



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
Clothing and Textiles Division / Division des vêtements et
des textiles
11 Laurier St./ 11, rue Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet RFI Consolidated Clothing Contract	
Solicitation No. - N° de l'invitation W8486-174014/B	Date 2018-02-05
Client Reference No. - N° de référence du client W8486-174014	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PR-755-74334
File No. - N° de dossier pr755.W8486-174014	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-07	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gamauf(pr755), Natalie	Buyer Id - Id de l'acheteur pr755
Telephone No. - N° de téléphone (819) 420-7161 ()	FAX No. - N° de FAX (819) 956-5454
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

Request for Information Regarding
The Procurement process for the Consolidated Clothing
Contract (C3)
For
The Department of National Defence (DND)

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Request for Information regarding
The Procurement process for the Consolidated Clothing Contract (C3)
For
The Department of National Defence (DND)

A.1. Consultation Process

In order to ensure a successful re-procurement for the Consolidated Clothing Contract (C3), Industry will be engaged in a second consultative process as another step in this procurement process.

The first phase of the consultation process included a Request for Information (RFI) stage that was followed by an “Industry Engagement Session” and one-on-one “Industry Meetings”.

Industry was invited to provide comments and recommendations to Public Works and Government Services Canada (PWGSC) Contracting Authority, the Department of National Defence (DND) and Innovation, Science and Economic Development Canada (ISED) on the Government of Canada plans for replacing the existing Consolidated Clothing Contract (C3) and answer the Government questions outlined in the RFI.

For the second phase of the consultation process, Industry is invited to provide comments and recommendations to the PWGSC Contracting Authority on the topics outlined in this RFI and answer questions listed at Annex D of the RFI document.

Feedback received from Industry during the first phase of the consultation process form part of this RFI.

Industry should note that this stage of the consultation will be documented and this information is subject to the Access to Information Act. Canada will not reveal any designated proprietary information to third parties.

A.2. Background and Purpose of this Request for Information (RFI)

Background

The Consolidated Clothing Contract (C3) has provided a Managed Clothing Solution (MCS) to the Department of National Defence (DND) for over 20 years. It consolidates clothing requirements for military service dress, occupational clothing, Public Service uniforms, Cadets, Canadian Ranger and Junior Canadian Ranger uniforms under one contract. Items managed via the C3 have increased from 157 items in 1996 to 1,400 at present. This is largely due to the success of the approach allowing for a more timely response to Canadian Armed Forces (CAF) clothing requirements.

Additionally, the C3 includes design and professional services, which allows for contract item improvements as well as development of new items to address evolving and immediate requirements. The C3 MCS approach has eliminated large national stock of items and has provided a reliable and responsive source of supply.

Since 1996, the C3 has been tendered competitively three times and awarded to the same contractor on each occasion. Of note, this contractor was the only bidder on the last tender in 2009. The current contract end date was January 30 2018. On 3 November 2016, the C3 replacement sustainment team presented Phase 1 of the Sustainment Business Case Analysis (SBCA) Part 1 to the Defence Procurement Strategy (DPS) Governance.

The SBCA Part 1 was to define the requirements and identify potential gaps under the SBCA process. The C3 SBCA Part 1 received endorsement from the DG Governance Committee (DGGC) and approval was granted to move forward with Phase 2 SBCA Part 2A of the SBCA process. Phase 2 included a detailed analysis and the development of the solution using feedback received from Industry in March 2017 in the first phase of the consultation process.

The DPS Governance also approved the recommendation to proceed with a Treasury Board (TB) submission to seek approval to extend the current C3 contract to avoid a gap in service and to allow the project team to follow the Sustainment Business Case Analysis Report (SBCA) process. The TB Approval for the current C3 contract extension and the additional contracting authorities was received from TB on 1 June 2017. On June 23 2017, the current C3 was extended for 2 years to January 2020, with an additional option of one year to extend until January 30 2021. The core requirement to provide a wide range of clothing items to multiple users (approximately 160,000 across DND) remains valid.

Industry has agreed with the Department of National Defence (DND) seeking the services of one Contractor for the provision of a full managed clothing solution contract that will provide complete inventory, logistics and configuration management. The goods and services required will include but are not limited to, acquisitions and warehousing, E-commerce based ordering processing, distribution and shipping, supply and demand planning, configuration management and design and professional services. It has been decided that DND will continue to retain design and technical authority over all clothing items managed under the new contract.

