



RFP SEL.: 2016-D000032-1

**Bidders' Conference
February 11th, 2016**

**Haiti Field Support
Services Project**



Affaires étrangères, Commerce
et Développement Canada

Foreign Affairs, Trade and
Development Canada

Canada

Objective of Presentation

- The objective of this presentation is to provide complimentary information regarding RFP SEL.: 2016-D-000032-1, Haiti Field Support Services Project.
- This presentation does not replace or modify any provisions of the RFP mentioned above.
- In case of contradiction between this presentation and the RFP, the terms and conditions of the RFP take precedence.



Structure of Presentation

- Part 1 – Context
- Part 2 – FSS Project
- Part 3 – RFP Document/Evaluation Process
- Part 4 – How to Prepare a Successful Proposal
- Part 5 – Important Concepts
- Part 6 – Question Period



Part 1 – Context

DFATD in Haiti

- Priority country: In 2014, Haiti was confirmed as a country of focus of the Government of Canada's international development assistance program. Haiti continues to be Canada's largest recipient of assistance in the Americas, and Canada is currently the second largest donor after the United States in this sector.
- Challenges: Haiti is a fragile state, characterized by political and socio-economic instability, chronic poverty and security issues, and is vulnerable to natural disasters. All these issues create persistent challenges for the country's development.
- DFATD's Development Program aligns closely with the development priorities of the Government of Haiti.



Part 1 – Context

DFATD in Haiti

- 2015-2020 programming – thematic priorities: 1) economic growth; 2) prosperity, democratic and accountable governance; 3) the rule of law and security; and 4) the health and welfare of Haitian women and youth.
- DFATD's Haiti Program is complex and involves the participation of a wide range of actors, including civil society and various levels of government, in a challenging environment.
- Annual budget: approximately CAN\$110 million annually in bilateral projects, including projects with other DFATD branches (Partnership, START).



Part 1 – Context

DFATD in Haiti

- To ensure quality and relevance in responding to Haiti's development challenges, DFATD's Haiti Program requires access to local technical expertise, sector analysis and strategies, sector planning, local initiative monitoring as well as administrative and logistical support.
- Logistical support can at times be exacerbated security issues.
- To meet these needs, DFATD created the Field Support Services Project (FSSP), which will provide necessary technical, administrative and support services. The FSSP will be managed by the Consultant.



Part 2 – FSS Project



To support DFATD in Haiti on an as required basis

To better align with best Canadian financial and contracting practices

Part 2 – FSS Project

Scope of Services

The Consultant will be the overall manager, administrator and coordinator, bringing together the various resources required to execute the FSSP. The Consultant will:

- Render administrative, financial, logistical **services**, to undertake procurement and contract administration for goods, services and technical specialists as well as to support local DFATD development initiatives.
- Provide transportation services for the consultant staff , technical specialists and others designated by the DFATD.
- Provide **office space and equipment** for use by the technical specialists and other parties designated by DFATD that meets the minimum requirements.

Please refer to Section 4-B of the RFP

Part 2 – FSS Project

Consultant Resources Implementing the FSSP

- The Consultant will provide resources for the following positions:

- Project Manager
- Project Coordinator
- Financial Officer

Proposed individuals must be identified in the Bidders' proposal.

Only two CVs are evaluated.

- The Consultant will also provide Support Staff (4 positions according to DFATD needs) and Technical Specialists.

Part 3 – RFP Document

Section 1 : Instructions to Bidders (IB)

