



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS A:**

Candice.Therien@rcmp-grc.gc.ca

**LETTER OF INTEREST**

**LETTRE D'INTÉRÊT**

<b>Title – Sujet</b> RFI for Meal Services related to the G7 Summit		
<b>Solicitation No. – N° de l'invitation</b> 201806152		<b>Date</b> January 16th, 2018
<b>Client Reference No. - No. De Référence du Client</b>		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At /à :</b>	2 :00pm	EST (Eastern Standard Time) HNE (heure normale de l'Est)
<b>On / le :</b>	February 1st, 2018	
<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>Destination of Goods and Services – Destinations des biens et services</b> Specified Herein Précisé dans les présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Candice Therien (Candice.Therien@rcmp-grc.gc.ca)		
<b>Telephone No. – No. de téléphone</b> 613-843-3826		<b>Facsimile No. – No. de télécopieur</b> 613-825-0082
<b>Delivery Required – Livraison exigée</b> See Herein		<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>		<b>Facsimile No. – No. de télécopieur</b>
<b>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)</b>		
<b>Signature</b>		<b>Date</b>

Comments: - Commentaries :



Royal Canadian Mounted Police Gendarmerie royale du Canada

## **Request for Information**

### **Possible Requirement for Meal Services Related to the G7 Summit on June 8-9, 2018**

THIS IS NOT A BID SOLICITATION



## Notice

This is a Request for Information (RFI) and does not constitute a commitment on Canada's part to issue a subsequent Request for Proposal for meal services related to the Summit of the 7 most industrialized countries (G7), which Canada belongs to, a world-class event to occur in the Charlevoix region. A possible requirement for meal services in the form of buffet, breakfasts, deliveries, boxed lunches could be needed for a period up to ten days in the vicinity of June 8-9, 2018. The RFI document and any responses received hereto in no way constitute an obligation on the part of Canada to enter into Contract(s) with one or more parties. Responses to the RFI will enable Canada to evaluate the strategy to be taken, if any, regarding further related activities. This is not a bid solicitation and responses will not be formally evaluated. Advisory notices will be posted on the Buyandsell website ([www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)) as further information is made available. Royal Canadian Mounted Police (RCMP) solicits information in this matter solely for its own benefit, and makes no promise that an award of business will be made to respondents. The information collected will allow, in addition, to structure the RFP. This RFI is simply intended to solicit feedback from industry with respect to matters described therein. Information provided will not be attributed to its source, but may be publicized in a manner that does not disclose the provider. Proprietary information will be protected in accordance with Federal policies. Responses will be kept strictly confidential, subject to the provisions of the *Access to Information Act*, and will be retained to support further development of internal planning documents and decisions, and possibly a RFP. Please note that responses to the RFI will not be returned.

## Table of Content

RFI Overview

Appendix 1 - Questions for this RFI



## **Request for Information (RFI)**

### **1.0 RFI Overview and Information Requested**

There is a strong possibility that Canada may require meal services in the regions of Tadoussac, Baie Ste-Catherine, St-Simeon, Cap-À-L'Aigle, La Malbaie, Pointe-au-Pic, St-Irénée, Les Éboulements, Baie-St-Paul, Petite-Rivière-St-Francois, Stoneham, Beaupré and Charlevoix to feed security resources dedicated to the G7 Summit to be held in La Malbaie June 8 and 9, 2018. The workforce will be lodged across the region and in some instances, traditional commercial meal options in the form of existing restaurants or similar establishments are not readily apparent within a reasonable proximity to their lodging site. Canada would like to identify the different possibilities available in these regions which could address the meal service needs.

#### **1.1 Overview**

Canada will host the meeting of Group of Seven (G7), June 8-9, 2018. The G7 is an informal grouping of seven of the world's advanced economies consisting of Canada, France, Germany, Italy, Japan, the United Kingdom, and the United States as well as the President of the European Council and the President of the European Commission. The forum offers an opportunity for Leaders, Ministers and policy makers of these countries to come together each year to build consensus and set trends around some of today's most challenging global issues. Canada would like to coordinate meal services required by the different participants in distinct areas. For this purpose, to answer to the different needs of such event, Canada prepares to award service contracts to companies with all necessary licences, experience and equipment to fulfill the needs of meal services between the regions of Québec City, Saguenay and Charlevoix. In order to make the procurement of these services effective, Canada proceeds with this Request for Information.