Industry agreed that the goods and services provided by the Contractor will be provided under a performance based contract. DND is currently developing the performance management plan which will include but is not limited to performance measures against predetermined established metrics, monthly progress review meetings and yearly assessments. DND will be seeking input on the performance base measurement tools as they are developed from Industry in additional RFIs over the next months.

The results of the March 2017 Engagements indicated that Industry is currently capable of supporting a competitive process for the DND C3 requirement. Industry supported in most parts the initial contract period of 6 years with 14 one-year option periods. This will be reviewed again during other Engagements with Industry over the next months.

A key goal of Canada's Defence Procurement Strategy is to leverage purchases of defence equipment and services to create jobs and economic growth in Canada. Canada's main tool for leveraging economic benefit from defence procurement is the Industrial and Technological Benefits (ITB) policy, administered by Innovation, Science and Economic Development Canada (ISED). The ITB policy, including the Value Proposition, will apply to the Consolidated Clothing Contract (C3) requirement as the estimated contract value is above \$100 million and the procurement is not subject to international trade agreements. For more information about Canada's ITB policy, visit www.canada.ca/itb. ISED will be seeking input on the economic leveraging requirements for the Consolidated Clothing Contract (C3) requirement through subsequent RFIs.

During the March 2017 consultations with Industry Canada took note of the several elements that it needs to provide Industry in preparation for the solicitation phase currently projected for November 2018. DND is in the process of developing the documents with Volumetric Data and Technical Specifications.

The procurement process is currently in the Bid Solicitation development phase. The information gathered from Industry in response to this RFI will continue to assist in the refinement and completion of the development of the bid solicitation.

Purpose

The purpose of this Request for Information (RFI) is to provide Industry and other interested parties, early in the process, with general information on DND needs and invite them to communicate to Canada their concerns, recommendations and solutions.

In order to facilitate the Engagement Process, Industry is encouraged to answer the list of Questions to Industry using the response sheet at Annex D to this document.

A.3. Anticipated Procurement Milestones

Milestones	Estimated Timeline
1. RFI#1	Completed
2. Industry Day	Completed
3. One – On – One Industry Meetings	Completed
4. RFI#2	February 2018
5. * Intake Dates	From March 2018 to Fall 2018
6. RFI#3 – if required	Spring / Summer 2018
7. RFI#4 - Draft RFP	Summer / Fall 2018
8. RFP	November 2018
9. Evaluation – Includes Phased Bid	March 2019
10. Contract Award	April 2020

*Suppliers could have multiple opportunities to submit feedback to RFP material. These opportunities are called intake Dates. Suppliers will be requested to sign up at this RFI to be part of an informal online working group that will receive, review and provide comments and recommendations on RFP material.

Suppliers can join this informal working group at any time by signing and returning the form at Annex A to the Contracting Authority. Canada reserves the right to reduce or extend the intake dates as required.

A.4. Anticipated Security Clearance Requirements (SRCL)

A security clearance is a certification that is granted by the Canadian Security Program (CSP) of PWGSC. Security requirements will be set out in the Draft Request for Proposal (RFP) and the final RFP. As the requirement is refined, Canada will finalize the supplier security profile requirements; however, Canada currently anticipates that bidders will require the security clearance as shown in Annex B.

A.5. Subcontracting Security Requirements

If you are engaging or partnering with a company to work with you on a Government of Canada or foreign government contract with security requirements. The Contract Security Program will help you ensure that the subcontractor meets the security requirements of that contract.

Responsibility of the prime contractor

The prime contractor is the organization that wins the bid to work on a Government of Canada or foreign government contract. Where a subcontractor is hired by the prime contractor to work on part of the contract. It is the prime contractor's responsibility to get approval from the Contract Security Program before allowing a subcontractor to work on a contract with security requirements.

