



**RFP SEL.: 2016-D000049-1**

## **Bidders' Conference June 23, 2016**

### **Caribbean region Field Support Services Project**

**(EDRMS # 7686873 – MD)**



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-D000049-1, Caribbean region 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 Caribbean*

- Canada's Caribbean Regional Program works in 14 Caribbean Community (CARICOM) countries.
- The objective of the Caribbean regional program is to contribute to increased economic and physical security for citizens of the region.
- The Caribbean regional program seeks to strengthen the foundation for sustainable economic growth through strengthening of public institutions for effective public finances and debt management, by building the capacity of small and medium sized enterprises to compete in national, regional and global markets and by strengthening the leadership capacity and skills for employment.
- The Caribbean regional program also aims to enhance the region's capacity to mitigate the impacts of and respond to disasters, and to advance the rule of law through justice reform.



# Part 1 – Context

## *DFATD in Caribbean*

- The FSSP will enable DFATD to enhance the quality and delivery of its programming by providing a platform for mobilizing highly qualified Technical Specialists in thematic and sector areas related to DFATD's priorities.
- In addition, the administrative and support services provided by and FSSP would contribute to the efficiency of DFATD's programming.
- The FSSP will provide specific local knowledge and expertise that will broaden DFATD's understanding of local development issues and inform the design of sound development strategies.
- The FSSP will be based in Bridgetown, Barbados (hub), with one satellite office in Georgetown, Guyana and an- other in Kingston, Jamaica. Project activities will be implemented throughout the Programming Area.



## Part 2 – FSS Project



To support DFATD in Caribbean region 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 of goods, services and technical specialists; as well as support to DFATD- funded local development initiatives. (See Section 4-B of the RFP)
- Provide **office space and equipment** for use by the technical specialists and other parties designated by DFATD that meets the minimum requirements described in the RFP. (Section 4-B)
- Provide **transportation** services for the FSSP Personnel, the technical specialists and other parties designated by DFATD. (See 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 (Barbados)
  - Financial Officer (Barbados)
  - Office Administrator (Barbados)

