



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338

**LETTER OF INTEREST  
LETTRE D'INTÉRÊT**

Comments - Commentaires

<b>Title - Sujet</b> RFI Meals and Accommodations, Wpg	
<b>Solicitation No. - N° de l'invitation</b> H3551-173670/A	<b>Date</b> 2018-01-08
<b>Client Reference No. - N° de référence du client</b> H3551-173670	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-206-10432
<b>File No. - N° de dossier</b> WPG-7-40166 (206)	<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 2018-02-07</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tetrault, Renata	<b>Buyer Id - Id de l'acheteur</b> wpg206
<b>Telephone No. - N° de téléphone</b> (204) 228-9032 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF HEALTH STE 300 391 YORK AVE WINNIPEG Manitoba R3C4W1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<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>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Meals and Accommodations, MB	H3551	H3551	1	Each	\$	\$	See Herein	

## **1 INTRODUCTION**

### **1.1 BACKGROUND**

Public Works and Government Services Canada (PWGSC) on behalf of the Department of Indigenous Services Canada (DISC), First Nations and Inuit Health Branch (FNIHB), is reviewing how it procures meals, accommodations and associated services for authorized First Nations and Inuit people (collectively referred to as "Clients") temporarily in Winnipeg, Manitoba for medical attention.

The above requirement has been requested in a static manner for numerous years. Consultations with stakeholders are being undertaken to verify if the current procurement approach is still valid, to explore new service delivery approaches, to identify issues and concerns, and help optimize the process. Engaging industry will assist PWGSC and DISC in developing a strategy to meet the ongoing service needs.

### **1.2 OBJECTIVES OF THE REQUEST FOR INFORMATION**

The purpose of this Request for Information (RFI) is to engage suppliers to:

- explore different service options;
- exchange on respective needs and concerns with the government of Canada's procurement process;
- identify if opportunities exist to change the procurement process to achieve better service and value; and
- examine approaches to expand the services.

### **1.3 NATURE OF THE REQUEST FOR INFORMATION**

This RFI is not a bid solicitation and will not result in the award of any contract nor will this RFI result in the creation of a list of suppliers. Therefore, potential suppliers of any goods and services described in this RFI should not earmark goods or facilities, nor allocate resources, as a result of any information contained in this RFI. Whether or not a potential supplier responds to this RFI, it will not preclude that supplier from participating in any future procurement process. Also, this RFI will not necessarily result in the procurement of any of the services that it describes. It is simply intended to solicit feedback with respect to its content.

Nothing in this RFI shall be construed as a commitment from Canada. Canada may use any non-proprietary information obtained as part of this review in the preparation of future requirements.

## **2 INSTRUCTIONS FOR RESPONDING TO THE REQUEST FOR INFORMATION**

### **2.1 CONTENT OF THE REQUEST FOR INFORMATION**

This RFI includes the following documents:

- a) Request for Proposal, including the Statement of Work (Annex A)
- b) Response forms (Annex B)

## **2.2 RESPONDING TO THE REQUEST FOR INFORMATION**

### **a) Questionnaire**

Respondents are asked to complete the questionnaire in electronic format and submit their responses by email to Renata Tetrault. Should respondents encounter technical difficulties with the questionnaire, respondents can send an e-mail to Renata Tetrault.

### **b) Additional information or comments**

In addition, respondents are encouraged to provide their comments, concerns, or recommendations by submitting an email to Renata Tetrault. Respondents should explain any assumptions they make in their submissions.

When sending additional information or comments, respondents are asked to include the title "RFI Response – meals and accommodation services" in the subject line of their email.

### **c) Deadline for submitting a response**

All those who are interested in submitting a response to this RFI are asked to submit their feedback by the closing date found on the cover page of this Request for Information.

## **2.3 TREATMENT OF RESPONSES**

### **a) Use of responses**

Canada intends to use the responses to draft a procurement strategy for the renewal of meals and accommodation services. Canada will review all responses received by the RFI closing date. However, Canada may, at its discretion, review responses received after the RFI closing date.

### **b) Review team**

A review team consisting of public servants representing PWGSC and DISC will review the responses received. Canada reserves the right to hire independent consultants or use any Government resources that it deems necessary to review any response. Not all members of the review team will necessarily review all responses.

### **c) Confidentiality**

Respondents should clearly mark any portions of their response that they consider proprietary or confidential. Canada will handle these portions of the response in accordance with the *Access to Information Act*.

### **d) Follow-up activity**

At its discretion, Canada may:

- Contact any respondents to follow up with additional questions or for clarification of any aspect of a response;
- Convene with any or all respondents in order to discuss any aspect of a response;

Should Canada request any or all respondents to meet to discuss their response, it shall be optional and participation would be at the respondent's expense.