Subcontractor screening

The prime contractor's company security officer (CSO) or alternate company security officer (ACSO) is responsible to:

- complete the [security requirements checklist](#) (TBS/SCT 350-103)
 - this form identifies the security requirements of the subcontract in relation to the prime contract
- submit the [request for private sector organization screening form](#)
 - this form must include information about the proposed subcontractor as well as the same subcontract number used on the security requirements checklist
- submit the checklist and screening form to the program
 - the program will initiate screening if required
- obtain and insert security clauses into the subcontract
 - these are obtained from the program
- ensure that the subcontractor's organization and personnel are cleared before work starts
- submitting a copy of the awarded subcontract containing the checklist to the program

A.6. Canadian Industrial Security Directorate Security Process

Security clearances (issued by CSP) will allow Contractors to work on Government of Canada premises and have access to confidential or Sensitive Information if/as required. The Government of Canada Security Policy requires that individuals undergo a personnel-screening process if their duties or tasks necessitate access to Classified/Protected information and assets.

Suppliers that do not currently have personnel and organization security clearances through the Canadian federal government should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html> website.

Early submission of all applications for security clearances for Contractors and or Sub-Contractors is strongly encouraged. Procurements will not be delayed in order to provide time for suppliers to obtain required security clearances.

A.7. Fairness Monitor

To ensure the openness, fairness, transparency and integrity of the procurement process, a third-party Fairness Monitor has been engaged from the beginning of the process and will continue to be engaged for the entire process of this procurement, including the RFI.

A.8. Electronic Bid Submission

In addition to the regular bid submission methods available to bidders (for example: mail, courier or delivery in person at Bid Receiving Unit). We are considering offering the ability to submit bids electronically in the future RFP.

This initiative will help PWGSC to move away from a paper-based process to a green electronic service in accordance with the department's commitment to modernize procurement processes.

Benefits to businesses

Electronic bid submission means:

- suppliers can securely submit their bids electronically at no cost
- the bidding process is improved and shorter (user centric)
- it reduces risks of errors associated with the receiving and handling of paper documents
- a green alternative to submitting paper files
- a time and date stamp record for the upload of files in e-post Connect

Additional information on epost can found at:

<https://www.canadapost.ca/web/en/pages/epost/default.page?ecid=murl|ddn|sf|266>

A.9. Phased Bid Compliance

The decision was made to proceed with a phased bid compliance process for the solicitation, described in further details below in "**The Phased Bid Compliance**".

The Phased Bid Compliance

The Phased Bid Compliance Process (PBCP) is a process that can be incorporated into solicitations involving either a request for proposal or a request for standing offer (RFP). It provides bidders or offerors with an opportunity, after the solicitation closing date, to correct a finding of non-compliance with respect to Eligible Mandatory Requirements. Where a bidder or offeror is evaluated as non-compliant they will be offered an opportunity to submit additional or different information in order to be re-evaluated as compliant with respect to such Eligible Mandatory Requirement. The policy sets out a common set of factors that will be the basis of Public Works and Government Services Canada's decision concerning whether the PBCP will form part of the terms of a given RFP.

Expected outcomes

The PBCP is expected to support the Government of Canada's procurement objectives of competition and best value to Canada by increasing the number of bids or offers that demonstrate compliance with the eligible mandatory requirements of a given PWGSC RFP.

The following clauses will be added to the Request for proposal (RFP) under PART – EVALUATION PROCEDURES AND BASIS OF SELECTION.

Application of the PBCP:

Phase I: Compliance assessment — required financial information

- i. After the closing date and time of an RFP, PWGSC procurement officers will:
 - a. examine all bids or offers to ensure that they contain a financial submission and that the submission is not missing financial information;
 - b. notify bidders or offerors of missing financial information and give them a specific time period to provide it; and
 - c. not provide any details concerning the bidder's or offeror's financial submission to any member of the evaluation team.
- ii. If a bid or offer is missing the entire financial submission, it will be considered non-compliant and will be given no further consideration.

Bids or offers that continue to have missing financial information after the allotted time given to bidders or offerors to provide this information will be considered non-compliant and will not be given further consideration.

