



#### RETURN BIDS TO:

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Public Safety and Emergency Preparedness Canada  
Contracting and Procurement Section  
340 Laurier Avenue West,  
1st Floor Mailroom – **MARKED URGENT**  
Ottawa ON K1A 0P8  
Attention: **Rachel Hull**

#### Questions and Answers #1 Request for Standing Offer (RFSO)

#### Questions et réponses n° 1 Demande d'offre à commandes (DOC)

Offer to: Public Safety and Emergency Preparedness Canada  
We hereby offer to provide to Canada, as represented by the Minister of Public Safety and Emergency Preparedness Canada, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Sécurité publique et Protection civile  
Canada  
Nous offrons par la présente de fournir au Canada, représenté par le ministre des Sécurité publique et Protection civile Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

#### Comments – Commentaires:

**BIDDERS WHO HAVE THEIR PROPOSALS  
HANDDELIVERED TO THE MAILROOM MUST  
WAIT TO HAVE THEIR PROPOSALS TIME AND  
DATE STAMPED. THE ENTRANCE IS ON  
GLOUCESTER AT SHIPPING DOOR, BEHIND THE  
BUILDING.**

**LES SOUMISSIONNAIRES QUI LIVRENT LEURS  
PROPOSITIONS EN MAINS PROPRES À LA  
SALLE DU COURRIER DOIVENT ATTENDRE QUE  
LEURS PROPOSITIONS SOIENT HORODATÉES.  
L'ENTRÉE SE TROUVE SUR LA RUE  
GLOUCESTER À LA PORTE D'EXPÉDITION,  
DERRIÈRE L'IMMEUBLE**

Instructions: See Herein  
Instructions: Voir aux présentes

Issuing Office – Bureau de distribution  
Public Safety and Emergency Preparedness Canada  
Contracting and Procurement Section  
269 Laurier Avenue West  
Ottawa ON K1A 0P8

<b>Title – Sujet</b> Questions and Answers #1: Request for Standing Offer – Workshop Delivery for the Aboriginal Community Safety Development Contribution Program	
<b>Solicitation No. – N° de l'invitation</b> 201702672	<b>Date</b> 2016-08-31
<b>Solicitation Closes – L'invitation prend fin</b>  At – à            2:00 PM On – le          2016-10-13	<b>Time Zone Fuseau horaire</b>  EDT
<b>Delivery Required – Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rachel Hull	
<b>Telephone No. – N° de telephone</b> (613) 949-1048	<b>FAX No. – N° de FAX</b> (613) 954-1871
<b>Destination – of Goods, Services and Construction:</b> <b>Destination – des biens, services et construction:</b>  Public Safety & Emergency Preparedness Canada 269 Laurier Avenue West Ottawa ON K1A 0P8	
<b>Security – Sécurité</b> This Request for Standing Offer does not have any security requirements.	

<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. – N° de telephone</b> <b>Facsimile No. – N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> (type or print) <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b> _____	<b>Date</b> _____



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## QUESTIONS AND ANSWERS #1

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Notes of the Optional Bidder's Conference held on September 7, 2016, at approximately 1:30 p.m. EDT.

- All participants introduced themselves as well as Public Safety Canada representatives.
- Technical Authority provided a verbal summary the Statement of Work requirements that are identified in Annex A, Statement of Work of the Request for Standing Offer Document
- Contracting Authority provided a verbal summary of the Request for Standing Offer document.
  - Explanation of what a Standing Offer is: A standing offer is not a contract. A standing offer is an offer from a potential supplier to provide specific services at pre-determined prices, under set terms and conditions, only when and if required by Public Safety Canada. It is not a contract until Public Safety Canada issues a "call-up" against the standing offer.
  - Explained what a call-up is: A separate contract is formed each time a call-up for services is made against a standing offer. When a call-up is made, it is an acceptance by Public Safety Canada of the supplier's offer for the services described in the standing offer. Public Safety Canada's financial liability is limited to the actual value of the call-up issued.
  - Reviewed the evaluation criteria on pages 10-15 of the Request for Standing Offer document and explained that each Bidder must demonstrate how, in their proposal, they meet EACH of the mandatory criteria; how they achieve the minimum points for the rated criteria; and that they need to be in compliance with mandatory financial criteria. Explanation was provided that if these are not met, their proposals will be considered non-compliant.
  - Reviewed the financial calculation sheet on pages 18-19 of the Request for Standing Offer document. Explained that Bidders must submit this sheet as part of their proposal. The rates that the Bidder proposes on these sheets are the rates they will be bound for the duration of their Standing Offer, if they are awarded one. These rates are non-negotiable.

