



**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
Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet Security Hardware		
Solicitation No. - N° de l'invitation E60HN-17SECH/A		Date 2017-08-30
Client Reference No. - N° de référence du client E60HN-17SECH		GETS Ref. No. - N° de réf. de SEAG PW-\$\$HN-460-73344
File No. - N° de dossier hn460.E60HN-17SECH	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-15		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Guertin, Benoit		Buyer Id - Id de l'acheteur hn460
Telephone No. - N° de téléphone (819) 420-0331 ()		FAX No. - N° de FAX () -
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

RFI No. - N° de RFI
E60HN-17SECH/A
Client Ref. No. - N° de réf. du client
E60HN-17SECH

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REQUEST FOR INFORMATION (RFI)
SECURITY HARDWARE (SECH)
PUBLIC SERVICE AND PROCUREMENT CANADA (PSPC)
2017

PART 1 – PURPOSE AND NATURE OF THE REQUEST FOR INFORMATION (RFI)

1. Purpose of the RFI
2. Nature of the RFI

PART 2 – INSTRUCTIONS TO RESPONDERS

1. Format of Responses
2. Submission of Responses
3. RFI Authority
4. Enquiries
5. Official Languages
6. Response Confidentiality

PART 3 – QUESTIONS AND LIST OF MANUFACTURERS

1. Questions for Industry
2. List of Manufacturers by section and subsection
3. Comments on draft Request for Standing Offer

PART 1 – PURPOSE AND NATURE OF THE REQUEST FOR INFORMATION (RFI)

1. Purpose of the RFI

The Department of Public Service and Procurement Canada (PSPC) is launching a Request for Information (RFI) in order to seek information and feedback from suppliers and the industry with regard to the Standing Offer for *Security Hardware*, as described herein. The Standing Offer is used as a method of supply for products categorized under Goods and Services Identification Numbers (GSINs) N6350.

The information/feedback collected from this RFI may be used to improve the process for all parties involved.

2. Nature of the RFI

It is important to note that this is not a bid solicitation. This RFI will not result in the issuance of any Standing Offer. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. The RFI will not result in the creation of any source list. Therefore, whether or not any potential supplier responds to this RFI, this will not preclude that supplier from participating in any future procurement.

Nothing in this RFI will be construed as a commitment from PSPC to issue a solicitation for this project. PSPC may use non-proprietary information provided in this review and/or in the preparation of any formal solicitation document.

PSPC will not be bound by anything stated herein and reserves the right to change at any time, any or all parts of the requirement, as it deems necessary. PSPC also reserves the right to revise its procurement approach, as it considers appropriate, either based upon information submitted in response to this RFI or for any other reason it deems appropriate.

PART 2 – INSTRUCTIONS TO RESPONDERS

1. Format of Responses

For ease of use and in order to gain the greatest value from the responses, Canada requests Respondents to follow the structure as detailed herein. There is no page limit on the information to be provided. Respondents are requested to:

- 1) Answer the questions at Part 3, Section 1 and 2;
- 2) Review the list of Manufacturers/OEMs at Part 3, Section 3, and either add or remove existing manufacturers. (*Please note: Respondents must provide a reasoning for the addition or removal of Manufacturers*)

Canada reserves the right to seek clarifications from a Respondent for any information provided in response to this RFI, either by telephone, in writing or in person.

2. Submission of Responses

Responses are not considered bids but, for expediency purposes, the PSPC Bid Receiving Unit is the designated location where written responses shall be sent. However, electronic submissions are also acceptable and may be sent by email to the RFI Authority as described herein.

Bid Receiving Unit
Public Works and Government Services Canada
PDP Phase III, Level OB2-103, 11 Laurier Street, Gatineau, Quebec, K1A 0S5
Telephone: (819) 420-7200 Fax: (819) 997-9776

The Respondent's name, return address, RFI number and closing date should be clearly visible on the response. Responses to this RFI will not be returned.

3. RFI Authority

The Public Service and Procurement Canada (PSPC) RFI Authority is responsible for the management of the procurement and RFI process.