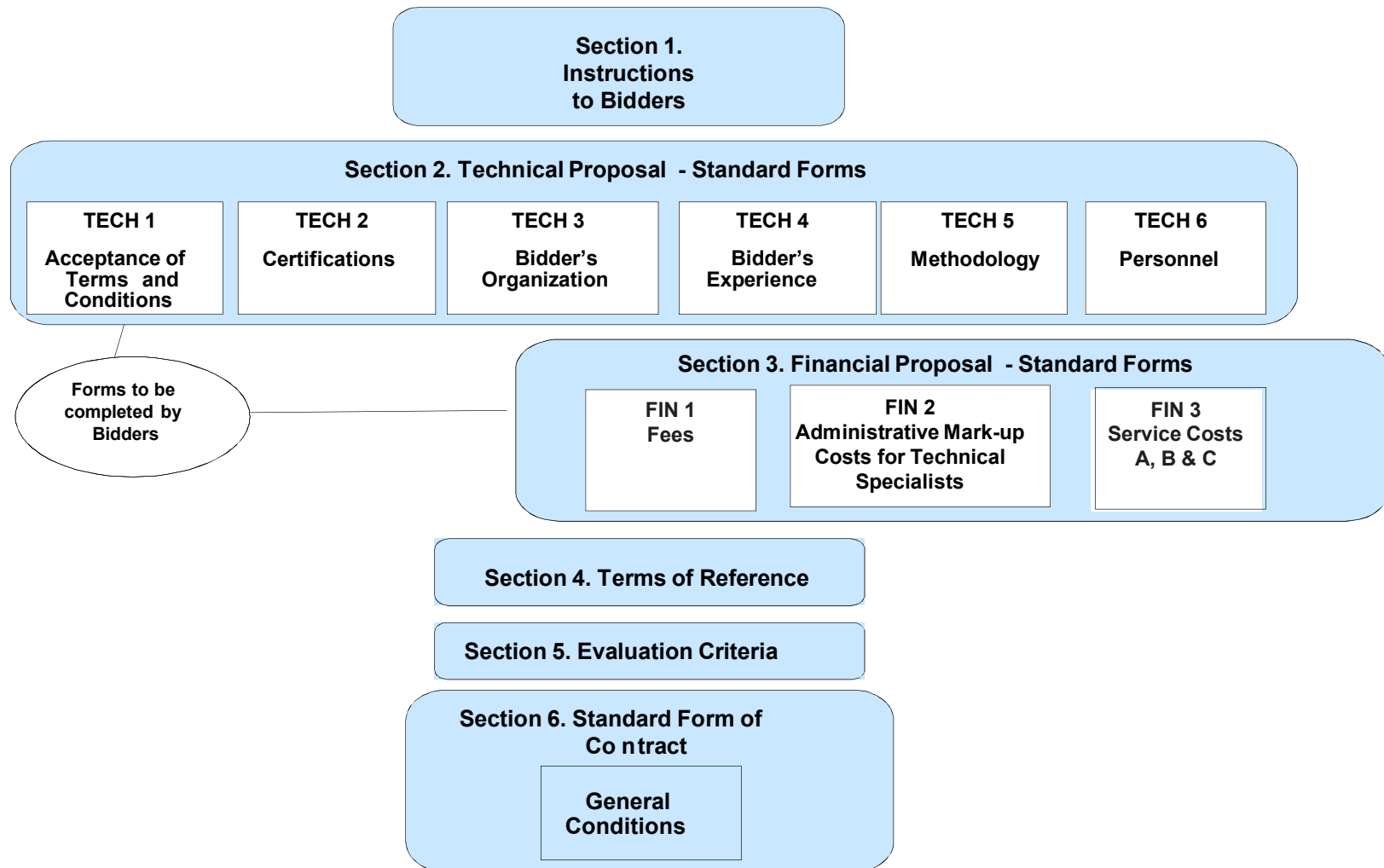
*Proposed individuals must be identified in the Bidders' proposal. Only three (3) CVs are evaluated.*

- The Consultant will also provide Support Staff [Country Coordinators (Guyana and Jamaica), Administrative Assistants (Guyana and Jamaica)] and Technical Specialists during the contract.
- **Bidders are not required to identify Technical Specialists as part of their technical proposals. DFATD will not consider the CV of any Technical Specialist submitted by Bidders in its evaluation of Proposals.**