Phase II: Compliance assessment — All other eligible mandatory requirements

- i. The evaluation team will assess only the bids or offers with all required financial information as established in Phase I, to determine if they demonstrate compliance with all other eligible mandatory requirements as outlined in the RFP. Upon completion of this assessment, the PWGSC procurement officer will issue a Compliance Assessment Report (CAR) to all bidders or offerors. This report will inform bidders or offerors either that PWGSC is continuing to consider their bid/offer or identify any eligible mandatory requirement for which the bid or offer does not as yet demonstrate compliance;
- ii. Bidders or offerors whose bids or offers do not as yet demonstrate compliance with one or more of the eligible mandatory requirements will be invited to submit additional or different information, only for the purpose of rendering the re-evaluation of the eligible mandatory requirements identified in the CAR as compliant.
- iii. For point rated requirements with an associated minimum threshold score that a bidder or offeror has failed to achieve, the CAR will also provide the bidder's or offeror's score. Bidders or offerors will not be given any additional information concerning the compliance of their bid or offer other than is included in the CAR;
- iv. All bidders or offerors invited to submit additional or different information will receive the same length of time in which to respond to their CAR;
- v. An acceptable response to the CAR must:
 - a. address only the eligible mandatory criteria identified in the CAR;
 - b. clearly identify any additional or different information, as well as the precise location in the bid or offer where this information applies;
 - c. subject to a. above, identify any other changes to the original bid or offer that are necessitated by the additional or different information the bidder provides in response to the CAR; and
 - d. otherwise follow the Bid or Offer Preparation Instructions in the RFP document.

- vi. The decision to respond to the CAR is at the complete discretion of the bidder or offeror. If a bidder or offeror does not respond to the CAR within the allotted time, PWGSC will consider this to be a “no change” response.
- vii. Any response to the CAR that is received after the required time and date will not be given any consideration.
- viii. The evaluation team will review the additional or different information provided by the bidder or offeror to determine whether the bid or offer now demonstrates compliance with the eligible mandatory requirements identified in the CAR. Bids or offers that do not demonstrate compliance with all eligible mandatory requirements at the completion of Phase II will be considered non-compliant and will be given no further consideration.
- ix. For point rated requirements with an associated mandatory minimum threshold score, the bidder's or offeror's original score will be used in the determination of the overall final score.

Phase III: Completion of the evaluation process

In this phase, the evaluation process as set out in the RFP documents will continue until the successful bidder(s) or offeror(s) is identified or until it is determined that there is no successful bidder or offeror.

A.10. Nature of Request for Information

This is not a bid solicitation. This Request for Information (RFI) will not result in the award of any contract. Potential suppliers of any goods 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. Nor will this RFI 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 services or goods described in this RFI will not necessarily follow this RFI. This RFI is simply intended to solicit feedback from Industry with respect to the matters described in this RFI.

A.11. Nature and Format of Responses Requested

Respondents are requested to provide their comments, concerns and, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied and/ or improved technically. Respondents should explain any assumptions they make in their responses and clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration. However, Canada will have the right to accept or reject any or all suggestions.

A.12. Response Costs

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

A.13. 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 the procurement strategy or any draft documents contained in this RFI or any other document for similar procurements Canada may have. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.

- (b) **Review Team:** A review team composed of Canada's representatives 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.
- (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.
- (d) **Follow-up Activity:** Canada may, in its discretion, set up subsequent consultation mechanisms, including one-on-one meetings with each Respondent, and/or contact any Respondent to follow up with additional questions, or for clarification of any aspect of a response.

A.14. Contents of this RFI

The RFI includes the following annexes:

- (a) Annex A – Terms and Conditions of Engagement Process (Mandatory Form)
- (b) Annex B – Anticipated SRCL
- (c) Annex C – Volumetric Data
- (d) Annex D – Questions and Response Template

The draft Security Requirement Check List (SRCL) document remains a work in progress and Respondents should not assume that this is the final version that will form part of the bid solicitation that is ultimately published by Canada. Nor should Respondents assume that none of the clauses or requirements will be deleted or revised. Comments regarding any aspect of the draft document are welcome.

A.15. Volumetric Data

The program related volumetric data included in this RFI is being provided to suppliers purely for information purposes. Although it represents the best information currently available to PWGSC, Canada does not guarantee that the data is complete or free from error.

A list of current items with associated pictures and average annual usage for the past five years (2012-2017) is included at Annex C in order to provide Industry an understanding of the type and scope of clothing items required. A more refined list of items with more precise annual usage will be provided during the draft RFP review phase of the Engagement Process.