Section 2 : Technical Proposal - Standard Forms

TECH-1 Acceptance
of terms &
conditions

TECH-2
Certifications

TECH-3
Bidder's
organization

TECH-4
Bidder's
experience

TECH-5
Methodology

TECH-6
Personnel

Section 3 : Financial proposal - standard forms

FIN-1
Fees

FIN-2
Administrative mark-up costs for
technical specialists


FIN-3
Service Costs

Section 4: Terms of reference

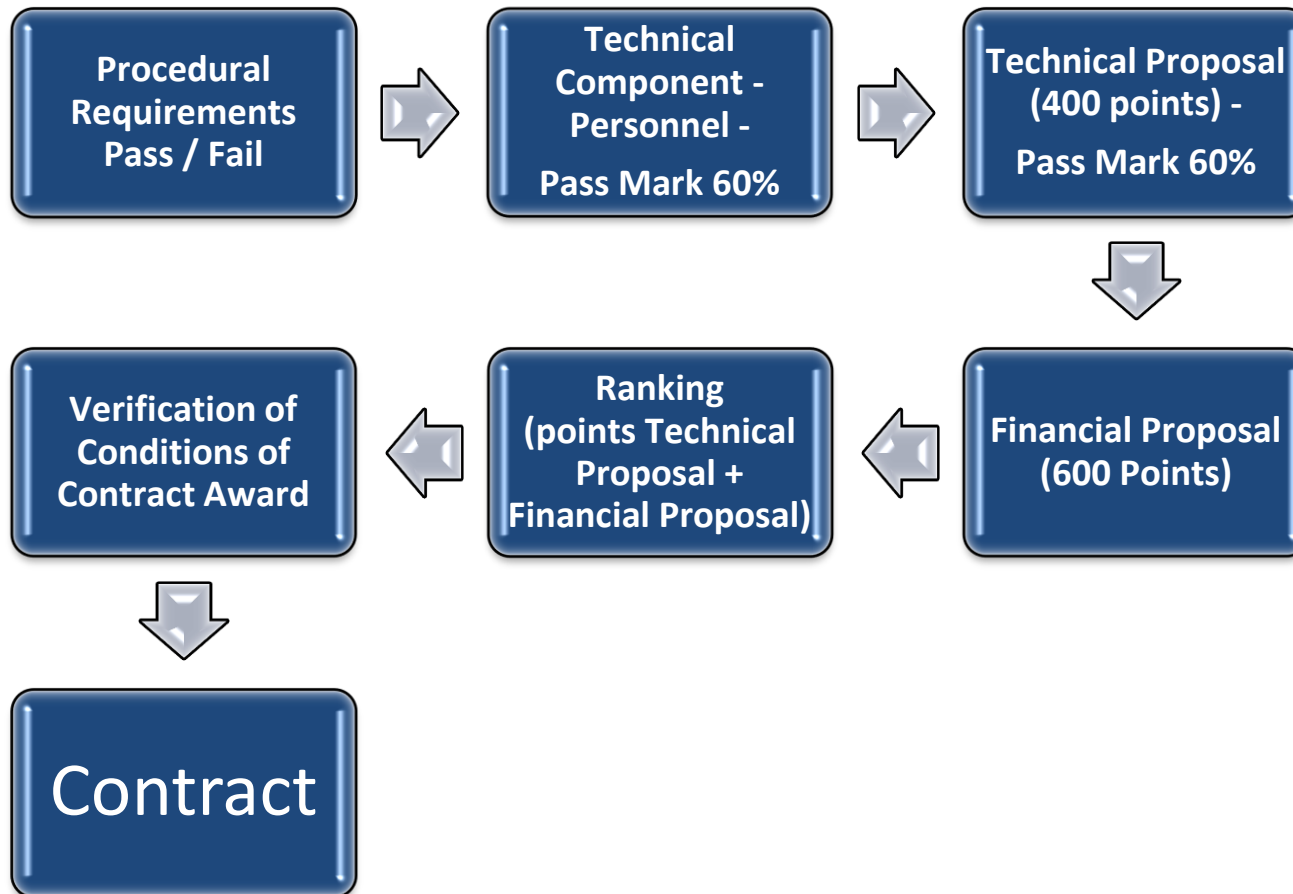
Section 5: Evaluation Criteria

Section 6: Standard form of contract

General Conditions


Forms to be
completed by the
bidder

Part 3 - Evaluation Process



Part 4

How to Prepare a Successful Proposal

Mandatory procedural requirements:

- There are mandatory procedural requirements associated with this RFP.
- Requirements identified in the RFP, *Section 1. Instruction to Bidders* (ITB), with the word “**must**” are considered mandatory procedural requirements.
- Any Proposal that fails to meet any mandatory procedural requirement will be rejected.
- No other procedural requirements can be introduced/ modified/ removed through any other Sections of the RFP.

