



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**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**

Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> RFI - Bread and Bakery Products	
<b>Solicitation No. - N° de l'invitation</b> E6TOR-17RM05/B	<b>Date</b> 2017-10-18
<b>Client Reference No. - N° de référence du client</b> E6TOR-17-RM05	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-930-7306
<b>File No. - N° de dossier</b> KIN-7-48085 (930)	<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 2017-11-20</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 checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Littlefield, Mike	<b>Buyer Id - Id de l'acheteur</b> kin930
<b>Telephone No. - N° de téléphone</b> (613) 545-8058 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Public Services and Procurement Canada 86 Clarence Street. 2nd Floor, Kingston, Ontario CANADA K7L 1X3	

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/ de l'entrepreneur ( taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



## REQUEST FOR INFORMATION (RFI)

### Solicitation of a Regional Master Standing Offer (RMSO) for the Provision of Bread and Bakery Products within the Ontario Region

#### 1. Purpose and Nature of the Request for Information (RFI)

Public Services and Procurement Canada (PSPC), on behalf of the Department of National Defence (DND) and Correctional Service Canada (CSC), is launching a Request for Information (RFI) in order to seek information and feedback from suppliers and the industry with regards to providing Bread and Bakery Products within the Ontario Region.

The objectives of this RFI are to:

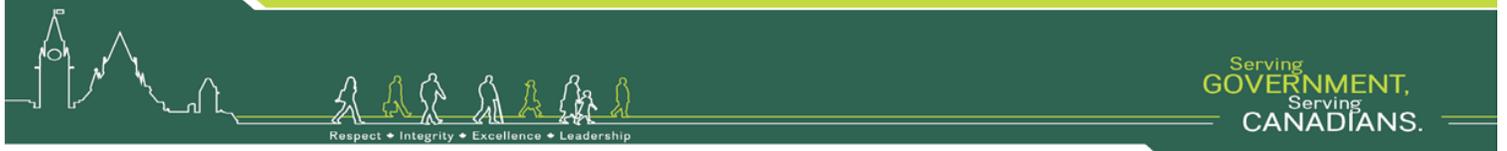
- a) initiate discussions with industry on the procurement of bread and bakery products;
- b) understand what suppliers have to offer and apply their expertise to develop a consistent process that achieves an effective result;
- c) elicit feedback from industry to questions posed;
- d) obtain supplier feedback on any issues that would impact their ability to bid on the resulting solicitation and/or deliver on the requirements;
- e) gather industry knowledge and recommendations with regard to best practices that would increase the success of the procurement and/or identify any risks that would impact the procurement;
- f) advise industry to the fact that PSPC is planning on issuing a single Regional Master Standing Offer (RMSO), rather than a series of Regional Individual Standing Offers (RISO) for bread and bakery product requirements within the Ontario region;
- g) advise industry of the amalgamation and consolidation of CSC and DND requirements; and

This RFI is neither a call for tender nor a Request for Standing Offers (RFSO). No agreement or contract will be entered into based on this RFI. The issuance of this RFI 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 RFI 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 RFI is encouraged, but is not mandatory. There will be no short-listing of potential suppliers for the purposes of undertaking any future work as a result of this RFI. Similarly, participation in this RFI 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 RFI.

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

## 2. Background Information:

Over the last few years Public Services and Procurement Canada (PSPC) has been working to provide a more structured approach with respect to purchasing food and beverages. The National Goods and Services Procurement Strategy for Food and Beverages was brought into effect in 2014 introducing the use of a standardized approach with suggested product categories and bidding periods.

You can view the resulting information from the Request for Information for the National Goods and Services Procurement Strategy for Food and Beverages at the following link:

<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-14-00640952>

PSPC solicits food and beverage requirements on behalf of Federal Government Departments when the requirement is valued greater than \$25,000 (CDN). The contract/standing offer duration can vary for each category depending on the departments' operational requirements. The categories include Dairy, Meat, Fish & Poultry, Fresh Fruit & Vegetables, Bakery Products, Frozen Products, Miscellaneous Groceries, and Beverages with Dispensers.

Each departmental requirement can be unique and although this approach has been beneficial, there are still many challenges that are faced when purchasing food and beverages. These challenges have included national menu plans, remote locations, specific package sizes, specialty items and delivery/shipping.