### QUESTIONS

The following questions and answers are not a complete transcription of the questions and answers presented in the September 7, 2016 Bidder's Conference. They are a summary of the questions and answers presented. This section also contains additional questions that have been posed outside of the Bidder's Conference.

#### **Question 1**

In terms of the process, is it that we submit our proposal and the it's assessed and then you chose you want to be part of the list and then the training starts for those who are chosen are invited to the training thereafter? Can you give us an idea of the timeline of that and speak to that process.

#### **Answer 1**

All proposals received by the closing date and time will be evaluated by a review team at Public Safety Canada. The team will assess if the proposal meets the mandatory, rated and financial criteria as well as any other requirement stipulated in the Request for Standing Offer document. For those proposals that do meet all of the requirements, a standing offer will be awarded.



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## QUESTIONS AND ANSWERS #1

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As part of accepting the standing offer, you agree to attend the mandatory five day training session. It may be held in Ottawa or potentially in the Western region depending on where the standing offer holders are located.

Once you are trained, as communities are ready to engage in this process, Public Safety Canada will request a quote from the standing offer holder who is closest to the community. The standing offer holder would then submit a proposal detailing how they will interact with the community. If Public Safety Canada accepts your proposal, a call-up would be issued to you and then you would deliver the process.

It is difficult to anticipate the timeline associated with this requirement given that it will depend on the total number of proposals received. It is hoped that the training would happen in November 2016 or January 2017 at the latest. The mandatory training would not happen in December 2016.

### **Question 2**

Regarding the training, are only those who are awarded a Standing Offer required to attend the mandatory training as specified in Section 7 of Annex A, Statement of Work?

### **Answer 2**

Yes. Only those Bidders who are awarded a Standing Offer will have their facilitators invited to attend the mandatory facilitator training session. The training session is mandatory for each facilitator and call-ups will not be issued until the training has taken place.

### **Question 3**

Could you please explain the call-up process?

### **Answer 3**

A call-up is a document that will be issued to you that calls up the services that you agreed to provide in your Standing Offer. It outlines all of the services that you would be obligated to provide. If you accept the call-up, it becomes a contractual agreement and the terms and conditions of your standing offer are incorporated into it.

All of the standing offer terms and conditions are contained in Part 6 of the Request for Standing Offer document that is currently published on Buy and Sell.

### **Question 4**

For the mandatory training session, how are expenses reimbursed including per diems?

### **Answer 4**

For the mandatory facilitator training session, Public Safety Canada will reimburse the supplier for travel expenses, meals, accommodations and per diems for professional services as per the terms and conditions of the standing offer agreement.

### **Question 5**

For the communities that have undergone the community safety planning process, you've indicated that this is year four of this process and that there are three years left. Can we review the results of the communities who have participated in previous years?

### **Answer 5**

An evaluation of the first five years of the program is available on Public Safety Canada's website but individual plans are not available per community.



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## QUESTIONS AND ANSWERS #1

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### **Question 6**

You also indicated that you would look at the proponents who submit their bids to you and align them with the closest location. Does that mean that you're limiting the bids to the province in which they reside? For example, if I live in British Columbia and would like to put my name in the hat for other provinces in terms of this project, am I permitted to do this? Can you please clarify?

### **Answer 6**

The way that proposals are being accepted through this current process is that the facilitator must live in the same region for which they are bidding. The supplier, however, may be located anywhere in Canada.

When Public Safety Canada identifies a requirement, a call-up will be issued on the basis of the right of first refusal. This means that the facilitator geographically closest to the Indigenous community in the Region will be contacted first. If that facilitator is able to meet the requirement, a call-up against that Offeror's standing offer will be issued.

If that facilitator is unable to meet the requirement, Public Safety Canada will contact the next facilitator geographically situated closest to the Indigenous community. Public Safety Canada will continue this process until a facilitator indicates that s/he can meet the requirement of the call-up.

If a facilitator is not found in the Region of the Indigenous community, Public Safety Canada will select a facilitator outside the Region. Facilitators selected outside the Region will again be based on geographic proximity to the Indigenous community. All facilitators that have an equal geographic proximity within a region will be treated as equal and will be contacted on a rotational basis.