Part 4

How to Prepare a Successful Proposal

- Signed form TECH-1 - *Acceptance of Terms and Conditions* :
 - Must be submitted with a Bidder's Proposal.
 - If a Bidder is a consortium or a joint venture, the Bidder's Proposal must include a signed TECH-1 from each Member.
 - Bidder agrees to be bound by instructions, clauses and conditions of the RFP and accepts the clauses and conditions of the resultant Contract in its entirety.
- Bidders, including each Member of a consortium or joint venture submitting a Proposal, must comply with the certifications in TECH-2 - *Certifications* from the date of Proposal submission.

Part 4

How to Prepare a Successful Proposal

- The Bidder must be eligible to participate in this RFP process, i.e:
 - ✓ has the legal capacity to contract;
 - ✓ is not a government entity or government-owned enterprise; and
 - ✓ is not a government official and/ or civil servant.
- The RFP has no nationality restrictions.
- “Bidder” means the person or entity (or, in the case of a consortium or joint venture, the persons or entities) submitting a Proposal to perform the resulting Contract for Services. It does not include the parent, subsidiaries or other affiliates of the Bidder. The experience of subcontractors or sub-consultants will not be considered to evaluate the experience of the bidder.

Part 4

How to Prepare a Successful Proposal

- The proposal must be received before the closing time at the date specified in the RFP.
- A Bidder must submit only one proposal. He must not participate as a sub-consultant in another proposal.
- A Proposal must remain valid for 180 Days after the RFP Closing Date.
- Proposal must be received by the RFP Closing Date and time and must be delivered to the address indicated in ITB 7.1.
- If a Bidder wishes to substitute or modify its Proposal before the RFP Closing Date, the substituted or modified Proposal must be submitted with a written notice.
- Proposals must be written in one of the official languages of Canada (English or French).



