Work in excess of or outside the scope of any resulting contract based on verbal or written requests or instructions from any government personnel other than the Departmental Representative. The Proponent’s attention is drawn to the fact that the Departmental Representative is the only authority which can commit Her Majesty to the expenditure of the funds for this requirement.

GI10 PROPONENTS NOT TO PROMOTE THEIR INTEREST IN THE PROJECT

- 10.1** Proponents must not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project.

GI11 PROPERTY OF HER MAJESTY

- 11.1** All correspondence, documents and information provided to the Minister by any Proponent in connection with this RFP will become the property of Her Majesty and may be released pursuant to the Canadian Federal Access to Information Act and the Privacy Act.

GI12 RIGHTS OF UNSUCCESSFUL PROPONENTS

- 12.1** Proponents are reminded that all materials submitted by them in either paper or electronic form, including architectural and engineering design drawings, specifications, photographs, etc. shall, upon opening of the envelope by Canadian officials at the local embassy or in Ottawa, become the property of the Canadian government. In consequence, they will not be returned to the unsuccessful Proponents of this tender competition. The keeping of such information by Canada is necessary to ensure that, in the event of a future internal audit of the tender process, or in the

event of a challenge by one of the unsuccessful Proponents to this tender process, all the documents submitted by competing Proponents are available and not tampered with. Nevertheless, complete copyright in those materials will of course remain with the copyright owners of the materials submitted; Canada assures Proponents that it will at no time use those materials for any commercial purposes without the written consent of the authors.

GI13 PRICE SUPPORT

- 13.1** In the event that the Proponent's bid is the sole responsive proposal received, the Proponent must provide, on the Minister's request, one or more of the following price support if applicable:
- 13.1.1** a current published price list indicating the percentage discount available to the Minister;
 - 13.1.2** copies of paid invoices for like services performed for other customers or for like items (same quantity and quality) sold to other customers;
 - 13.1.3** a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., profit;
 - 13.1.4** price or rate certification;
 - 13.1.5** any other supporting documentation as requested by the Minister.

GI14 INTERPRETATION

- 14.1** In this RFP, “Her Majesty”, “the Minister” or “Canada” means Her Majesty the Queen in right of Canada, as represented by the Minister of Foreign Affairs.