



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

11 Laurier St./11, rue Laurier

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

LETTER OF INTEREST

LETTRE D'INTÉRÊT

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Miscellaneous Special Projects Division (XN)/Division

des projets spéciaux divers (XN)

Canadian Building

219 Laurier Ave. West, 13th Floor

Room 13077

Ottawa

Ontario

K1A 0S5

Title - Sujet RFI - e-Procurement Solution (EPS)		
Solicitation No. - N° de l'invitation EN578-131350/F		Date 2016-02-12
Client Reference No. - N° de référence du client 20131350		GETS Ref. No. - N° de réf. de SEAG PW-\$\$XN-111-29852
File No. - N° de dossier 111xn.EN578-131350	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-19		Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Thauvette, Maxime		Buyer Id - Id de l'acheteur 111xn
Telephone No. - N° de téléphone (819) 997-4332 ()		FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

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

The purpose of this Request for Information (RFI) is to solicit comments and feedback from the e-procurement industry and potential bidders concerning our evaluation procedures. Following the closure of the Letter of Interest (LOI) on January 25, 2016, which included a draft Request for Proposal (RFP), the decision was made to proceed with a two-phased bid evaluation process, described in further details below in "*TWO-PHASED BID EVALUATION PROCESS*". Canada would like to seek industry's feedback on the proposed approach.

RESPONSES TO THE REQUEST FOR INFORMATION

A summary of the two-phased bid evaluation process are enclosed in order to provide a more complete picture. All documents are drafts.

Comments and suggestions are to be provided via e-mail to the PWGSC Contracting Authority, on or before the close of business on February 19, 2016. Respondents are not required to provide formal proposals in response to this RFI. Canada does not intend to have in-person meetings as a result of this RFI nor does Canada commit to providing a response to any of the feedback or questions posed to Canada as part of this feedback. However, Canada will consider all feedback received in response the RFI.

TWO-PHASED BID EVALUATION PROCESS

The following clauses will be added to the RFP under *PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION*:

4.1.5 For the purposes of this solicitation, Canada will utilize a two-phased bid evaluation process as more fully described in article 4.2 Technical Evaluation.

4.1.5.1 Phase 1 will consist of an initial review of the documentation and preparation of a Preliminary Report by Canada (if required) and any non-responsive Bidder's submission and response to this Preliminary Report, as described in article 4.2.1 Phase 1: Initial Review.

4.1.5.2 At Phase 2, Canada will conduct a full bid evaluation for all responsive bids in accordance with the process described in article 4.2.2 Phase 2: Final Bid Review.

4.1.5.3 Notwithstanding the limited review which Canada may conduct for certain parts of the solicitation during Phase 1, Bidders are and will remain solely responsible for the accuracy and completeness of their bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying errors or omissions in bids submitted nor does Canada undertake to identify any or all such errors or omissions. **BIDDERS ARE AND WILL REMAIN SOLELY RESPONSIBLE FOR ENSURING CONSISTENCY OF THE INFORMATION SUBMITTED IN THEIR BIDS AT ALL TIMES. WITHOUT LIMITING THE FOREGOING, BIDDERS ARE AND WILL REMAIN SOLELY RESPONSIBLE FOR ENSURING THAT ANY INFORMATION PROVIDED IN RESPONSE TO A PRELIMINARY EVALUATION REPORT IS CONSISTENT WITH ANY OTHER INFORMATION ORIGINALLY SUBMITTED IN THEIR BID IN RESPONSE TO OTHER REQUIREMENTS. FAILURE TO DO SO MAY PREJUDICE THE EVALUATION OF PREVIOUSLY SUBMITTED INFORMATION AND/OR RENDER THE BID NON-RESPONSIVE.**

4.1.5.4 This two-phased bid evaluation process shall not limit Canada's rights under *SACC 2003 (2015-07-03) Standard instructions – Goods or Services – Competitive Requirements* nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right.