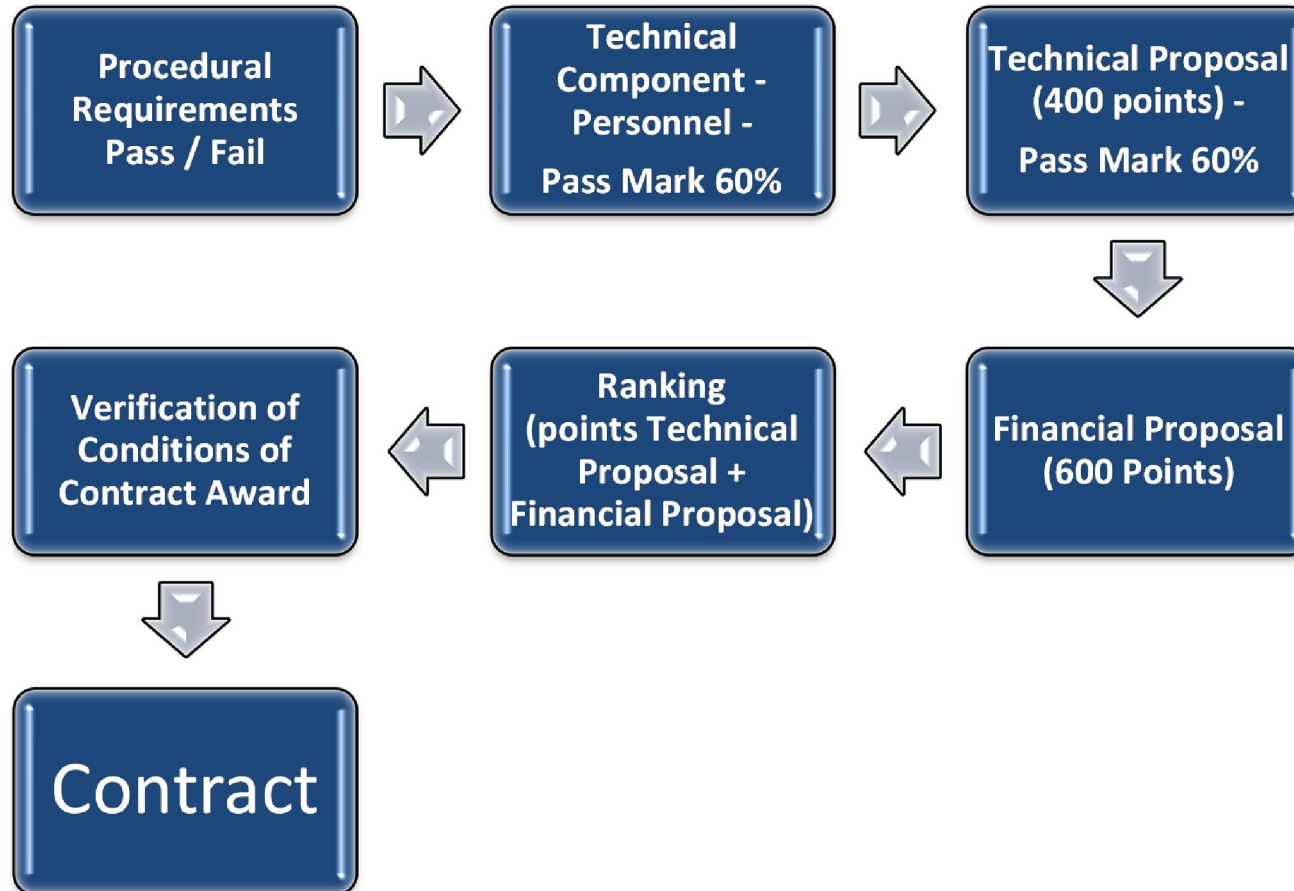




# Part 3 – RFP Document



## 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*

- “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.
- 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.



## Part 4

### *How to Prepare a Successful Proposal*

- Proposal must be received by the RFP Closing Date and time and must be delivered to the address indicated in ITB 7.1.
- 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.
- 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