A.16. ISO 9001

ISO 9001 outlines the international standard requirements and criteria that organizations must meet to adopt a Quality Management System. This ISO 9001 standard is used to demonstrate the ability to consistently provide products and services that meet customer and regulatory requirements. It is the only standard in the ISO 9000 family to which an organization can certify. <https://www.iso.org/iso-9001-quality-management.html>

A.17. Questions to Industry

- (a) Respondents are requested to provide answers to the Questions in Annex D in the order that they appear.
- (b) Respondents may also include any other additional information, documentation and brochures at their own discretion.

A.18. Format of Responses

- (a) **Annex A – Terms and Conditions of Engagement Process (Mandatory Form):**
Respondents are requested to include a completed copy of Annex A in the response email with a completed copy of Annex D.
- (b) **Annex D – Questions and Response Template:** If the response includes multiple pages, Respondents are requested to number each page and indicate the total number of pages on the first page of the Annex A in the space provided. Each page must have the name of the supplier and the requisition number included in the header.

A.19. Enquiries

Because 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:

Public Service and Procurement Canada
Acquisitions Branch
Commercial and Alternative Acquisitions Management Sector
Commercial and Consumer Products Directorate
Place du Portage, Phase III, 6A2
11 Laurier Street
Gatineau, Québec, K1A 0S5

Attention: Natalie Gamauf, Contracting Authority
Telephone: (819) 420-7161
E-mail address: natalie.gamauf@tpsgc-pwgsc.gc.ca

A.20. Submission of Responses

Time and Place for Submission

Suppliers interested in providing feedback should deliver it by email to the Contracting Authority identified above, at the date and time indicated on page 1 of this Request for Information (RFI).

Feedback received after the close of the RFI may still be considered during the development of subsequent solicitation documents.

Number of Copies

Suppliers should submit one (1) softcopy of their responses using the template at Annex D of this RFI by email to the Contracting Authority.

Responsibility for Timely Delivery

Each Supplier is solely responsible for ensuring its response using the template provided at Annex D of this RFI is delivered on time via email to the Contracting Authority.

Identification of Response

Each supplier should ensure that its name and return address are provided and that the requisition number and the closing date appear in the subject line of the email.

Language

Responses may be in English or French, at the preference of the Respondent.

Annex A – Terms and Conditions of Engagement Process (Mandatory Form)

An overriding principle of the Industry Engagement 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.

All Government of Canada (GC) documentation provided throughout the Industry Engagement process, which begins with the Industry Day and concludes when an official RFP is published on the Government Electronic Tendering Service (GETS) or when the GC advises Participants that the Engagement Process has concluded ("Process"), will be provided to all participants who have agreed to and signed the Terms and Conditions of Engagement Process ("Participant").

The GC will not disclose proprietary or commercially sensitive information concerning a Participating Supplier to other Participating Suppliers or third parties, except and only to the extent required by law.

TERMS AND CONDITIONS

- The following terms and conditions apply to the Process. In order to encourage open dialogue, Participants agree:
- To discuss their views concerning the Consolidated Clothing Contract (C3) and to provide positive resolutions to the issues in question. Everyone shall have equal opportunity to share their ideas and suggestions;
- To allow the GC to record and/or make notes during the one-on-one sessions and/or working group sessions should clarification of information be required;
- NOT to reveal or discuss any information to the MEDIA/NEWSPAPER regarding the Consolidated Clothing Contract (C3) during this Engagement Process. Any media questions will be directed to the PWGSC Media Relations Office by the Contracting Authority;
- To direct enquiries and comments only to authorized representatives of the GC, as directed in notices given by the Contracting Authority from time to time;
- That the GC is not obligated to issue any Request for Proposal (RFP), or to award any Contract for the Consolidated Clothing Contract (C3);
- That the GC retains absolute discretion over the terms and conditions of the RFP, if it is released;
- That the GC will not reimburse any person or entity for any cost incurred in participating in this Process;
- To direct all enquiries with regard to the procurement of the solution to the Contracting Authority;
- That participation is not a mandatory requirement. Not participating in this Process will not preclude a supplier from submitting a bid;
- That a Draft RFP may be posted on BuyandSell.gc.ca for Industry comment;
- That failure to agree to and to sign the Terms and Conditions will result in the exclusion from this RFI Process;