4.2 Technical Evaluation

4.2.1 Phase 1: Initial Review

4.2.1.1 Canada will conduct an initial review of each Section of the Bidder's Proposal as described below.

4.2.1.2 Section I: Supply Chain Security Information (SCSI)

a. Documents Reviewed:

Bidder responses to the following solicitation requirement document(s) will be reviewed:

Bidder's Supply Chain Security Information (SCSI) – Section I: SCSI

b. Review Parameters:

Canada will review the above-noted documents to:

Identify any instances where a Bidder has failed to submit a required network diagram or where information in the List of Subcontractors is missing.

c. Permitted Preliminary Evaluation Report Response:

Bidders may submit information only in response to those items specifically identified in the Preliminary Evaluation Report, except where the addition of such information will necessarily result in a change to the information regarding other components (including a change to a component) or requirements previously submitted as part of the technical bid; such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. Any other changes to the bid shall be considered new information and will be disregarded. Without limiting the foregoing, the Bidder shall not make any changes to the Financial Bid as a result of any changes.

4.2.1.3 Section II - Technical Bid

a. Documents Reviewed:

Bidder responses to the following solicitation requirement document(s) will be reviewed:

Bidder's Technical Bid – Section II: Technical Bid

b. Review Parameters:

Canada will review the above-noted documents to:

- i. Determine if a Bidder's submission in respect of mandatory requirements having a pass/fail is considered by Canada to be responsive. A bid will be considered by Canada to be non-responsive if the bid fails to achieve a "pass" rating on a mandatory pass/fail requirement for the paper-based bid review.
- ii. Determine if a Bidder's submission in respect of point-rated requirements having a minimum pass standard is considered by Canada to be responsive. A bid will be considered by Canada to be non-responsive if the bid fails to achieve the mandatory minimum pass standard required for the paper-based bid review.
- iii. Identify any instances where a Bidder has failed to submit a required certification or proof of compliance or where a submitted document lacks the requisite signature(s) **only** for those above-noted documents and those documents which must otherwise be submitted at the time of original submission of the bid.

c. Permitted Preliminary Evaluation Report Response:

- i. Bidders may submit information only in response to those items specifically identified in the Preliminary Evaluation Report, except where the addition of such information will necessarily result in a change to the information regarding other components (including a change to a component) or requirements previously submitted as part of the technical bid; such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. Any other changes to the bid shall be considered new information and will be disregarded. Without limiting the foregoing, the Bidder shall not make any changes to the Financial Bid as a result of any changes.
- ii. Bidders may submit a required certification or proof of compliance or where a submitted document lacks the requisite signature(s) **only** for the certifications required to be submitted with the bid.

Example (provided for illustration purposes only):

A Bidder submits a bid which does not achieve the minimum pass mark of 72 points for criteria in grouping R2 Implementation Plan. The Bidder's response to the Preliminary Evaluation Report identifies a change to the Training Plan. As a result, the bidder's response at R2.2 is changed.

4.2.1.4 Section III: Financial Bid

a. Documents Reviewed:

Bidder responses to the following solicitation requirement document(s) will be reviewed:

Bidder's Financial Bid – Section III: Financial Bid

b.

Review Parameters:

Canada will review the above-noted documents to:

- i. Identify whether required data is missing from the documentation;
- ii. Identify whether the same price is identified for the same item in all instance; and
- iii. Identify whether GST/HST amounts are shown separately.

c. Permitted Preliminary Evaluation Report Response:

- i. Where a required line item has been left blank, only the missing information may be added to the Financial Bid for Phase 2, except that, in those instances where the addition of such information will necessarily result in a change to other pricing or cost information previously submitted as a result of calculations required by the solicitation (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made.
- ii. In instances where a different price for the same item is provided in more than one location within the Financial Bid and been noted the Bidder must confirm which price applies. Failure of a Bidder to respond will be deemed by Canada to be the Bidder's confirmation that the lowest price applies in all cases.
- iii. Any other changes to the Financial Bid shall be considered to be new information and will be disregarded. Without limiting the foregoing, the Bidder shall not make any changes to the Financial Bid as a result of any changes to the Technical Bid.

