

**RFP 2016-D000032-1**  
**Field Support Services Project in Haiti**  
**Bidders Conference – Minutes**

**DATE:** Thursday, February 11 2016

**LOCATION:** DFATD, 125 Sussex Drive, Ottawa, Ontario, Canada, Room LBP B3-500  
Embassy of Canada, Port-au-Prince, Haiti

**TIME:** 9:30 am – 10:50 am (EST) (Canada and Haiti)

**AGENDA**

**9:30 – 9:35 Registration of Attendance**

**9:35 - 9:45 Introduction and Explanation of Proceedings**

- Guylaine Carrière (Director, Contracting Services), located at DFATD HQ, made introductory remarks, facilitated a round-table introduction by the participants and explained the conference proceedings.

**9:45 – 9:50 Welcoming Remarks**

- Welcoming remarks from Marie Legault, Director of the Programme of Haiti and Ivan Roberts, Head of Cooperation - Haiti
- Brief historical background and context of the Development Aid Program in Haiti.
- Introduction of the FSSP.

**9:50 – 10:45 Presentation to Bidders**

- Presentation by the facilitators at HQ: Guylaine Carrière and Jean-Claude Labossière (RFP Point of Contact) presented an overview of the RFP documents and processes, including the evaluation process, and provided some guidance to Bidders to facilitate the preparation of compliant proposals.
- Following the presentation, the bidders had an opportunity to ask questions. The questions and answers as well as an electronic copy of the presentation document are published on the RFP's web page of Buy and Sell. Please refer to Addendum 3, which lists questions and answers.

**10:45 – 10:50 Closing Remarks**

- Presentation of key dates.
- In closing remarks, Guylaine Carrière and Marie Legault thanked bidders for their input and participation, and encouraged submission of proposals by the RFP closing date.