Part 4

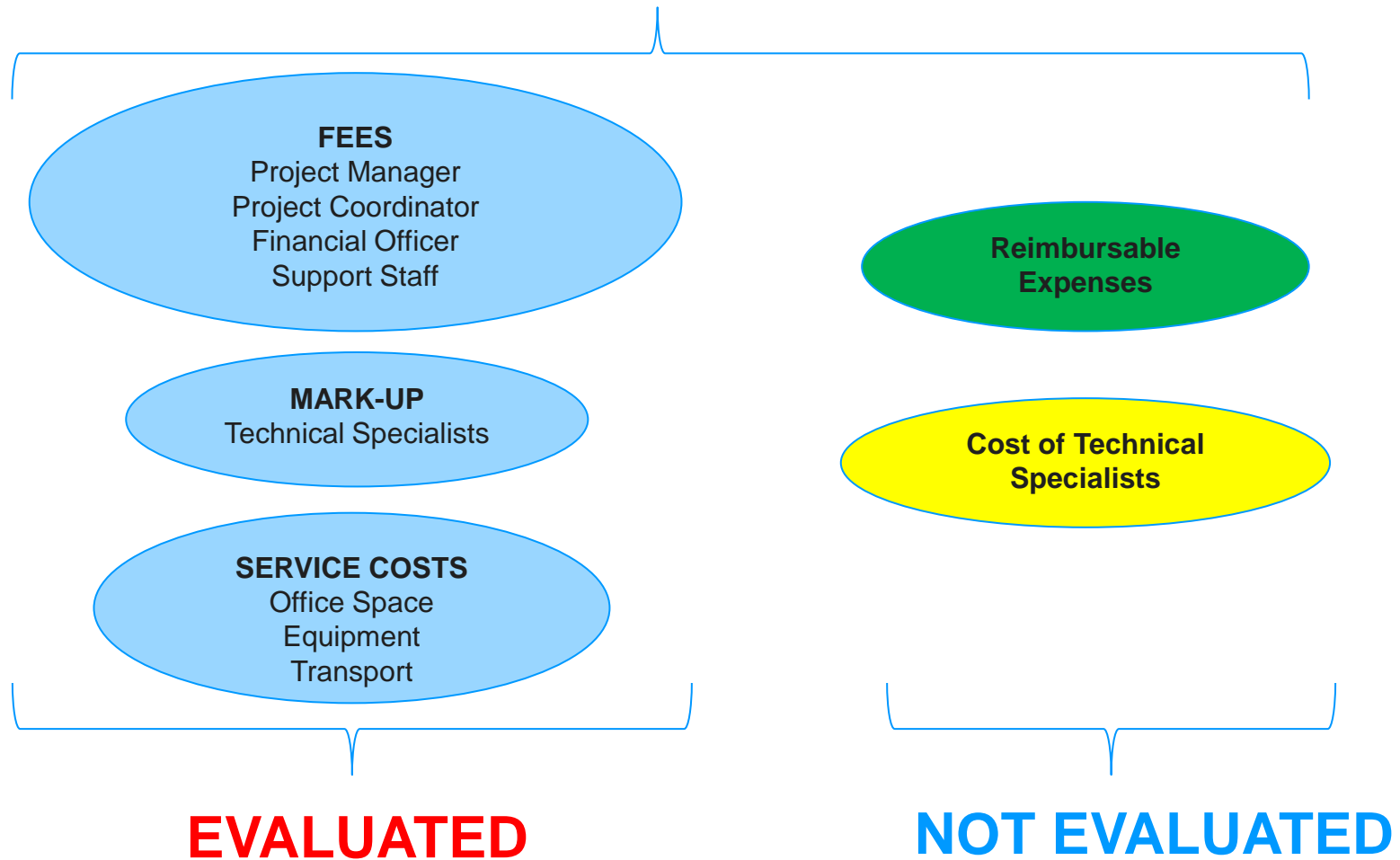
How to Prepare a Successful Proposal

- All information related to Fees, Administrative Mark-up, Services Costs and Applicable Canadian Taxes must only appear in the financial proposal.
- Bidders must submit their financial proposals in accordance with the “FIN” forms and the following pricing basis:
 - ✓ Fees (form FIN-1) : must be expressed by year (i.e. Year 1, Year 2.)
 - ✓ Administrative Mark-up Rate (form FIN-2)
 - ✓ Service Costs (Form FIN-3)
- Financial proposals must be expressed in Canadian dollars.



Part 4

Costing Structure



Part 4 - Financial Evaluation

FIN-1-FEES

- Bidder is to provide Firm all-inclusive Daily Rate (CAD) for each of the 6 years.
- For the purpose of the evaluation, the LoE is fixed by DFATD.
- The total Fees cost is calculated using the firm rates submitted by the Bidder and the fixed LoE established by DFATD.

FIN-2

Administrative mark-up cost for technical specialists

- Bidder is to provide an administrative mark-up in percentage.
- For the purpose of the evaluation, the budget is fixed by DFATD.
- The administrative mark-up cost for technical specialists is calculated using the percentage of mark-up provided by the Bidder and the budget fixed by DFATD.

FIN-3- Service Costs

- Bidder is to provide firm all-inclusive monthly Service Cost for the requested 6 years.
- For the purpose of the evaluation, the number of months is fixed by DFATD.
- The total Service Costs are calculated using the firm rates submitted by the Bidder and the fixed LoE established by DFATD.

The Total value (\$) Financial Proposal

- FIN1 + FIN2 + FIN3
- The \$ value will be converted in number of points as described in Section 1, under 11. Proposal Evaluation.

Part 5

Important Concepts

- Full ownership of assets by the Consultant, not DFATD.
- FSS Consultant is prohibited from charging the project clientele for the services it provides under the FSSP contract.
- The **Contract** must be interpreted and governed and the **relations between the parties** determined by Canadian law.
- The Consultant must provide the **Services** in compliance with laws and regulations applicable in the **Recipient Country** and in the Project Location.



Part 5

Important Concepts

■ **Taxes:**

- All taxes (including local taxes) are to be included in the evaluated price, despite the provisions of the MOU concerning the tax exemption.
- Canadian taxes (HST) are separated and not considered for evaluation purposes; added at the contracting stage as a separate line item.

■ **Exchange rate fluctuations:**

- All risks related to foreign currency fluctuations which may be associated with DFATD payments to the Consultant during the Contract will be absorbed by the Consultant.

