



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
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
Furniture Division/Division des ameublements
11 Laurier St. / 11, rue Laurier
6B1, Place du Portage
Gatineau
Québec
K1A 0S5

Title - Sujet Solutions Based Procurement Pilot	
Solicitation No. - N° de l'invitation E60PQ-170003/A	Date 2017-08-09
Client Reference No. - N° de référence du client E60PQ-170003	GETS Ref. No. - N° de réf. de SEAG PW-\$\$\$PQ-968-73239
File No. - N° de dossier pq968.E60PQ-170003	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-12	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
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: Dale, Evonne	Buyer Id - Id de l'acheteur pq968
Telephone No. - N° de téléphone (613) 853-6646 ()	FAX No. - N° de FAX (819) 956-5706
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

E60PQ-170003/A
Request for Information - Solutions Based Furniture Procurement for Activity-Based
Workspaces

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Request for Information - Solutions Based Furniture Procurement for Activity-Based Workspaces

THIS REQUEST FOR INFORMATION (RFI) IS NEITHER A SOLICITATION AND NO CONTRACT WILL RESULT FROM IT. NOR WILL THIS RFI RESULT IN THE CREATION OF ANY SOURCE LISTS.

Scope:

The Government of Canada (GOC) is requesting information from stakeholders and potential suppliers for the purpose of exploring a solutions based approach to furniture procurement for activity-based workplace fit-up projects.

Objectives:

- Improve upon the existing procurement processes;
- Access innovative and varied furniture offerings not currently included in the Workspaces Supply Arrangement;
- Consider client flexibility in furniture solutions;
- Procure furniture for various work environments (including but not limited to the following types of spaces: individual spaces, collaborative meeting spaces, storage support spaces as well as social breakout spaces) which is easily and quickly moveable and reconfigurable;
- Involve furniture suppliers in a more integrated way during the design process.

Format of Responses Requested:

Respondents are requested to provide their responses to the Industry Questions proposed at the end of this document as well as any additional comments, raise any concerns and, where applicable, propose alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied. Respondents should explain any assumptions they make in their responses.

Confidentiality:

Respondents should mark any portions of their response that they consider proprietary or confidential. The Government of Canada will treat those portions of the responses as confidential to the extent permitted by the Access to Information Act.

Official Languages:

Responses to this RFI may be in either of the official languages of Canada, French or English.

Enquiries:

Respondents with questions regarding this RFI may direct their enquiries to the Contracting Authority. All enquiries must be submitted no later than seven (7) business days before the closing date and time.

Request for Information - Solutions Based Furniture Procurement for Activity-Based Workspaces

Contracting Authority:

Evonne Dale
Supply Specialist
Public Services and Procurement Canada
Furniture & Office Supplies Division
11 Laurier St, Gatineau, QC
Telephone: 613-853-6646
E-mail address: Evonne.dale@tpsgc-pwgsc.gc.ca

Proposed Approach:

Furniture Solutions Based procurement is whereby a supplier defines and provides a solution to a requirement that can include the design to the installation of the furniture within set parameters described in the solicitation document. This type of procurement can include but is not limited to the following procurement strategies: mandatory and/or point rated criteria, single or multi-phase evaluation approach, or single or multiple awards.

Activity-based workspaces are office accommodations or workplaces for government employees that do not follow a prescribed standard such as WP 2.0. These workplaces are designed to suit the client's needs based on the way they work and the activities they conduct. These workplaces offer a variety of individual and collaborative workpoints that can be open, semi-enclosed or enclosed. The workpoints can be laid out in zones that are conducive to the type of work performed, such as quiet zones for heads down work, and open collaborative zones for brainstorming and meeting. These workplaces are unassigned, which means the employee is free to choose the workpoint that suits the work they are about to perform, the setting they prefer as well as the level of privacy they require.

Activity-based workspace projects would be tendered on Buy & Sell as is the current procedure, however a completed and detailed GOC furniture floor plan would not be necessary to provide to bidders to achieve a solution. Rather, the function and/or activity of the required spaces would be each defined and identified on the floor plan. Bidders could provide an innovative solution from their available products for the spaces required on the floor plan to achieve the function/activities described in the tender documents.

An example of a function could be, "open collaborative area with soft seating for 6 people with technology integration and visual privacy". The furniture solution provided by bidders would be to meet this function criteria. Another example of a function could be, "a benching system to accommodate 20 people".

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Industry Questions:

1. Has your firm completed projects similar to a solutions based type of approach in the past? To demonstrate, provide a letter summarizing the projects completed and descriptions detailing, as a minimum, the following information per project:
 - Overall contract value;
 - Period of the contract identifying beginning and end dates;
 - Description of the scope of the project;
 - Was it a private sector or Government contract;
 - Description of the method and process by which the contract was procured;
 - Description of the types of workspaces provided for in the scope of the project including quantity of each type.
2. Please provide a description of the affects a solutions based type of approach would have on your firm. To demonstrate, provide a letter including, as a minimum but not limited to, the following impacts:
 - Direct benefits;
 - Direct risks;
 - Is there an increased cost involved in the preparation of a bid in response to a solutions based procurement approach? If so, provide an estimated percentage of the increase.
3. If the following information is provided in the solicitation package as a minimum, what other information is required in order to complete and provide a bid using the proposed solutions based approach for a Government activity-based workplace fit-up project?
 - A floor plan identifying the following:
 - a. Zone type (quiet, collaborative, free, etc.);
 - b. Number of seats required per zone or area;
 - c. Workpoint type (pre-determined workpoint types that address functions to be performed such as heads down computer work, meeting, private phone calls, etc. and if it is enclosed, semi-enclosed or open);
 - Electrical requirements;
 - Quantities required of each type of space/worker.
4. Please provide a clear description of the process undertaken with private sector clients for designing and offering a full furniture solution including, as a minimum, the following information:
 - Description of the scope of the project;
 - Description of who created the floor plans (for example: a third party design firm, etc.);
 - Description of the method and process by which the contract was procured;
 - Description of how this compares to a requirement for a full furniture solution for the federal public service.

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5. The work force is becoming less homogenous in terms of age, physical, psychological and aesthetic requirements (i.e. war veterans trying to fit back into main stream life, Traditionalist, Boomers, Gen X, Millennia, Post-Millennia/Gen Z etc.). Provide a description of how firms could provide various types of furniture/equipment to accommodate this diverse group with divergent needs (e.g. issues with mobility, vision, post traumatic stress disorder, attention deficit hyperactivity disorder, therapy animals/aids, bariatric and other healthcare related requirements etc.).