PSPC would like to continue improving the overall performance of the procurement of this commodity, including value for money spent, serving departments' operational needs, facilitating reasonable access to suppliers while efficiently using government resources to meet those requirements.

Within the Federal Government of Canada (Ontario Region) there are currently more than 4 contracts/standing offers for bread and bakery products available for use. Two major Federal Government Departments which utilize these standing offers are the Department of National Defence and Correctional Services of Canada.

### Areas of Coverage:

Correctional Service Canada – (Kingston Area, Warkworth, Gravenhurst Area, Kitchener Area)  
Department of National Defence, Canadian Forces Base (CFB) – (CFB Petawawa, CFB Borden, CFB North Bay, CFB Trenton, CFB Kingston)

PSPC is exploring the option of combining Bread and Bakery Products requirements of both the Department of National Defence and Correctional Service Canada and issuing one Regional Master Standing Offer covering the entire Ontario Region. The goal being, to simplify the contracting process from start to finish.

Canada is now seeking input and responses to specific questions, found at Annex A, from industry and suppliers on identified issues of consistency, process and outcomes as well as identified areas of opportunity that should produce better outcomes for client departments, suppliers, potential suppliers and Canadians.

Respondents are invited to provide comments included in this RFI by completing and returning Annex A. Respondents should explain any assumptions they make in their interpretation of the requirements.



### 3. Legislation, Trade Agreements, and Government Policies:

The following is indicative of some of the legislation, trade agreements and government policies that could impact any follow-on solicitation(s):

- a) Canadian Free Trade Agreement (CFTA)
- b) Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA)
- c) North American Free Trade Agreement (NAFTA)
- d) World Trade Organization – Agreements on Government Procurement (WTO-GPA)
- e) Federal Contractors Program for Employment Equity (FCP-EE)
- f) Government Contracting Regulations (GCRs)
- g) Financial Administration Act (FAA)
- h) Official Languages Act
- i) Access to Information Act
- j) DND Food Specifications
- k) CGSB Specifications

### 4. Potential Work Scope:

The scope of the Ontario Region Bakery Industry engagement is to gain Industry insight into the current and future processes used by PSPC on behalf of government departments in the Ontario Region, (such as, the Department of National Defence and the Correctional Service of Canada). The scope includes all bread and bakery products.

The following sub-categories or cases are not specifically addressed as they are either covered under other government policies or other PSPC national strategies:

- Hospitality Services
- Meals for persons travelling on government business
- Humanitarian aid, disaster relief or emergencies

### 5. Contents of this RFI:

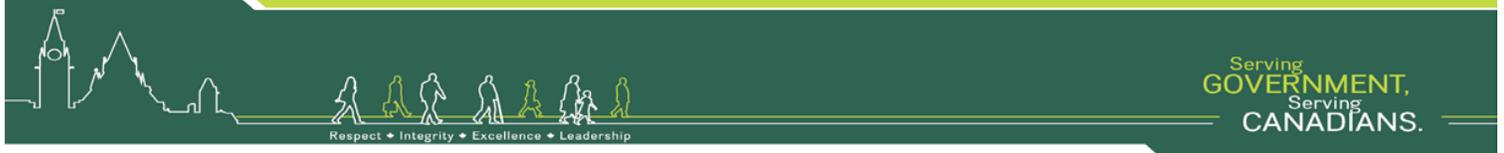
This RFI includes the following documents:

- Industry Questions and Response forms (Annex A)
- Sample evaluation tool (Annex B)

### 6. Schedule:

As a result of Industry response, the following activities will be carried out:

- Phase I – Request for Information (RFI) including questionnaire – mid October 2017;
- Phase II – Submission Deadline for the RFI – mid November 2017 (identified in Section 8);
- Phase III – Follow-up with respondent to this RFI, as required – end November 2017;
- Phase IV – preparation of new Request for Standing Offers (RFSO) – start December 2017;
- Phase V – RFSO closes – mid January 2018;
- Phase VI – Evaluation Process – end January 2018;
- Phase VII – Award of Bread and Bakery Products Regional Master Standing Offer – end February 2018.



## 7. How to respond:

Changes to the RFI may occur and will be advertised on the Government Electronic Tendering System.