Part 5

Important Concept

Performance Security:

- Irrevocable Standby Letter of Credit (ISLC), issued and/or confirmed by an Approved Financial Institution, in the amount of 5% percent of the total contract value of the Fees, maximum Administrative Mark-up costs and Service Costs. The ISLC must remain valid for six months after the completion of the Contract



Part 5

Important Concepts

Reimbursable Expenses

- Not evaluated
- Budget fixed by DFATD in RFP
- Includes (see Section 1, ITB paragraph 10.5):
 - Travel and Living Expenses
 - Translation and interpretation
 - Expenses of counterpart personnel
 - ... Other admissible expenses

Example

Travel:

✓ Régis par la Directive sur les voyages du Conseil national mixte et les Autorisations spéciales de voyager <http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=fra&merge=2&slabel=index> et <http://www.tbs-sct.gc.ca>


✓ serve as a ceiling for unit prices of per diems (meal and incidentals), transportation and accommodation while in travel status

Part 5

Important Concepts

Conditions of Contract Award

Before award of a Contract, a Bidder must meet the conditions listed below:

- Financial Capability
- Procurement Business Number (PBN): foreign entities can obtain a PBN
- Proof of Insurance: Bidder must provide a letter from an insurance broker or an insurance company rated as A++ to B+ by *A.M. Best*, stating that the Bidder, if awarded a Contract as a result of the RFP, can be insured in accordance with the requested insurance requirements.
- Capacity to Operate in the Recipient Country and in the Project Location  Bidders should ensure they obtain any necessary authorizations

Part 5

Important Concepts

Framework to Manage Conflict of Interest (Col) Situations

- The Bidder understands that providing FSSP services may result in having access to privileged programming information that may be perceived as an unfair advantage and may place it in a situation of conflict of interest.
- The Bidder understands and agrees that if DFATD determines that a conflict of interest situation may exist, DFATD reserves the right to exclude the winning Bidder from future DFATD development opportunities, refers to Section 6. Standard Form of Contract, paragraph 1.12. Conflict of Interest.
- With the exception of the exclusion described in *Section 6. Standard Form of Contract*, paragraph 1.12.1, DFATD will assess potential Col situations on a case-by-case basis.

Part 5

Important Concepts

Exclusion described in *Section 6. Standard Form of Contract*, paragraph 1.12.1:

“[...] the Consultant acknowledges that it will not be eligible to bid, either as a consultant or as a sub-consultant or a contractor (including as an individual resource) or to assist any Third Party in bidding on any requirement relating to the work performed by the Consultant under this Contract.”

E.g. The FSS Consultant is not allowed to provide Technical Specialist services, in response to a procurement process launched under the FSSP.

Part 5 – Important Concepts

Framework to Manage Col Situations

Did the FSS Consultant provide input to DFATD for the preparation of RFPs or Call for Proposals?

Did the FSS Consultant have access to privileged information that would give him an unfair advantage in the preparation of proposals?

**Appearance
of Col**

Did the FSS Consultant have privileged relationships that may result in a preferential treatment?

Was the ability of the Consultant to perform the Services diligently and independently impaired by any matter, circumstance, interest, or activity?

Did the FSS Consultant put in place specific measures to avoid Col ?

Are there other mitigation measures in place?

Are they sufficient to convince DFATD that the appearance of Col is not material?

Part 6 – Questions & Answers

The following key principles govern the preparation of responses to questions received in the context of an RFP:

1. Often the answers are in the RFP. Whenever possible, the answer will refer to a provision of the RFP.
2. We do not provide interpretation of the clauses. That being said, if an ambiguity remains, we note it and we clarify by way of formal amendment.
3. We avoid giving answers to hypothetical situations or special cases. This task is delegated to the evaluators. The assessment is made by a team of independent experts once the RFP is closed.
4. All questions will be answered during the conference by way of formal amendment.



Important dates

- RFP posted: January 11, 2016
- Bidder's Conference: February 11, 2016
- Requests for clarification or extension: February 22, 2016
- RFP Closing Date: March 7, 2016



DFATD looks forward to receiving your proposals

