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**LETTER OF INTEREST**

**LETTRE D'INTÉRÊT**

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**K1A 0S5**

<b>Title - Sujet</b> unmanned aerial surveillance servc	
<b>Solicitation No. - N° de l'invitation</b> EN578-181312/A	<b>Date</b> 2017-09-29
<b>Client Reference No. - N° de référence du client</b> 20181302	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$\$ZL-100-31829
<b>File No. - N° de dossier</b> 100zl.EN578-181312	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-01-12</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Landreville, Vincent	<b>Buyer Id - Id de l'acheteur</b> 100zl
<b>Telephone No. - N° de téléphone</b> (873) 469-3957 ( )	<b>FAX No. - N° de FAX</b> (819) 956-2675
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## Letter of Interest (LOI)

### Unmanned Aerial Surveillance and Inspection Services

EN578-181312

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## 1. Purpose and Nature of the Letter of Interest (LOI):

Public Works and Government Services Canada (PWGSC) is seeking to engage Industry in consultation on the development of a proposed procurement for unmanned aerial surveillance and inspection services.

This LOI is to initiate engagement with industry and invite interested service provider to participate in the Engagement Activities (see Article 2) of a Consultative Process which begins with this LOI, and concludes when an official Request for Proposal (RFP) is issued, or when Canada advises Participants that the Process has concluded. See Article 5 for information on how to register as a Participant.

The objectives of this LOI and subsequent engagement activities are to:

- A. Obtain Industry consultation that will aid in the development of the technical requirement and the potential procurement;
- B. Identify the interest and capability that exists in the marketplace to perform the work of the proposed requirement;
- C. Allow potential service provider to assess and comment on the adequacy and clarity of the requirements as currently expressed;
- D. Allow potential service provider to offer suggestions regarding potential alternative solutions that would meet the requirement; and
- E. Allow potential service provider to comment on the proposed procurement elements.
- F. Obtain costing information.

## 2. Engagement Activities / Proposed Procurement Approach:

This procurement is being conducted under the Smart Procurement approach and seeks to engage industry early in the process to better understand needs and available solutions prior to finalization of requirements. For the purposes of this LOI, the target audience is potential service provider of the solution.

- Representatives from PWGSC and third party consultants will be in attendance at the Engagement Activities.

Activities will take place in the National Capital Region (NCR) and in the Toronto Metropolitan area (Industry day)

### **Phase 1 – LOI - Initial Contact with Industry**

This LOI invites interested Service provider to register as Participants in the Consultative Process, including Industry Day and One-on-One Sessions. See Article 5, Registration.

### **Phase 2 – Industry Day Session**

At the Industry Day session Canada will outline the Consultative Process and proposed procurement approach. Canada will present additional technical information and evaluation procedure. The Industry Day is intended to be an open forum allowing Canada to communicate its requirements at a high level, and for Industry to ask questions and seek information in order to gain a sound understanding of the business needs of the Government of Canada. Industry Day is scheduled to take place Oct 31, 2017 from 3pm to 5pm at the Sheraton Parkway hotel located at 9005 Leslie St, Richmond Hill, L4B 1B2. More detailed information will be provided to registered participants the week prior to the event.

### **Phase 3 – One-on-One Meetings**

One-on-one meetings with individual service provider will take place subsequent to the Industry Day. The purpose of the One-on-One is to discuss the answers the Participants provided to the “Questions for Industry” and allow Industry to offer their input on the technical requirement and procurement approach and request clarifications with Canada. Key points from the meeting will be documented and provided to the Participant for review. The information Participants provide to Canada will not be shared with other service provider.

Topics of Engagement may include:

- Technical specifications for control station, aerial vehicle and sensor packages
- Performance parameters for services requested
- Supplier experience in providing aerial surveillance and inspection
- Joint venture or subcontractor framework
- Certification for introduction to service
- Delivery schedule or dispatch times
- Training
- General cost estimates
- Evaluation criteria
- Method / Basis of Payment
- RFP and Contract terms and conditions
- Entities who can be bidders

#### **Phase 4 – Draft Request for Standing Offer/Supply arrangement (Draft RFSO/RFSa)**

This phase will be determined after Canada has reviewed the Industry feedback received to date and the impact to the technical requirement and procurement approach. A draft RFP may be issued to Industry to further refine the requirement by addressing Industry concerns and considering Industry recommendations. A second set of Questions for Industry may accompany the draft RFP.