Geographic proximity will be calculated by the determining the distance of the Indigenous community to the facilitator's nearest airport. When more than one facilitator has the same geographic approximation, facilitators will then be contacted on a rotational basis. The rotation will be established based on the alphabetical order of the last names (A-Z).

### **Question 7**

I have a question concerning a joint venture, how do you determine its location.

### **Answer 7**

A vendor, including a joint venture can be located anywhere in Canada. However, the vendor must have at least one facilitator in at least one of the areas defined the Request for Standing Offer.

### **Question 8**

In terms of the daily rates we put forward, it was a little confusing in terms of what the maximum amount is. Regarding the max amount, there was a number put into the document of \$500,000. Would that amount be reflected for over the three year period or is that the yearly amount.

### **Answer 8**

The amount of \$500,000.00 represents the maximum amount for each call-up. A supplier will not be awarded a call-up that exceeds this amount. However, under the current existing Standing Offers, there have been no call-ups issued that are anywhere near this amount.

The total value of all call-ups issued against any Standing Offer over the entire period of time cannot exceed \$2,000,000.00. So for example, you could be issued 10 call-ups over the entire period of the Standing Offer but collectively, these 10 call-ups cannot exceed a total value of \$2,000,000.00.

To give an example of the value of call-ups that have been issued to date, the majority have an average amount of approximately \$100,000.00, including reimbursement for travel costs. Call-ups of this value have typically been issued for where communities in geographical proximity agree to work together or



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where facilitation is offered on a circuit approach to take advantage of decreased travel costs. However, where facilitation is for just one community, the call-up value has been substantially less.

### **Question 9**

How many communities are there per province?

### **Answer 9**

There is no minimum or maximum number of communities that we work with per province. However, the number of communities per province that will be engaged in the Community Safety Planning Process is not known at this time. The number of communities will depend on each community's decision to participate and whether or not they are ready. Public Safety Canada has a long engagement process to build a relationship with communities and to get them ready. In any given year, Public Safety Canada works with about 40 communities across Canada and normally has about 10-15 communities participating in the community safety planning process per year.

### **Question 10**

What do you mean by "community"? Is it just First Nations communities?

### **Answer 10**

"Communities" does not exclusively mean First Nations. We've said communities but we have worked with Metis Settlements. We also work in urban centres near First Nation Communities or Metis Communities to try to close the gap between the communities themselves and the urban centres, many of which receive transient populations to and from. The term is meant generally and should not be taken to mean only Reserves, but rather any predominantly Indigenous community.

However, in regard to the Mandatory Technical Criteria, the term "community" has been given a more specific meaning. In this context, "community" excludes urban centres because the focus is on the facilitator's experience in smaller and more closely knit community settings.

### **Question 11**

I have a question regarding urban centres. Is there a specific population you're looking for? For example, Edmonton and our urban Aboriginal Community or is it just smaller communities?

### **Answer 11**

We've only engaged with smaller communities so far. Thompson, Manitoba, would have been the biggest but we're not close to Edmonton but it would probably require a different approach. It could potentially work in Edmonton but it's just not been done to date.

### **Question 12**

So the work in a community may vary so you may need one person or you may need three people to be there for one or three days and at different rates. How should this be reflected in the Financial Presentation Sheet (Appendix 1 to Part 4).

### **Answer 12**

At the time of submitting a proposal, bidders do not need to account for the number of resources who will be facilitating in a Community. The number of resources and the number of days per community will be based upon the specific needs of the communities and this will be reflected in the call-up.

At the time of submitting their proposal to Public Safety Canada, Bidder's should complete the Financial Presentation Sheet and Calculation of Total Price found in Appendix 1 to Part 4. When completing this sheet, Bidders must include their firm per diem rate for each of their proposed resources. These rates



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may be different per resource per year. It is suggested that if the Bidder is proposing more than one resource, they submit a separate sheet for each resource.

However, the rates Bidder's propose in their proposal to Public Safety Canada will be firm for the duration of their Standing Offer and will not be renegotiated. The rates in the Bidder's staffing offer will be the rates that are applied to the call-up.

### **Question 13**

So for example, if, as a Supplier, we take community "A" and we assess that it needs a resource at \$500 and a resource at \$300 then would it be best in this case to just indicate \$500 for both resources and then the rates be negotiated or determined at a later date when the call-up is issued?