## **2.4 ENQUIRIES**

Since this is not a bid solicitation, Canada will not necessarily respond in writing to enquiries or distribute the responses. However, respondents with questions regarding this RFI may send an email to Renata Tetrault.

## **2.5 RESPONSE COSTS**

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

## **2.6 OFFICIAL LANGUAGES**

Responses to this RFI may be submitted in either of Canada's official languages.

## **3. OVERVIEW OF POTENTIAL SOLICITATION STRATEGY**

### **3.1 NEXT STEPS**

Once all feedback has been considered, PWGSC may apply the comments and feedback to the Procurement Strategy.

### **3.2 ESTIMATED SCHEDULE**

PWGSC proposes the following schedule:

<b>Milestone</b>	<b>Estimated Timeline</b>
RFI Results Review	February-March 2018
RFP	Spring 2018
Award	Summer 2018
Service Start Date	April 1, 2019

## **4. PROCUREMENT AUTHORITY**

Renata Tetrault  
Senior Procurement Specialist  
Procurement and Compensation Branch – Western Region  
Public Works and Government Services Canada (PWGSC)  
100-167 Lombard Avenue  
Winnipeg, MB R3B0T6  
Email: renata.tetrault@pwgsc-tpsgc.gc.ca  
Tel: 204-228-9032  
Fax: 204-983-7796

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wpg206

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## Annex A – Previous Request for Proposal and Statement of Work

*The previous RFP can be viewed here:*

[https://buyandsell.gc.ca/cds/public/2014/02/10/1fb7720afbcc98339da039df4c429a70/ABES.PROD.PW\\_WPG.B202.E8897.EBSU000.PDF](https://buyandsell.gc.ca/cds/public/2014/02/10/1fb7720afbcc98339da039df4c429a70/ABES.PROD.PW_WPG.B202.E8897.EBSU000.PDF)

## Annex B – Industry Questions

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

Part 1. Keeping in mind the procurement approach outlined in Annex A and services requested in the previous RFP please respond to the following questions. As per the Non-Insured Health Benefits policy framework, Canada is seeking an economical and cost effective solution for this service.

1. What improvements could be made to the fee structure?

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2. Could industry include local ground transportation with this service?

YES                      NO

3. Are there any additional related services that industry would like to see included in this requirement?

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4. What would industry see as barriers to entry to this requirement?

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5. Where would industry see as the areas of concern with this requirement?

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6. How much time would you need to start-up to provide these services?

<6 months                      6-12 months                      12-18 months                      >18 months

7. If your company were to offer these services, what price range would you charge (exclusive of meal rates which are standardized) per client per night?

<\$20                      \$21-\$35                      \$36-\$50                      \$51-\$74                      >\$75

8. Any additional comments of this requirement are welcomed.

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Part 2. Canada is examining the feasibility of shifting to 100% private rooms with private bathroom facilities. Please respond to the following questions assuming Canada would still require 24/7 check-in for approximately 150 clients per night, at facilities that must not require creditcard or cash deposits. Similar to the RFP referenced at Annex A, please assume that the procurement would be set aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB) and that multiple service providers could be awarded contracts. As per the Non-Insured Health Benefits policy framework, Canada is seeking an economical and cost effective solution for this service.

1. What fee structure would be appropriate for this service?

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2. Could you provide 100% private rooms with private bathroom facilities? If not, what portion of your rooms would include private vs shared bathroom facilities?

YES      NO, I could provide \_\_\_\_% fully private and \_\_\_\_% private room with shared bathroom

3. Approximately how many rooms could you provide per night?

<10                      11-24                      25-34                      35-50                      >50

4. If your company were to offer these services, what price range would you charge for the room (exclusive of meals rates which are standardized)?

a. Single Occupancy rate:   <\$20           \$21-\$35           \$36-\$50           \$51-\$74           >\$75

b. Double Occupancy rate:   <\$20           \$21-\$35           \$36-\$50           \$51-\$74           >\$75

5. What would industry see as barriers to entry to this requirement?

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6. Where would industry see as the areas of concern with this requirement?

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7. How much time would industry need to start-up to provide these services?

<6 months                      6-12 months                      12-18 months                      >18 months

8. Could industry include local ground transportation with this service?

a. to/from airport/bus depot?                      YES                      NO

b. to/from medical appointments?                      YES                      NO

c. Other shuttling? Within xx distance?                      YES                      NO

9. What value-added services could you include in the service?

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10. Any additional comments of this outlined requirement are welcomed.

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