#### **1.2 Information Requested**

##### **1.2.1 General**

The Royal Canadian Mounted Police (RCMP) is seeking information regarding the content of this RFI. In order to facilitate this exercise and for you to organize your response, RCMP has developed a number of questions we would like you to address / comment. These questions are identified in Appendix 1. Respondents are encouraged to offer concise comments and insights that they believe would be beneficial to the RCMP in developing an approach to make its G7 meal services procurement process more efficient and, most importantly, to make it easier for suppliers to bid on a future request for proposals that could take place soon after this request for information.



## 1.2.2 Format of Responses

The RCMP is aiming to have a number of responses to the RFI. In order to facilitate review of this material, RCMP requests that responses follow the structure / numbering of the questions identified in Appendix 1, if possible. Although the RCMP is seeking comprehensive information regarding the contents of the RFI, it is understood that, for various reasons, respondents may be unable to provide some of the information requested. Provision of whatever information is available from Respondents will be appreciated. In order to simplify the administrative burden for both respondents and the RCMP, respondents are requested to submit their responses by email. If for any reason this methods cannot be used, we recommend that you use the courier services as we hope to proceed quickly. Clearly mark and identify any confidential information. Responses will be kept strictly confidential, subject to the provisions of the Access to Information Act.

## 2.0 Administration of the RFI

### 2.1 Designated RCMP Contact

RCMP's designated contact for the RFI is:

Candice Therien, Procurement Officer  
Telephone 613-843-3826 or 613-791-2518  
Candice.Therien@rcmp-grc.gc.ca  
G7 Federal Security Pillar  
RCMP Major Events Directorate  
Royal Canadian Mounted Police  
73 Leikin Drive, Mailstop #105  
Ottawa Ontario  
K1A 0R2

### 2.2 Enquiries Regarding the RFI

**All enquiries must be submitted in writing** to the RCMP's designated contact no later than two (2) calendar days before the RFI closing date. Enquiries received after that time may not be answered.

### 2.3 Submission of Response

All comments or information in response to the RFI should be submitted by the date, time and place indicated on page 1 of the request for information.



## **2.4 Treatment of Responses to the RFI**

The treatment of the receipt and consideration of responses to the RFI will be as follows:

- responses and revisions communicated orally or by telephone may not be considered;
- responses received after the specified closing time for the RFI may not be considered because the schedule may not allow sufficient time for their consideration; and
- RCMP shall not be liable under any circumstances to any party who provides a response to this RFI.



## Appendix 1 – RCMP Questions for this RFI

- 1-What arrangements do you have in place to prepare and deliver food in a way to avoid cross contamination (ex. gluten free, allergies, vegetarian, etc.)?
- 2- Is having bilingual staff an issue for your business? Would there be any issue hiring bilingual employees for your business?
- 3- What is taken into account when invoicing? (Contract duration, waiting time, distances between locations, position of the starting point, etc....) Do you have access to a tracking system to allow invoicing for different groups?
- 4-Does your business use eco-friendly practices such as sourcing local ingredients, using eco-friendly materials, alternative fuel vehicles?
- 5- Are you in a position to offer delivery services for prepared meals or food in secluded areas and to do several stops along the way?
- 6- Do you have a mobile kitchen or a mobile canteen?
- 7- Is it feasible for you to offer three meals a day for day and night shift workers for more than 200 people for a length of approximately 8 days?
  - a) If yes, have you ever done it before and how was the experience?
- 8- Are you able to work in a remote location and be independent for up to 5 hours possibly without power?
- 9- Do you have access to different material such as: tents, tables, chairs, heating lamps, air conditioning unit, generators and flooring?
- 10- Do you have access to a delivery truck?
- 11- Is it feasible for you to produce and distribute approximately a hundred boxed lunches on short notice?
- 12 – What type of vehicles are used to operate your business? Could you provide a list?
- 13- What are your procedures following an unforeseen event such as a major mechanical breakdown?
- 14- Do you offer a 24 hours service in case of emergency and need for assistance?
- 15- Is your company able to set up a shuttle service with fixed/flexible hours to offer delivery of food/meals in secluded areas?



16- Is it a possibility to sub-contract with a company from out of province? (i.e. Ontario or New-Brunswick)

17- How much time will you need to provide the service once the contract has been signed?

18- What is your cancellation policy?

19- Do you own a food services business or a space which could accommodate a caterer?

20- Would you have an objection if you leave your transportation parked in a secured RCMP lot for a period of time while they are un-used?