### **Answer 13**

No, the rate that a Bidder indicates in their proposal will be the firm rate for any call-up issued; the rates will not be negotiated up or down at any time during the Standing Offer.

Bidders should be aware, though, that because this is a community lead process, it is very rare that more than one facilitator is sent to a community. It is normally one facilitator who builds the relationship with the community and sees them through the process.

### **Question 14**

What is the definition of "community development process" that will be used for the mandatory criteria MT3 and MT4 under Part 4, Section 1.2.1, Mandatory Technical Criteria.

### **Answer 14**

Public Safety Canada requires Bidders to obtain letters of support from community leadership that demonstrates that the Bidder's proposed facilitator has worked with the community to support them through a community development process. This could be many things, but Public Safety Canada will assess the facilitator's ability to work with and support a community in the completion of a developmental project and that leadership is willing to indicate that you know your way around community development techniques and have been able to support a community through some community process.

Examples of processes could be in economic development, safety development, wellness, health, etc. Any of these could fit within "community development." However, the Bidder must demonstrate in its proposal that its facilitator has actually facilitated such a process and that they know of the hurdles and impediments to progress at the community level.

### **Question 15**

In reference to question 14, could you say that a process where you worked with a community to develop an action plan or a needs assessment could be used to demonstrate this?

### **Answer 15**

Yes, there is a potential that these may be used to satisfy these criteria; however, it is your responsibility to demonstrate in your proposal how you meet each element of the criteria. The examples provided in Answer 14 are for illustrative purposes only. If you have a project in one of these areas it is not guarantee that that it will meet the criteria.

### **Question 16**

In MT3, you reference letters. Would you accept more than two letters or is this the maximum?



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### **Answer 16**

Bidders may provide more than two letters; two is the minimum number of letters required.

### **Question 17**

And would you accept letters from non-Indigenous leaders to confirm this piece?

### **Answer 17**

The letter must come from leadership of a First Nation, Metis, or Inuit community or from the executive level of a community-based agency. For letters from leadership of a community, these include Chief and council for First Nations, Chairperson for Metis, or Mayor for Inuit. For letter from a community-based agency, the executive may be non-Indigenous, however it must be demonstrated that the agency provides services to and/or runs programs within an Indigenous community.

The definition of leadership has been amended. Please see amendment #3.

### **Question 18**

Could I have clarity on community agencies? Are we talking specific Aboriginal Community organizations or are you just saying, Pandora, who is a non-Aboriginal organization that may have Aboriginal Clients.

### **Answer 18**

By “community agency” we mean a service provider or non-governmental organization that directly runs programs with and/or in Indigenous communities. Bidders must demonstrate in their proposal that any agency has interacted with Indigenous communities. Letters from community agencies may meet the criteria provided they are relevant to the criteria and that you demonstrate this relevance in your proposal.

### **Question 19**

In my experience getting an endorsement/letter of reference within 30 days from a Chief in Council is not likely to happen. This may also include potential politics and it's a nice to have. Would a recommendation or endorsement from a Chief with whom you've worked be sufficient? In my experience, Councils change and the Chiefs may not. With larger communities, it can be a political thing and I would like to stay out of that. If you go to any municipal council it would be a challenge to get a letter within 30 days.

### **Answer 19**

Public Safety Canada has extended the closing date to October 13, 2016. Please see amendment #1.

### **Question 20**

Relating to MT3, we're talking about getting letters of support for community development processes. There has been nothing mentioned about national processes. In my experience, I've worked on a national scale with communities and so I wouldn't necessarily get an endorsement from Chief and Council. Instead, I would have a letter from an Elder for whom I did the whole process, including developing materials over many months and having the three day meeting/workshop. Is that something that would be acceptable?

### **Answer 20**

If this was on behalf of a community agency and the Elder was an executive of that agency, then this project may count but Bidders must demonstrate in their proposal the relevance to the criteria and how this project meets all elements of the criteria.



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### **Question 21**

You have another question related to how you develop relationships with communities so part of the relationship building you could be working with Elders. So that person is not necessarily part of an executive; they are an Elder. I feel like you're trying to be flexible with different types of experiences but that is a mandatory technical criterion and so I'm trying to figure out how to meet that criteria. It sounds like a letter from an Elder with whom you've worked with for a long time could possibly be excluded because under your definition, Chief and Council, Chairperson for Metis, Mayor for Inuit or Executive Level, this person wouldn't fall into that. So, that would be a difficult part, according to how this is written, although there would be experience, my application could be pulled because it doesn't exactly meet that MT3.