Interested respondents may submit their responses to the PSPC Contracting Authority, identified below:

Name: Mike Littlefield  
Title: Supply Specialist  
Public Services and Procurement Canada  
Acquisitions Branch  
Address: 86 Clarence Street  
Kingston, ON K7L 1X3  
Telephone: 613-545-8058  
Facsimile: 613-545-8067  
E-mail address: [mike.littlefield@pwgsc.gc.ca](mailto:mike.littlefield@pwgsc.gc.ca)

## 8. Submission Deadline for the RFI:

Responses to this RFI are to be submitted to the PSPC Contracting Authority identified above, on or before November 20, 2017 at 2:00 pm.

## 9. Enquiries

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

## 10. Treatment of Responses

Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.

Review Team. A review team composed of representatives of Canada will review the responses. Canada reserves the right to hire any independent consultant, 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.

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.



## ANNEX A - Information and questions to Industry:

### Supplier's Representative

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No: \_\_\_\_\_  
 Facsimile No: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

Respondents are invited and encouraged to submit answers in response to the questions listed below.

1. Are the current price refresh/rebid periods meeting with Industry price fluctuations? If no, what are the suggested price refresh/rebid periods for each category?

### Definitions:

#### Rebid

Whereby for each price rebid period (1 month, 3 months, 6 months) as dictated by the category, all vendors who were deemed compliant for a solicitation would submit pricing for all items listed, an evaluation of the new pricing would then identify who the Standing Offer for that category would be awarded to for the period identified.

#### Refresh

Whereby for each price refresh period (1 month, 3 months, 6 months) as dictated by the category, all vendor who were awarded Standing Offers would submit updated pricing for all items listed, items over a defined percentage increase would need market support for inclusion. This refreshed pricing would be in effect for the period identified.

#### *\*National Food Strategy*

*Table 1: Suggested categories and pre-determined competitive bidding periods*

Suggested* Category	Suggested* Standing Offer durations
Bakery Products	1 year

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**7. Requirement - Timeframes**

One of the benefits of amalgamating the requirements of both DND and CSC, is that, a consistent approach can be now undertaken when it comes to establishing applicable timeframes. (Identified below). Presently, timeframes are established by client departments based on each individual Standing Offer, most often varying from one procurement tool to the next.

What timeframes would your company deem as acceptable, based on day-to-day operations?

Number of Days to deliver:	within ____ days of Call-up issuance
Acknowledgement of Call-up:	within ____ days of Call-up Issuance
Cancellation of Call-up:	within ____ days of Call-up issuance
Emergency Delivery:	within ____ days of Call-up issuance
Replacement Orders:	within ____ days of delivery
Product Best before date:	within ____ days of delivery

**8. Proposed Method of Evaluation and Selection**

Offers will be assessed in accordance with the entire requirement of the solicitation including the financial evaluation criteria.

**Method of Selection**

The Offeror must complete and submit with its offer, Annex B, spreadsheet. Pricing must be provided for all line items as listed and a %'age mark-up amount.

Offers will be evaluated in Canadian currency, Incoterms 2000 "DDP Delivered Duty Paid, Goods and Services Tax (GST) and Harmonized Sales Tax (HST) excluded based on the unit prices detailed in Annex B - Basis of Payment, spreadsheet.

Where the Offeror proposes an alternate UOIS (Unit of Issue Size), the Offeror must enter an amount for both PACK AND SIZE under Proposed Packaging.

The estimated usages provided in Annex B, Appendix 1 are for the sole purpose of establishing an evaluation tool. These usages are based only on best estimate and in no way reflect the actual usages expected or any commitment on part of the crown.

The price used in the evaluation will be the Total Evaluated Price, calculated as follows:

1. The Unit of Issue Size (UOIS) is the PACK multiplied by the SIZE.
2. When no change is proposed to the Preferred (UOIS), the extended evaluated price is the Estimated 1 year usage multiplied by the Unit Price.
3. When a change is proposed to the Requested UOIS, the extended evaluated price is the Unit Price divided by the Proposed UOIS multiplied by the Preferred UOIS multiplied by the Estimated 1 year usage.
4. The Total Evaluated Price is the sum of the Extended Prices in Annex B, for the entire 1 year period.