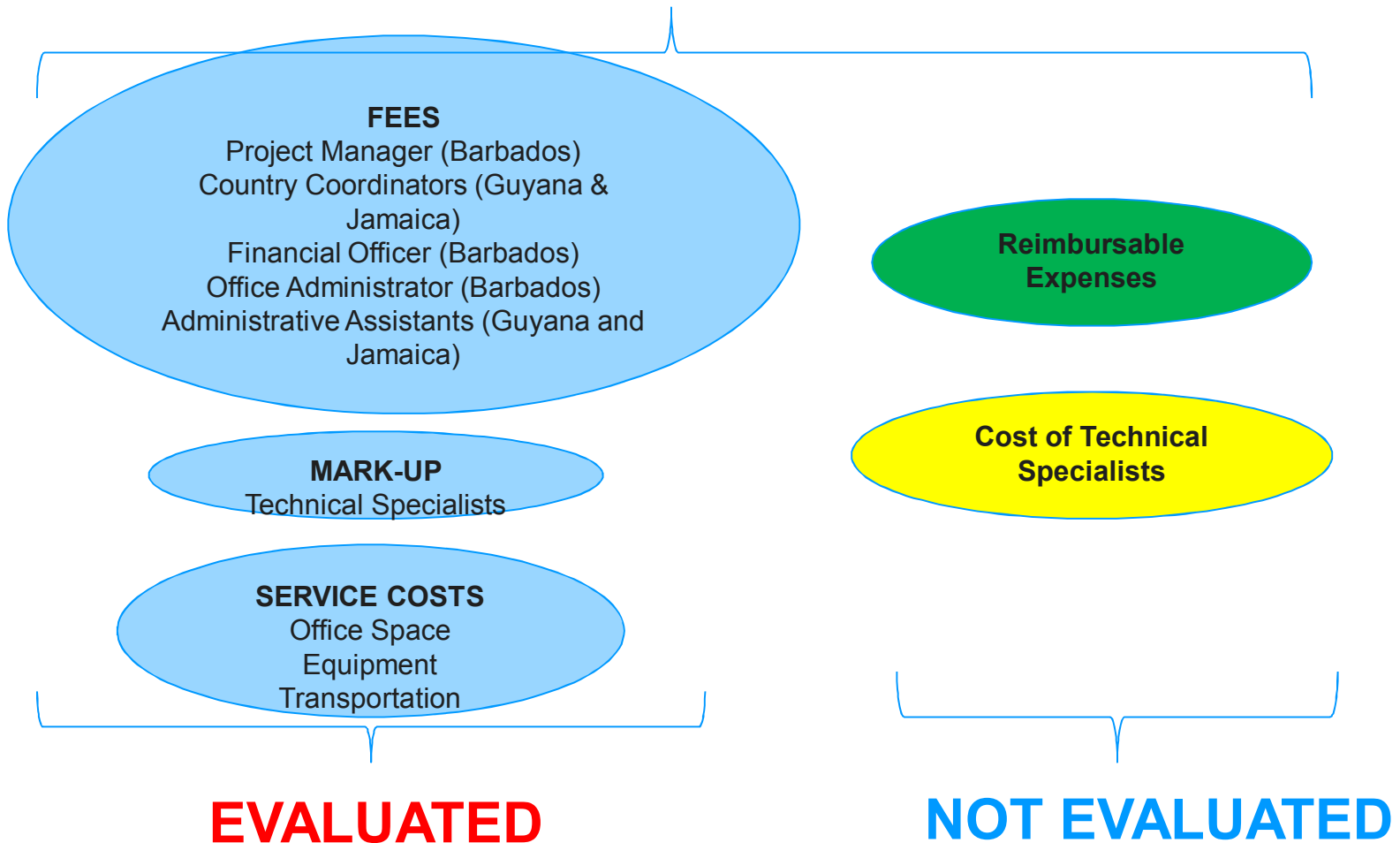
### *How to Prepare a Successful Proposal*

- 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-3A, FIN-3B, and FIN-3C)
- All information related to Fees, Administrative Mark-up, Services Costs and Applicable Canadian Taxes must only appear in the financial proposal.
- 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 5 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 5 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 number of months 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:

- It is possible that the provisions of the Memorandum of Understanding (MOU) allows for fiscal exemptions. However, for evaluation purposes, all taxes (including local taxes) are included in the evaluated price, regardless of MOU tax exemption provisions.
- 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 Concepts*

**Performance Security** in a form of an:

- 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
- Examples (see Section 1, ITB paragraph 10.5):
  - Travel:
    - ✓ governed the National Joint Council Travel Directive, and the Special Travel Authorities Directive <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> and <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
  - Communication
  - Translation/ interpretation/ reproduction
  - Expenses of counterpart personnel