### **Answer 21**

Public Safety Canada requires Bidders to demonstrate in their proposal by way of letters that each of their proposed facilitators has experience working within communities. This includes multiple populations within the community such as community members, agencies, Elders, Leadership, etc. That's why we're asking for Leadership support so that we know you have that experience of working directly with communities. An Elder support letter may satisfy the requirements for MT4 but for MT3, we want someone to speak to the benefit of your interaction with the community.

### **Question 22**

Just to clarify, is MT3 designed to confirm that you have experience and connectedness to the communities and that MT4 is more of a letter of support from the community.

### **Answer 22**

For MT3, Public Safety Canada will assess a proposed resource's experience in conducting community development. For MT4, Public Safety Canada will assess a proposed resource's cultural appropriateness in building relationships with Indigenous communities.

### **Question 23**

One of the challenges is that you have a 58 page document. There are many words on those pages and much of it seems to be boilerplate. We've had internal discussions over the last couple of days and the challenge is to translate the intent into words that are easier to understand. I'd like to hope that there's flexibility. So for example, in MT3 it says Chief **AND** Council. It doesn't say Chief or Council or Chief and/or Council and that's a challenge. A resource may be able to get the endorsement of the Chief but not the Council and you might miss out on otherwise qualified resources because of this.

### **Answer 23**

Public Safety Canada has extended the closing date to October 13, 2016. Please see amendment #1.

### **Question 24**

Regarding joint ventures, it surprised me to learn that only one person is allowed at a workshop. That in terms of a joint venture is of concern to me as I read through the documentation, it's very detailed and part of what you have to do is deliver the workshop, observe, listen, take notes, write reports, etc. So, in reviewing the small team we are putting together to submit our proposal and the way we have worked in the past is that we have different roles within the workshop. I don't know how many people would have absolutely every bit of the skill set in order to do this work. That's why we came in with a small team; we all have different strengths. Also through a team approach, there's also a mentorship component which is also very important in terms of capacity building within Indigenous communities so it seems that you could do that within a facilitation process as well. But, how strict are you with that one person going into a community because I'm thinking that a minimum of two in order to do the work. I could see the last workshop having one person as two people would have already gone in and they could be doing other





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work. It seems like a huge job for one person to do a three day workshop, especially if after the workshop you have to reorganize some materials or you have to write up some notes for the next day in order to do an overview. It seems like a lot for one person. Your approach is not based at all on my experience. Can you speak to this?

### **Answer 24**

The one person approach is restricted by many factors, one of which is cost and another is timing. If at any given time all communities are engaged in the process, we would not be able to send a team to each of these communities.

Another factor is that we are building the capacity of the communities so the facilitator is encouraged or possibly required to take from the core group, with whom they would be working, and transfer the requirement or skill set to that core group. We don't want a team of "outsiders" coming in and running a workshop. What we would prefer is one "outsider" working with the community to build capacity. The goal is for the community to keep implementing and accomplishing work when the facilitator leaves. Public Safety Canada's past experience has shown that this transfer of responsibility and development of capacity is far more difficult to achieve with a group of facilitators.

We have used teams of facilitators, but never more than two-three. In some situations we use a train-the-champions model. For the support and mentorship required by this model, we are willing to use two-three people. In our other delivery model – community delivery – only one facilitator is used.

### **Question 25**

Can you make a request to only be involved in the train-the-champion approach? If we're coming in as a joint venture, can we make a request to only be involved in the train-the-champion approach?

### **Answer 25**

Yes, you could request this but the train-the-champion model is based on whether or not the community itself requests this. Public Safety Canada is not responsible for deciding this; it is based on the community's capacity, ability and willingness to work in an integrated fashion. For example, we would not take six communities that are unconnected and train them through a train-the-champions model. We would go with communities that are under the same Tribal Group or geographically there is a link between them.

By only selecting train-the-champions model, you may limit yourself on the number of call-ups received.

### **Question 26**

I want to join with someone in BC as a joint venture. If we both fit the criteria and if both contractors have gone through the acceptance stage by submitting a proposal and then a call-up came, could we then propose together to address a circuit call.

### **Answer 26**

A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit an offer together on a requirement. So, if you submit a proposal against the Request for Standing Offer as a joint venture, individual members of the joint venture may also be proposed as resources. However, you may choose to only propose one resource, who may also be a member of the joint venture.