#### **Phase 5 – Second Round Industry Engagement (optional)**

The nature and content of this phase, if required, will be determined as the consultation process unfolds. The purpose of a second round of Industry Engagement would be to give Industry the opportunity to ask questions and provide feedback on the draft RFP, as well as for Canada to further vet the requirements definition and procurement approach. Should a second round of Industry Engagement proceed, the format may include One-on-One Industry Meetings to discuss specific issues, solutions and to revise and refine requirements. PWGSC intends to finalize the solicitation documents following these meetings. More information will be made available if needed.

#### **Phase 6 – Final Request for Proposal (RFP)**

An official RFP will be issued and a standard Questions & Answers (Q&A) process will ensue. As Industry will have been actively consulted in the engagement process, less questions and concerns are expected compared to a procurement that did not include such level of extensive engagement.

### **3. Legislation, Trade Agreements, Government Policies, Terms and Conditions:**



The following is indicative of some of the legislation, trade agreements, government policies, terms and conditions that could impact any follow-on solicitation and contract:

- a) Canadian Free Trade Agreement (CFTA)
- b) Federal Contractors Program for Employment Equity (FCP-EE)
- c) 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements

All instructions, clauses and conditions identified by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 4. Schedule:

In providing responses, the following schedule should be utilized as a baseline:

- Letter of Interest (LOI) – Oct, 2017
- Industry Day Session - Oct 31, 2017 (Toronto)
- One on One sessions – Nov, 2017 (NCR)
- Deadline to respond to LOI questions – Dec 2017
- Potential Draft RFP– Jan 2018
- Potential Second Round Industry Engagement – Jan-Feb 2018
- RFP issued – Feb-mar 2018
- NMSO/SA issuance – Spring/summer 2018

#### 5. Registration:

To register as a Participant in the Consultative Process, send an email to the PWGSC Contracting Authority identified below on or before the LOI closing date indicated on the cover page with the following:

- ✓ Attachment 1, Registration Information;
- ✓ Signed copy of Attachment 2, Engagement Agreement; and
- ✓ Signed copy of Attachment 3, Non-Disclosure Agreement.

PWGSC Contracting Authority:

Vincent Landreville





Supply Team Leader/Chef d'équipe d'approvisionnement  
Project Delivery Services Division -ZL  
Division des Services de réalisation des projets- ZL  
PSPC/SPAC  
11 rue Laurier st  
Gatineau, Quebec, K1A 0S5  
tel:873-469-3957  
[vincent.landreville@tpsgc-pwgsc.gc.ca](mailto:vincent.landreville@tpsgc-pwgsc.gc.ca)

A point of contact for the Respondent should be included in the package.

At the time of registration, Service provider may select a first and second preferred date and time for the One-on-One meeting, which Canada will do its best to accommodate. The dates for Industry Day and the One-on-One meetings are subject to change. All registered Service provider will receive confirmation of the final scheduled dates and meeting agenda from the Contracting Authority no less than two (2) weeks in advance. Deadline to register for the Industry Day in GTA is: Oct 25, 2017 5 PM eastern time.

Registered Service provider that cannot attend in person may request to attend via teleconference/Webex, and will be provided the materials presented by Canada on Industry Day.

## **6. Important Notes to Respondents:**

This LOI is neither a call for tender nor a Request for Proposal (RFP). No agreement or contract will be entered into based on this LOI. The issuance of this LOI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This LOI is not to be considered as a commitment to issue a subsequent solicitation or award contract(s) for the work described herein.

Although the information collected may be provided as commercial-in-confidence (and, if identified as such, will be treated accordingly by Canada), Canada may use the information to assist in drafting performance specifications (which are subject to change) and for budgetary purposes.

Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary, third party or personal information. Please note that Canada may be obligated by law (e.g. in response to a request under the Access of Information and Privacy Act) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <http://laws-lois.justice.gc.ca/eng/acts/a-1/>).



Participation in this LOI is encouraged, but is not mandatory. There will be no short-listing of potential service provider for the purposes of undertaking any future work as a result of this LOI. Similarly, participation in this LOI is not a condition or prerequisite for the participation in any potential subsequent solicitation.

Respondents will not be reimbursed for any cost incurred by participating in this LOI.

The LOI closing date published herein is not the deadline for comments or input. Comments and input will be accepted any time up to the time when/if a follow-on solicitation is published.

Changes to this LOI may occur and will be advertised on the Government Electronic Tendering System. Canada asks Respondents to visit [Buyandsell.gc.ca](http://Buyandsell.gc.ca) regularly to check for changes, if any.

## **7. Background:**

- 7.1 Canada is in the early stages of developing a whole of government method of supply that would allow department to access in a timely manner qualified aerial unmanned systems operators to deploy anywhere in Canada to survey objects and deliver a report on its findings.
- 7.2 It is the intent of Canada to have a National Master Standing Offer and or a National Master Supply Arrangement in place where all Federal Department will have access to the list a qualified suppliers.
- 7.3 It is the intent of Canada to create a web based application to administer the Method of Supply.
- 7.4 It is the intent of Canada to create provisions for BVLOS so when the regulations are in place, service providers will be able to include this class of UAS in their respective offering.

## **8. Requirement Summary:**

Canada has a requirement for the provision of unmanned aerial surveillance and inspection services. The supplier will be required to obtain all the required Transport Canada certifications to conduct the work. The supplier will be required to obtain and maintain all the necessary appropriate equipment, personnel, approvals, airworthiness certifications and insurance requirement prior to commencing any work.



## 9. Security:

There is no Security requirement associated with this requirement however, individual call-up or taskings may include additional security requirements.

## 10 Departmental representative:

The contracting authority for the working details of this request for information is:

Vincent Landreville

Public Works and Government Services

Telephone: 873-469-3957

Email: [vincent.landreville@tpsgc-pwgsc.gc.ca](mailto:vincent.landreville@tpsgc-pwgsc.gc.ca)

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## ATTACHMENT 1 – REGISTRATION INFORMATION

### LETTER OF INTEREST (LOI) EN578-181312

#### Section A – Company Information

Company Legal Name: \_\_\_\_\_

Corporate Address: \_\_\_\_\_  
 \_\_\_\_\_

#### Section B - Point of Contact (PoC): *(identify one of the Registrants as the PoC)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Section C – Registrant Information and Attendance

*(limit of 2 to Industry Day, limit of 4 to One-on-One Sessions)*

Name	Title	Attend* Industry Day (Oct 31, PM)	Attend* One-on-One (Nov 13-17)
a)			
b)			
c)			
d)			

\* Indicate Yes or No. If Yes, indicate if in person or via teleconference/Webex.



#### Section D - One-on-One Session Date/Time Preference

One-on-one session will take place in the NCR Dates in Novemebr will be published at a later date.

Dates	Monday 13 Nov	Tuesday 14 Nov	Wednesday 15 Nov	Thursday 16 Nov	Friday 17 Nov
AM					
PM					

*Dates indicated above are subject to change. If more Sessions are needed, more will be. The Contracting Authority will confirm the final scheduled dates with all registered Supplies no less than one (1) week in advance.*

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## ATTACHMENT 2 – ENGAGEMENT AGREEMENT

### LETTER OF INTEREST (LOI) EN578-181312

#### Unmanned aerial surveillance and inspection Services

##### INDUSTRY CONSULTATIVE PROCESS

An overriding principle of the industry consultation is that it be conducted with the utmost fairness and equity between all parties. No one person or organization shall receive nor be perceived to have received any unusual or unfair advantage over the others.

This Engagement Agreement will apply beginning with the receipt of the signed Engagement Agreement at PWGSC and concluding with the release of the final Request for Proposal (RFP) on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).