- That any information submitted to the GC as part of this Process may be used by the GC in the development of a subsequent competitive RFP. However, the Government is not bound to accept any expression of interest or to consider it further in any associated documents such as a RFP;
- That the GC may disclose the names of Participating Suppliers that choose to participate in the Process;
- That other Participants may join the Process at any time in the process; and,
- That a dispute resolution process to manage impasses throughout this Process shall be adhered to as follows:

Dispute Resolution Process

1. By informal discussion and good faith negotiation, each of the parties shall make all reasonable efforts to resolve any dispute, controversy or claim arising out of or in any way connected to this Industry Engagement.
2. Any dispute between parties of any nature arising out of or in connection with this Industry Engagement shall be resolved by the following process:
 - a) Any such dispute shall first be referred to the Participating Supplier's Representative and the PWGSC Project Manager managing the Industry Engagement. The parties will have three (3) business days in which to attempt to resolve the dispute;
 - b) In the event the representatives of the parties specified in Article 2.a. above are unable to resolve the dispute, it shall be referred to the Participating Supplier's Project Director and the PWGSC Director General of the Directorate responsible for managing the Industry Engagement. The parties will have three (3) business days to attempt to resolve the dispute;
 - c) In the event the representatives of the Parties specified in Article 2.b. above are unable to resolve the dispute, it shall be referred to the Participating Supplier's Chief Executive Officer and the PWGSC Assistant Deputy Minister of the Sector responsible for managing the Industry Engagement, who will have five (5) business days to attempt to resolve the dispute; and,
 - d) In the event the representatives of the Parties specified in Article 2.c. above are unable to resolve the dispute, the Contracting Authority shall within five (5) business days render a written decision which shall include a detailed description of the dispute and the reasons supporting the Contracting Authority's decision. The Contracting Authority shall deliver a signed copy thereof to the Participating Supplier By signing this document, the individual represents that he/she has full authority to bind the

Participating Supplier listed below and that the individual and the company agrees to be bound by all the terms and conditions contained herein.

Name of Participating Supplier: _____

Name of Individual & Signature: _____

Telephone: (_____) _____ - _____ EXT: _____

E-mail: _____

Annex B – Anticipated SRCL



Contract Number / Numéro du contrat W8486-1714014
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
DND		DGLEPM / DSSPM	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail The Consolidated Clothing Contract (C3) Replacement Initiative seeks to implement, under a single Prime Vendor, an end-to-end Managed Clothing Solution for occupational and organizational clothing and footwear. As part of the initiative, an interactive e-commerce website is necessary with no required DND interface.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada	<input checked="" type="checkbox"/>	NATO / OTAN	<input type="checkbox"/>
		Foreign / Étranger	<input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion	<input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/>
Not releasable À ne pas diffuser	<input type="checkbox"/>		
Restricted to: / Limité à:	<input type="checkbox"/>	Restricted to: / Limité à:	<input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A	<input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/>
TOP SECRET TRÈS SECRET	<input type="checkbox"/>		
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>		
		PROTECTED A PROTÉGÉ A	<input type="checkbox"/>
		PROTECTED B PROTÉGÉ B	<input type="checkbox"/>
		PROTECTED C PROTÉGÉ C	<input type="checkbox"/>
		CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>
		SECRET SECRET	<input type="checkbox"/>
		TOP SECRET TRÈS SECRET	<input type="checkbox"/>
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Contract Number / Numéro du contrat W8486-1714014
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRES SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRES SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRES SECRET
											A	B	C			
Information / Assets Renseignements / Biens	✓															
Production																
IT Media / Support TI	✓															
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Annex C – Volumetric Data

(See attached)

Annex D - Question and Response Template

Name of the supplier: _____ Address of the supplier: _____
 Name of the supplier contact: _____ Address of the supplier contact: _____
 Email address of the supplier contact: _____ Telephone Number of the supplier contact: _____
 Date: _____ Requisition Number: _____ **Page 1 of _____**