Only one facilitator per supplier can fulfill a call-up for the delivery of the community model. However, call-ups for the train-the-champion model can be fulfilled by multiple suppliers and/or by multiple facilitators per supplier.



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Where we have issued call-ups for a train-the-champion model, a primary facilitator must be identified by the supplier(s) and the primary facilitator's proposal must outline how they intend to distribute the work amongst any other facilitators.

### **Question 27**

At the time of proposal at the call-up stage, it sounds like that if additional facilitators are needed to do the work then there is room to add a facilitator?

### **Answer 27**

Any other person or resource being proposed at the time of a call-up must be a qualified resource under the supplier's Standing Offer.

If at the time of your bid submission you are only proposing one person, only that person may do the work under any call-up.

Once a year, Public Safety Canada will extend an offer to you to qualify one additional resource should you chose to do so. At that time, you must demonstrate in your refreshed proposal how any new resource meets the original evaluation criteria that are published in the Request for Standing Offer. If the newly proposed facilitator meets these criteria then arrangements may be made to have the new facilitator trained through a call-up that would usually only require one facilitator.

This process is detailed in Annex A section 5.2. under Part 6 of the Request for Standing Offer.

The amount of facilitators needed to fulfill a call-up is determined by the delivery model required in the call-up. Suppliers may not attempt to fulfill a call-up requiring one facilitator with two or more facilitators.

### **Question 28**

In your current standing offers, are those actually teams or are they individuals?

### **Answer 28**

Most are individuals.

### **Question 29**

As it now stands I believe it is too restrictive in terms of location of resources within defined provinces or territories. The communities are isolated and will be accessed by plane in most cases. The Offer should be open to all of Canada. If there are no resources within a given area (i.e. Manitoba), is Ontario farther away than Saskatchewan?

### **Answer 29**

At this time, this requirement is only open to suppliers who have facilitators who reside in one of the regions specified in the Request for Standing Offer.

### **Question 30**

The limitation on experience within the last 5 years on a Reserve is too limiting. Either the resource has experience, or they do not. Many professionals move their practices with the politics of the time. This should be expanded to 20 years. Aboriginal Affairs, in 2011, created a list of mediators to work on Land Claim settlements. They did not establish such a limitation.

### **Answer 30**

Public Safety Canada has extended this limitation to 10 years. Please see amendment #2.



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### **Question 31**

I believe that if a team of two or three facilitators will work together, then their collective experience should be considered, not just the individuals. That would be a condition of the Offer. I believe that a minimum of 2 facilitators should be engaged in any event. This is a very diverse undertaking and various talents and experiences should be encouraged. In other words a team approach.

### **Answer 31**

For this requirement, Public Safety Canada has two different models of delivery; Community delivery and train-the-champions. For the train-the-champions model, delivery of the training may require up to three facilitators; one (1) lead facilitator and two (2) co-facilitators. However, for the community delivery model only one facilitator is needed. The objective of the facilitation sessions is to transfer capacity. Should gaps arise, such as notes that need to be taken, then facilitators should use the core group. For this reason, each facilitator needs to be capable of facilitating without the aid of another facilitator and relying on the core group where possible. Public Safety Canada will consider facilitators experiences individually.

### **Question 32**

The possibility of getting the signature of a Chief and Council within 30 days on a letter of reference is unreasonable. The signature of a Chief endorsing a resource as a capable facilitator is reasonable. This should not become a political exercise.

### **Answer 32**

Public Safety Canada has amended the closing date. Please see amendment #1.

### **Question 33**

The issue of the definition of 'communities' on page 12 suggests that it precludes urban Aboriginal Communities. The definition of urban is not clear. Today many workshops for non-urban Aboriginal Communities occur within an urban setting. The suggestion appears to be that our past work experience has to occur within a non-urban setting (i.e. reserve) which we believe is too restrictive and non-reflective of today's reality. Therefore clarity to what encompasses "community" is appreciated.

### **Answer 33**

For the purposes of evaluating proposals, the definition of "community" used for the Mandatory Technical Criteria will exclude urban Indigenous communities because facilitators must have experience in smaller and more closely knit community settings. This does not necessarily mean it must be a reserve setting, but it must reflect community-level experience.