All documentation provided by Canada throughout the Industry Consultative Process (“Consultative Process”), which begins with the posting of the Letter of Interest (LOI) and concludes when the final Request for Proposal is published on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca), will be provided to all participants who have submitted a signed Engagement Agreement (“Participant”).

The Industry Consultative Process will consist of Industry Engagement Sessions and any other processes deemed necessary by the Contracting Authority.

Canada will not disclose proprietary or commercially sensitive information concerning a participant to other participants or third parties, except and only to the extent required by law.

##### **TERMS AND CONDITIONS:**

The following terms and conditions apply to the Consultative Process. In order to encourage open dialogue, participants agree to the following:

- (1) The invitation is extended to potential service provider of the solution.

- (2) To participate in the Consultative Process, industry representatives must first agree, sign and submit this Engagement Agreement and the Non-Disclosure Agreement at Attachment 3 to the PWGSC Contracting Authority.
- (3) Participation in the Consultative Process is not a mandatory requirement for submitting a bid(s) once the final RFP is issued.
- (4) Participants are expected to discuss their views concerning the Unmanned Aerial System procurement and to provide positive resolutions to the issues in question. Everyone shall have equal opportunity to share their ideas and suggestions
- (5) Media cannot participate in the Consultative Process.
- (6) The LOI document is not a bid solicitation and a contract will not result from it.
- (7) The Draft Baseline Statement of Requirement (SOR) and Draft Evaluation Plan are in the development stage and are subject to change based on the evolution of the requirements, which may be as a result of information provided by industry.
- (8) Potential respondents are advised that any information submitted to Canada in response to this LOI may be used by Canada in the development of a competitive Request for Proposal.
- (9) The issuance of this LOI does not create an obligation for Canada to issue a subsequent RFP and does not bind Canada legally or otherwise to enter into any agreement or to accept or reject any suggestions.
- (10) Canada assumes no responsibility or obligation with respect to the cost of preparing a response to this LOI.
- (11) As a result of this LOI, there will be no listing of firms for the purposes of undertaking future work.
- (12) All media questions shall be directed to PWGSC Media Relations Office at 819-956-2307.
- (13) Participants are to direct inquiries and comments only to authorized representatives of Canada, as directed in notices given by the Contracting Authority from time to time.

- (14) If Canada does release a RFP, the terms and conditions of the RFP shall be at the sole discretion of Canada.
- (15) Canada will not reimburse any person or entity for any cost incurred in participating in this industry consultative process.
- (16) Failure to agree, sign and submit the Engagement Agreement to PWGSC will result in the exclusion from participation in the Consultative Process and receiving any further information on this process.

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**Engagement Agreement**  
**LETTER OF INTEREST (LOI) EN578-181312**

**Unmanned aerial surveillance and inspection Services**  
**INDUSTRY CONSULTATIVE PROCESS**

A duly authorized officer of the company shall sign this Industry Engagement Agreement in this regard.

**Company Legal Name:** \_\_\_\_\_

**Corporate Address:** \_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## ATTACHMENT 3 – NON-DISCLOSURE AGREEMENT

### LETTER OF INTEREST (LOI) EN578-181312

#### Unmanned aerial surveillance and inspection Services

#### INDUSTRY CONSULTATIVE PROCESS

(Legal Name of Potential Participant hereinafter referred to as the “Recipient”), requests access to information by or on behalf of Canada, pursuant to the LOI, which may include information that is sensitive or proprietary to Canada. For the purposes of this agreement, information includes but is not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to the Recipient.

The Recipient agrees that it will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by the Recipient on a need to know basis. The Recipient undertakes to safeguard the information and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

The Recipient also agrees that any information provided to the Recipient by or on behalf of Canada must be used solely for the purpose of responding to the LOI and remains the property of Canada or a third party, as the case may be and must be returned to Canada upon written request.

The Recipient agrees that the obligations of this agreement will survive the completion of the LOI.

\_\_\_\_\_  
Signature on behalf of the Recipient named above.

I have authority to bind the corporation.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