No.	Question	Supplier Response
1	A.2 – Background and Purpose of this Request for Information (RFI) on page 3 of this RFI – please provide any questions, comments or clarification requests for this section of the RFI in the space provided on the right.	
2	A.3 – Anticipated Procurement Milestones on page 5 of this RFI - please provide any questions, comments or clarification requests for this section of the RFI in the space provided on the right. 1) Will your organization be able to meet these timelines? 2) Will Your organization want to participate in the informal "Intake Dates" to review and provide comments and recommendations to parts of the RFP document as it is developed by Canada? 3) If the answer is yes to the above question, please provide the name, title, telephone number and email address of the person Canada should send the DRAFT documentation to in the space provided to the right.	
3	A.4 – Anticipated Security Clearance Requirements on page 6 and Annex B of this RFI - please provide any questions, comments or clarification requests for this section of the RFI in the space provided on the right. Will your organization be able to meet these requirements?	
4	A.5 – Subcontracting Security Requirement on page 6 of this RFI - please provide any questions, comments or clarification requests for this section of the RFI in the space provided on the right. Will your organization be able to meet these requirements?	

5	<p>A.6 – Canadian Industrial Security Directorate (CISD) Security Process on page 6 of this RFI - please provide any questions, comments or clarification requests for this section of the RFI in the space provided on the right. Will your organization require PWGSC Contracting Authority assistance to process the security requirements with CISD?</p>	
6	<p>A.8 – Electronic Bid Submission on page 7 of this RFI - please provide any questions, comments or clarification requests for this section of the RFI in the space provided on the right. Will your organization want to use this method of bid submission?</p>	
7	<p>A.9 – Phased Bid Compliance on page 7 of this RFI - please provide any questions, comments or clarification requests for this section of the RFI in the space provided on the right.</p>	
8	<p>A.15 – Volumetric Data on page 10 of this RFI - please provide any questions, comments or clarification requests for this section of the RFI in the space provided on the right.</p>	
9	<p>A.16 – ISO 9001 on page 10 of this RFI - please provide any questions, comments or clarification requests for this section of the RFI in the space provided on the right. Canada believes that there is a requirement for the Contractor to be ISO 9001 certified. What timelines are associated with obtaining these certifications, if not already obtained?</p>	
10	<p>Using the space provided to the right, please provide a list of the items required for a smooth transition in plan for a full managed clothing solution as described in brief at page 4 of this RFI. List each task in the order of importance with as much or as little detail as possible with estimated timelines required to complete each task.</p>	
11	<p>Using the space provided to the right, please provide a list of the items required for a smooth transition out plan for a full managed clothing solution as described in brief at page 4 of this RFI. List each task in the order of importance with as much or as little detail as possible with estimated timelines required to complete each task.</p>	

Solicitation No. : W8486-174014
Request for Information (RFI)

Consolidated Clothing Contract (C3)

(Insert Supplier Name)

<p>12</p>	<p>Using the space provided to the right, please provide a list of all the items that would be considered in your indirect costs associated in the delivery of a full managed clothing solution as described in brief at page 4 of this RFI.</p>	
<p>13</p>	<p>Using the space provided to the right, please provide a list of all the items that would be considered in your direct costs associated in the delivery of a full managed clothing solution as described in brief at page 4 of this RFI.</p>	
<p>14</p>	<p>Using the space provided to the right, please provide a list of required resources/personnel anticipated for a Project Management Team and a list for a Design and Engineering Team. Please list any additional recommended resources required for the delivery of a full managed clothing solution as described in brief at page 4 of this RFI. For each of the resources/personnel recommended in the response to this question please provide the recommended resource category, years of experience, education level, certifications and designations you would recommend.</p>	
<p>15</p>	<p>DND currently utilizes a financial system (RDIMS) that requires items to be taken on charge in the system at anyone one of its 181 bases located across Canada before payment can be processed. This activity can sometimes take some time to complete. Proof of delivery is also required with each invoice for DND to be able to accept and pay the invoice. Using the space provided to the right please describe what the impact to your organization would be should invoicing only occur one month after completed deliveries? This would mean that September deliveries would be invoiced in October, October deliveries would be invoiced in November and so on. What this would mean is that payment on invoices from the items list under the new contract would be delayed by a whole month at the start of the new contract.</p>	
<p>No</p>	<p>This is additional space for suppliers</p>	<p>Please use this space below to provide additional comments or questions</p>
<p>1</p>		