### **Question 34**

The issue of where a Joint Venture resides was addressed during the telephone conferencing call. It is suggested that it could have more than one address, in that each participant's address would be 'an address' for the business. For example, it was stated that with a Joint Venture based in NFD, a resource could be listed who resides in BC, and this would allow the joint venture (JV) to bid and submit proposals for BC. Please confirm as this was our understanding.

### **Answer 34**

The region for which a bidder can qualify is the region where their proposed resource lives, not where the supplier is located. At times suppliers may be issued call-up outside of a facilitator's home region, however this will only happen if there are no qualified facilitators available for that region.

### **Question 35**

The time frame for illustrating experience is defined as five years. In order to allow for greater participation it is suggested this be expanded to a minimum of 10 years. The object of this Offer is to bring in as many qualified participants as possible, not limit them. It also should be addressing Indigenous participants as a



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select target to engage in this exercise as a resource. As a First Nation person I have recently finished my PhD; while I have several years' experience facilitating, the last 5 years have been occupied by academics and a contract. To extend the time frame would allow my various experiences in facilitation to show more clearly.

### **Answer 35**

Public Safety Canada will extend this limitation to 10 years. Please see amendment # 2.

### **Question 36**

The definition of 'Leadership' is problematic. Firstly, the requirement of having a Council endorsement is political and time sensitive considering there are elections every two years. The term 'Mayor' referencing Métis communities is novel, at best. We had never heard that term used before and upon googling it nothing was revealed. We would suggest that it therefore has no meaning. The words 'Executive level' for community based agencies is also unclear. What kind of agencies? Lastly, we suggest that the Elders of these Communities should not be excluded from this definition given that it is often the Elders that one must first approach in order to start relationship building.

### **Answer 36**

The definition of "leadership" will be amended. Please see amendment #3.

MT3 and MT4 are meant to show that the proposed facilitator has the support of a community. This support must come from individuals or bodies who can formally speak on behalf of the community. Letters from individual Elders who do not formally represent a community or a community agency will be deemed insufficient.

"Community agency", as it will be used in the Mandatory Technical Criteria, refers to a service provider or non-governmental organization that directly runs programs with and/or in Indigenous communities. Executive-level refers to senior management, directors, and/or boards of directors of community agencies.

### **Question 37**

In light of these questions and others already submitted, the time for submission should be extended for a minimum of 2 weeks, and a maximum of 4 weeks added to the 30 days mentioned in the RFSO.

### **Answer 37**

Please see amendment #1.

### **Question 38**

On page 15, the reference to "five periods" should read "three periods".

### **Answer 38**

Please see amendment #1.

### **Question 39**

On page 11, under the definition of MT3 requirement, the use of the word "formal" brings with it challenges as we discussed. If an organization closes, or changes its name, or an executive officer retires or moves to another organization, the ability to produce a letter on a "formal" letterhead is not possible. It is suggested the words "where possible" be included.



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## QUESTIONS AND ANSWERS #1

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### **Answer 39**

If an individual who is providing a letter of support has left an organization or if that organization no longer exists, a letter from that individual will be accepted if it clearly explains the position they held; the years during which they held that position; and an explanation as to why their letter cannot be presented on formal letterhead. To be accepted, the letter must also meet the requirements of the criterion being assessed.

Please see amendment #3.

### **Question 40**

"The resource must currently reside within the Region for which they are being proposed. Please see Article 3 in Annex A, Statement of Work, for the Regions that are included."

Does this not hinder on providing a H and S service to the First Nations Community, I work in Northern Ontario and am willing to travel to any parts of Canadian provinces or territories.

### **Answer 40**

It is not clear what H and S services are. Currently, Public Safety Canada has Standing Offer holders in Ontario. At this time, the facilitator must live in the Province or region for which they are being proposed.

### **Question 41**

"The Bidder must confirm in writing that the proposed resource will attend the Mobilization/Community Safety Planning workshop training to be administered by Public Safety Canada."

Is this at Providers expense, who pays for the training?

### **Answer 41**

Please see questions and answer #2 and #4 in this Questions and Answers document.

### **Question 42**

Can you confirm whether this is a voluntary or mandatory Set Aside Program for Aboriginal Businesses?

### **Answer 42**

Given that the primary recipient of the services will be Aboriginal populations and the estimated value will exceed \$5,000.00, this is a mandatory set-aside.

### **Question 43**

I would like to bid on this offer as it does give me an additional two years if successful. If I am not successful, would it affect my current SO? If I am successful would my current SO be amended under the terms of the new SO?

