



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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Title - Sujet RFI Public Engagement / Consult.	
Solicitation No. - N° de l'invitation EN578-181138/A	Date 2017-09-01
Client Reference No. - N° de référence du client EN578-18-1138	GETS Ref. No. - N° de réf. de SEAG PW-\$\$CY-016-73364
File No. - N° de dossier cy016.EN578-181138	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-10-17	
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: Svazas, Kate	Buyer Id - Id de l'acheteur cy016
Telephone No. - N° de téléphone (613) 998-0440 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 6B1 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	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

Service for Public Engagement Activities: Request for Information (RFI)

1. Background and Purpose of this Request for Information (RFI)

The purpose of this RFI is to invite interested parties to share information with Canada that will inform the upcoming procurement process for the renewal of the current Standing Offer for Stakeholder and Citizen Engagement and Consulting Services.

The current [Standing Offers for Stakeholder and Citizen Engagement and Consultation Services](#) has been in place since 2014. Canada is considering its future procurement strategy for similar services. **In order to continuously improve access to public engagement services, Canada is considering the following goals:**

- An efficient process to procure public engagement expertise and services from pre-qualified vendors;
- Responding to trends and innovations in public engagement, both in-person and digital, by enabling public servants to access tried-and-tested as well as new and emerging expertise, tools, methodologies, while supporting learning and skills development; and,
- Providing for regional needs and culturally-appropriate processes.

*Canada would like to hear from those working in the field of public engagement, and invite input on the questions found in **Section 9** of this RFI.*

For the purposes of this RFI, “public engagement” refers broadly to a variety of planned, two-way or multi-directional interactions between and among individuals, organizations or groups and Canada, for the purposes of informing decision-making. It does not include Public Opinion Research as defined in the [Directive on the Management of Communications](#).

For the purposes of this RFI, "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Public Works and Government Services and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of Public Works and Government Services has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

2. Nature of this RFI

This is not a bid solicitation. This RFI will not result in the award of any contract. As a result, potential suppliers of any good 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. This RFI will not result in the creation of any source list. Therefore, whether or not any potential supplier responds to this RFI will not preclude that supplier from participating in any future procurement. Also, the procurement of any of the goods and services described in this RFI will not necessarily follow this RFI. This RFI is simply intended to solicit feedback with respect to the matter described in this RFI.

3. Contents of this RFI

This RFI contains specific questions addressed to Industry – see **Section 9**.

4. Nature and Format of Responses Requested

Respondents are requested to respond to the questions identified in Section 9. Any assumptions made in the responses should be explained. A response does not need to be provided for every question. Respondents can respond to as many questions as they would like.

5. Response Costs

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

6. Treatment of Responses

- a) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or documents for a new RFSO. Canada will review all responses received by the RFI closing date, and may, at its discretion, review responses received after the RFI closing date.
- b) **Review Team:** A review team composed of representatives of Canada will review the responses. Canada reserves the right to engage any independent, or use any Government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.
- c) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the [Access to Information Act](#) and the [Privacy Act](#).
- d) **Follow-up Activity:** Canada may, at its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response. Depending on the responses received, Canada may also hold an Information session for Industry; this event will only be open to individuals or organizations who respond to this RFI.

7. Enquiries

Because this is not a bid solicitation, Canada will not necessarily respond to enquires in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding this RFI may direct their enquiries to:

Contracting Authority: Kate Svazas

E-mail Address: TPSGC.DACConsultationProjet-CPDConsultationProject.PWGSC@tpsgc-pwgsc.gc.ca

Telephone: 613-998-0440

8. Submission of Responses

- a) **Time and Place for Submission of Responses:** Interested parties should deliver their response to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the RFI.
- b) **Responsibility for Timely Delivery:** Each respondent is solely responsible for ensuring its response is delivered on time to the correct location.
- c) **Identification of Response:** Each respondent should ensure that its name and return address, the solicitation number and the closing date appear legibly on the response.

9. Questions for Industry

We recognize that not every organization working in the field of public engagement will offer services in every aspect of public engagement planning, implementation, and reporting, and that some will offer more specialized services. Please provide information on relevant services that you currently offer; this will better inform Canada's procurement strategies for public engagement. **You may choose to only answer certain questions.** Please structure your submission so that it is clear which question(s) you are responding to.

9.1 Would you be interested in responding to a Request for Standing Offer that includes a variety of services related to public engagement?

9.2 The current [Standing Offers for Stakeholder and Citizen Engagement and Consultation Services](#) are not applicable to consultations in Comprehensive Land Claims Agreement Areas. Canada is committed to achieving reconciliation with Indigenous peoples through a renewed, nation-to-nation, government-to-government, and Inuit-Crown relationship based on recognition of rights, respect, co-operation. Are there ways in which procurement strategies could support Canada in engaging with Indigenous peoples?

9.3 Please tell us about your particular expertise or services in public engagement. Consider the following questions:

- What types of expertise or services related to public engagement do you offer?
- What is the problem that your methods address? In what context do your proposed method(s) work best?
- How do you set goals and plan, determine appropriate methods, and /or measure success?

9.4 Do you face challenges meeting any specifications or standards required by Canada, such as:

- a. [The Standard on Web Accessibility](#), the [Standard on Web Usability](#) and the [Standard on Web Interoperability](#).
- b. Policy on Communications and Federal Identity <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=30683>
- c. Directive on the Management of Communications <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=30682>
- d. Policy on Government Security: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>
- e. Operational Security Standard: Management of Information Technology Security (MITS): <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12328>
- f. Security requirements for contracting with Canada <https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>
- g. Directive on Travel, Hospitality, Conference and Event Expenditures: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>
- h. *Official Languages Act*: <http://www.laws-lois.justice.gc.ca/eng/acts/O-3.01/>
- i. Policy on Official Languages <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=26160>
- j. Directive on Official Languages for Communications and Services <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=26164>
- k. *Privacy Act*: <http://laws-lois.justice.gc.ca/eng/acts/p-21/>
- l. Policy on Information Management <http://www.tbs-sct.gc.ca/im-gi/imp-pgi/imp-pgi-eng.asp>

9.5 What industry standards or best practices for privacy and/or security do you follow?

9.6 Does the service that you offer include methodologies or software that are open source, licensed for re-use, or use open standards that can be adapted and improved by others?

9.7 Does an individual call-up limit against a Standing Offer – of \$300,000 (excluding Applicable Taxes) reflect industry practices?

9.8 What are the current barriers that you face in doing business with Canada?

9.9 Do you see any challenges with having procurement tools for public engagement made available for Provincial and Territorial Government use?

9.10 Canada may also hold an Information session for Industry; this event will only be open to individuals or organizations who respond to this RFI. Would you be interested in attending?