4.2.1.5 Section IV: Certifications

a. Documents Reviewed:

Bidder responses to the following solicitation requirement document(s) will be reviewed:

Bidder's Certifications – Section IV Certifications

b. Review Parameters:

Canada will review the above-noted documents to:

Identify any instances where a Bidder has failed to submit a required certification or proof of compliance or where a submitted document lacks the requisite signature(s) **only** for the certifications required to be submitted with the bid.

c. Permitted Preliminary Evaluation Report Response:

Bidders may submit a required certification or proof of compliance or where a submitted document lacks the requisite signature(s) **only** for the certifications required to be submitted with the bid.

4.2.1.6 Permitted Preliminary Evaluation Report Response:

Bidders may submit information only in response to those items specifically identified in the Preliminary Evaluation Report, except that where the addition of such information will necessarily result in a change to the information regarding other components or requirements of the previously submitted bid documents, such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. Any other changes to the bid shall be considered new information and will be disregarded.

Bidders may submit a required certification or proof of compliance or where a submitted document lacks the requisite signature(s) **only** for the certifications required to be submitted with the bid.

Without limiting the foregoing, the Bidder shall not make any changes to the Financial Bid as a result of any changes

Example (provided for illustration purposes only):

A Bidder submits a bid which does not contain a fully filled out certification for section 5.5 Former Public Servant in Receipt of a Pension. The Bidder's response to the Preliminary Evaluation Report identifies a change to the Bidder's certification. As a result, the bidder's response at under 5.5 Former Public Servant in Receipt of a Pension is changed.

4.2.2 Preliminary Evaluation Report

- 4.2.2.1 After this initial review, if any bid is determined to be non-responsive in accordance with the review parameters noted above, the Contracting Authority will issue a "Preliminary Evaluation Report" (or "Report") identifying those instances where the bid is non-responsive to a mandatory pass/fail requirement of the bid solicitation and/or point-rated requirement where the minimum pass standard was not achieved.
- 4.2.2.2 Bidders whose bids are considered to be non-responsive will be invited by the Contracting Authority to submit additional or different information to demonstrate to Canada, in accordance with the solicitation, that the bid is responsive to the solicitation requirements. **Except as expressly permitted above, information submitted for any other requirement will not be considered nor will submitted information be used to evaluate any other section of a Bidder's bid or the solicitation requirement.** Bidder's whose bids have been evaluated as non-responsive at Phase 1 are not required to continue with the procurement process and may withdraw their bids at their sole discretion.
- 4.2.2.3 For Bidders whose bids are considered to be responsive, the Report will only identify that they are responsive for the requirements evaluated; scores will not be provided.
- 4.2.2.4 All Bidders are requested to provide written confirmation of receipt of the Report to the Contracting Authority. Bidders who do not confirm receipt will be deemed to have received the Report as of the date issued by Canada pursuant to Canada's records.
- 4.2.2.5 Only non-responsive Bidders shall submit further information in response to the Report.
- 4.2.2.6 A Bidder responding to a Preliminary Evaluation Report must not modify, alter or substitute any of the Technical Proposal to correct a non-responsive issue except as expressly permitted at section 4.2.1.3 *Section II - Technical Bid* above. There will be no change permitted to the Bidder's Financial Proposal as a result of the additional or

different information submitted except as permitted in accordance with section 4.2.1.4 *Section III - Financial Bid* above. All submitted information must otherwise comply with the requirements of this solicitation. Failure to comply with these requirements will result in the additional or different information being returned to the Bidder without further consideration.