### **Answer 43**

All current standard offers are valid until March 31, 2020.

Bidders are permitted to hold multiple standing offers in the case that they want to qualify new resources. Any offer submitted under this Request for Standing Offer would not have any impact on any other existing Standing Offer (SO). Any existing SO would not be amended under the terms of the new SO; rather, the supplier would hold two SO's.



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## QUESTIONS AND ANSWERS #1

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### **Question 44**

What is the definition of “cultural appropriateness” that is used in MT4 of the Mandatory Technical Criteria?

### **Answer 45**

For MT4 Public Safety Canada will take “cultural appropriateness” to mean a sense of awareness and respect for other cultures. In the context of the current standing offer, we require a letter of support from leadership indicating that they are aware of your facilitation skills and you have demonstrated an understanding of different ways of thinking and doing; you have worked respectfully alongside the community; and you have embraced their values, perspectives, religious and/or cultural practices, and paces.

### **Question 46**

Page 8, Part 3, #2, Section 1: Technical Offer.

This section asks that bidders “explain and demonstrate how they propose to meet the solicitation requirement and how they will carry out the work.”

In Part 4, Evaluation Procedures, 1.2.2. Point Rated Technical Criteria, the table section RT1 requests a short summary on how the resource will build a relationship with Aboriginal community.

I am confused as to whether providing the short summary for Part 4 is the same as the requirement described in Part 3.

The implication of the evaluation section is that the criteria listed in the tables are the only elements of the bid to be evaluated and scored.

Or, should I prepare two responses, one for part 3 and another for Part 4 regarding RT1?

### **Answer 46**

Bidders should submit one technical proposal that demonstrates how they meet all of the requirements of the Request for Standing Offer, including the evaluation criteria in the tables. However, Bidders should read the document in its entirety to ensure that it is compliant with all the requirements.

### **Question 47**

The Appendix 1 to Part 4, 1. Professional fees table

One column is entitled “Estimated Number of Days and the cells are populated with the number “60”. The footnote indicates that number is used so that you can easily compare all bids – so that every bidder is using the same multiplier, which makes sense. I just wanted to be absolutely sure that leaving it at 60 will not otherwise affect the scoring of my bid.

### **Answer 47**

Bidders must leave the estimated number of days at 60 for each period as all offers will be evaluated at this estimated number of days.

### **Question 48**

Page 10, 1.2 Technical Evaluation, paragraph 2 refers to “When completing the resource grid...”. What grid is that? Is the expectation that bidders use the grids (tables?) on page 11, and page 13 and that we place our proposals in the column entitled “Cross Reference to Proposal”?

Those grids or tables look like internal evaluation templates. Are there other ‘grids’ that I have not seen?

### **Answer 48**



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## QUESTIONS AND ANSWERS #1

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The “grids” are the tables found in in Part 4. Bidders should use and include these tables in their proposal to cross reference to their proposals where their answer to the criteria can be found.

Please see amendment #3.

### **Question 49**

Is there an MSWord version of the RFSO that you can send to me? If I am to use grids in the RFSO, it would be much easier to do so in MSWord.

### **Answer 49**

Any Bidder requesting a Microsoft Word version of the Request for Standing Offer should email the Contracting Authority directly.

### **Question 50**

Does Canada pay the contractor for the resources who participate in the mandatory 5 day training session per the per diem rates quoted in the response RFSO?

Will there be a reimbursement for travel or accommodation of the resources if there is no local training session?

### **Answer 50**

Please see question and answer #4.

### **Question 51**

Our organization has resources located in different regions of the provinces in which we intend to offer services. Is the consideration of the offer “geographically closest” to the Indigenous Community in the regions based on the location of the offer’s office or the location of the resource?

### **Answer 51**

Please see question and answer #6.

### **Question 52**

We have identified the following pages of the Offer as requiring our input: page 2, 20-24 and 28-29. Are these the only pages needed with the submission, or do we have to copy the entire document?

### **Answer 52**

It is recommended that Bidders review the Request for Standing Offer document in its entirety to ensure that they understand and respond to all requirements contained therein. It is not necessary that Bidders copy and paste the entire RFSO into their technical proposal.

### **Question 53**

Can you send me the Offer as a WORD document?

### **Answer 53**

Any Bidder who would like to receive a Microsoft Word copy of the Request for Standing Offer document must contact the Contracting Authority directly to request it.