Benoit Guertin - Supply Specialist
Public Works and Government Services Canada - Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division
7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5
Telephone: (819) 420-0331 E-mail address: benoit.guertin@pwgsc-tpsgc.gc.ca

4. Enquiries

PSPC will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers as this is not a bid solicitation process. However, respondents with questions regarding this RFI may direct their enquiries to the RFI Authority named above.

5. Official Languages

Responses may be in English or French, at the preference of the Respondent.

6. Response Confidentiality

Respondents are requested to clearly identify those portions of their response that are proprietary. The confidentiality of each Respondent's response will be maintained. Items that are identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the respondent do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all interested parties.

RFI No. - N° de RFI
E60HN-17SECH/A
Client Ref. No. - N° de réf. du client
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hn460.E60HN-17SECH

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PART 3 – QUESTIONS AND LIST OF MANUFACTURERS

Question 1:

Would a change from a ranking system (1st, 2nd, 3rd etc.) to awarding a standing offer to all compliant vendors and letting clients choosing based on “Right Fit” for all orders be beneficial? Please explain.

Question 2:

Can all MSRPs be provided in Canadian funds? If not, how could this be remedied?

Question 3

What time period would be sufficient to update price lists, on the anniversary, every six months?

Question 4

Are there products listed on the MSRPs that have environmentally friendly characteristics? If so, what are these products and their environmental characteristics?

Question 5

Can MSRPs be provided online / from a website? in both official languages (French and English)?

Question 6

The federal government is looking into expanding the usage of its standing offers to the provinces and territories. Is there a reason why this standing offer should not be made available to other levels of government?

Question 7

Comments on Roles and Responsibilities

In this section of the RFI, PSPC invites Respondents to provide their general comments and/or opinions on a proposed Vendor's Roles and Responsibilities clause, which we intend to include in the upcoming Request for Standing Offer. Please note, this draft clause is subject to change at PSPC's discretion.

Vendor's Roles and Responsibilities

1. Answering clients inquiries by phone or by email within two working days;
2. Helping/assisting clients to navigate through the various MSRPs in order to obtain the product(s) needed as well as confirming part numbers, pricing and discounts;
3. Providing detailed quotes referencing the standing offers pricing (MSRP - % discounts) and ensuring that the quotes are 100% accurate to the listing prices and discounts in the standing offer;
4. Ensuring that only items listed in the standing offer are sold;

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CCC No./N° CCC - FMS No./N° VME

Question 8

List of Manufacturers / OEM

In this part of the RFI, PSPC invites Industry to review the lists of manufacturers and to supply PSPC with names of Manufacturers that they believe should be removed, edited or added and why. For each new recommended Manufacturer, we request that supporting information be provided, such as a product description and website address allowing PSPC to validate that their line of business respects the intent of the Standing Offer. In an effort to support PSPC's Green initiative, paper product catalogues will not be accepted.

Please note:

- (1) This list is intended to form part of the upcoming Request for Standing Offer.
- (2) Failure to provide supporting documentation for each new additional manufacturer will nullify the Respondent's suggestion and the addition of the manufacturer will not be considered.
- (3) No services are to be included in this RFI or any resulting Standing Offer.

Manufacturer / OEM					
1	Abus	11	Ilco – Eplex	21	Pannex
2	Adams Rite	12	Ilco – Brass Cylinders	22	RCI
3	Corbin less cylinders	13	Kaba Mas	23	Sargent
4	Corbin Russwin	14	LCN	24	Sargent & Greenleaf
5	Detex	15	Master – Government sales	25	Schlage
6	EFF	16	Master – Commercial Sales	26	Schlage Electronics
7	Folger Adams	17	Master – Retail Sales	27	Securiton
8	Gallery	18	McKinney	28	Traka
9	HPC	19	Medeco	29	Von Duprin
10	Ilco – Simplex Unican	20	Medeco less cylinder	30	Yale

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Question 9

Is there an issue accepting purchase orders by credit card up to \$10,000.00?

Questions 10

Are there other changes you would like to see to this procurement instrument?