- 4.2.2.7** Information submitted by non-responsive Bidders in response to the Report and accepted by Canada will be deemed to replace, in full, **only** the non-responsive information or response in the Bidder's original bid as identified in the Report and will be used for the remainder of the bid evaluation process. The additional or different information submitted will **only** be used to determine the Bidder's responsiveness to the Solicitation requirements.
- 4.2.2.8** The Bidder's response to the Report must follow the Bid Preparation Instructions (such as, for example, separating financial information from other information as required). Canada requests that Bidders clearly indicate, for each response, which non-responsive requirement identified in the Report is being responded to.
- 4.2.2.9** Responses to the Report must be submitted to the Bid Receiving Unit on or before the date and time specified in the Report. Failure to do so will result in the bid being deemed non-responsive and the bid will receive no further consideration.
- 4.2.2.10** Any adjustments to a non-responsive bid are at the Bidder's sole discretion and will be made solely by the Bidder. Canada will not provide information about any other bid or any information as to how a Bidder should complete its response, if any, to the Report.
- 4.2.2.11** For those instances where a Bidder chooses not to submit additional or different information for a requirement identified as non-responsive or as having not achieved the minimum score for a point-rated requirement, the Bidder must submit a response indicating "No Change" for such requirement and the original response for that item will continue to apply. If a Bidder does not provide a "No Change" response, the Bidder shall be deemed to have provided a "No Change" response and the original response for that item shall continue to apply.
- 4.2.2.12** **There will be no change to the Bidder's original evaluated score as a result of the additional or different information submitted.** The Bidder's original evaluated score will be the only score used to determine the Bidder's highest combined rating of technical merit and price.
- 4.2.2.13** If all bids are determined to be responsive, no Preliminary Evaluation Reports will be issued and the Contracting Authority will proceed to Final Bid Review and will complete the full bid evaluation using the original bid documents submitted.

4.2.3 Phase 2: Final Bid Review

- 4.2.3.1** Canada will conduct a final bid evaluation for all responsive bids.
- 4.2.3.2** Each bid will be reviewed in accordance with the evaluation process and method as described in Attachment 1 to Part 4 – Evaluation and Selection Methodology.
- 4.2.3.3** Each bid will be reviewed against the requirements and evaluation criteria as described in Attachment 2 to Part 4 – Evaluation Criteria.
- 4.2.3.4** In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:
- a. contact any or all references supplied by Bidders to verify and validate any information submitted by Bidders; and
 - b. seek clarification or verification from Bidders regarding any or all information provided by them with respect to the RFP.
- 4.2.3.5** Only referenced material included within the Bidder's bid, or clarified upon request by the Contracting Authority, will be evaluated. Reference material outside of the Bidder's bid will not be considered. It is the sole responsibility of the Bidder to provide sufficient information so that their bid can be adequately evaluated.
- 4.2.3.6** For those bids which were non-responsive at Phase 1, Canada's evaluation of such bids will take into account the additional or different information submitted to determine if these requirements have been met as required in the solicitation. A bid will be considered to be non-responsive and receive no further consideration if:
- a. one or more of the requirements initially evaluated as non-responsive continues to be evaluated as non-responsive; or
 - b. the additional or different information submitted renders non-responsive any other mandatory requirements (even if previously evaluated as responsive); or
 - c. the minimum pass standards for the bid or any part of the bid are not achieved.
- 4.2.3.7** There will be no change to the Bidder's original evaluated score for the purposes of determining the highest combined rating of technical merit and price.

NOTE TO INTERESTED SUPPLIERS

This is not a bid solicitation and a contract will not result. The RFP may potentially be modified as a result of this RFI process, and a finalized RFP will be posted on the Government Electronic Tendering System (GETS) at a future date.

Potential respondents are advised that any information submitted to Canada in response to this RFI may be used by Canada in the development of a subsequent competitive RFP. Canada reserves the right to accept or not accept the input from industry, as well as alter, amend, delete or add, in whole or in part, any terms or provisions to or from the RFP.

The issuance of this RFI does not create an obligation for Canada to issue a subsequent RFP, and does not bind Canada legally or otherwise, to enter into any agreement or to accept any

suggestions from respondents. Participation in this RFI is not a condition or prerequisite for participation in any future RFP. The award of any contract resulting from any future RFP will be consistent with contracting policies, laws and regulations applicable to government contracting, and applicable national and international trade agreements.

All enquiries and other communications related to this RFI shall be directed to the APDigital mailbox at: TPSGC.PANumerique-APDigital.PWGSC@tpsgc-pwgsc.gc.ca.

CONTRACTING AUTHORITY

Public Works and Government Services Canada

Acquisitions Branch

Place du Portage, Phase III, 12C1

11 Laurier Street

Gatineau, Québec K1A 0S5

Attention: Maxime Thauvette

Telephone: 819-997-4332

E-mail Address: TPSGC.PANumerique-APDigital.PWGSC@tpsgc-pwgsc.gc.ca