# 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 (*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.”

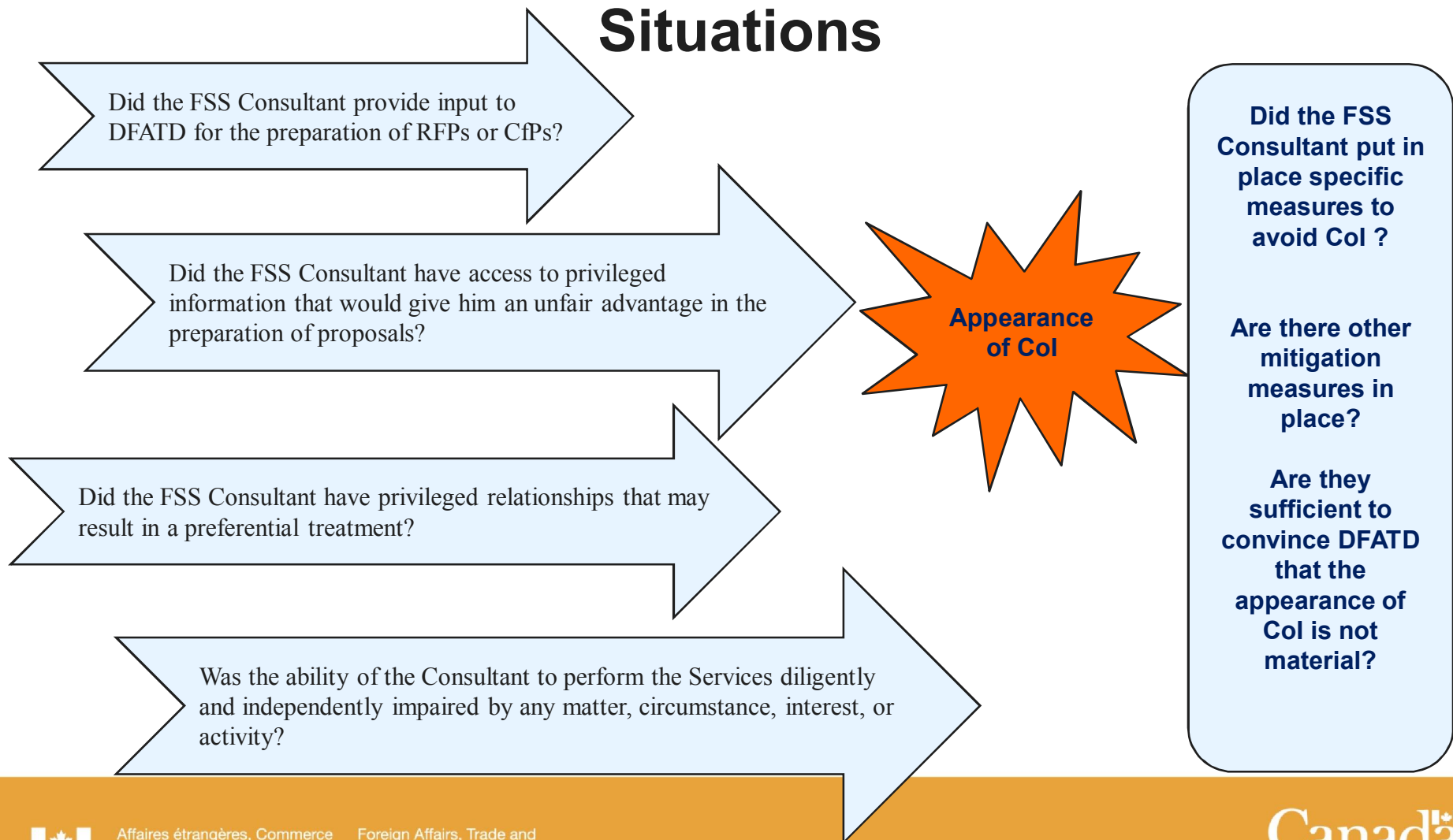
E.g. The FSS Consultant is not allowed to provide Technical Specialist services, in response to a procurement process launched under the FSSP.





## Part 5

# Important Concepts : Framework to Manage Col Situations



## 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.



## Part 6 – Questions & Answers

1. What is the total financial envelope available for the Caribbean FSS over the 5 year duration of the contract?



# Important dates

- RFP posted: June 3, 2016
- Bidder's Conference: June 23, 2016
- Requests for clarification or extension: July 5, 2016
- RFP Closing Date: July 19, 2016



# DFATD looks forward to receiving your proposals .....

