



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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

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 Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet National Food and Beverage Strategy	
Solicitation No. - N° de l'invitation E6TOR-17RM10/A	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client E6TOR-17RM10	Date 2018-03-14
GETS Reference No. - N° de référence de SEAG PW-\$TOR-031-7471	
File No. - N° de dossier TOR-7-40136 (031)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-23	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Schmidt, Jeff	Buyer Id - Id de l'acheteur tor031
Telephone No. - N° de téléphone (905) 615-2058 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

Solicitation No. - N° de l'invitation
E6TOR-17RM10/A
Client Ref. No. - N° de réf. du client
E6TOR-17RM10

Amd. No. - N° de la modif.
003
File No. - N° du dossier
TOR-7-40136

Buyer ID - Id de l'acheteur
tor031
CCC No./N° CCC - FMS No./N° VME

Amendment 003 has been issued to extend the closing date and update the Request for Information by adding Section 5, Implementation of Social Procurement and Annex B, Social Procurement Questions

At Page 1, Solicitation Closes

Delete: 2018-03-21

Insert: 2018-03-23

At Article 10. Submission Deadline for the RFI:

Delete: Responses to this RFI are to be submitted to the PSPC Contracting Authority identified above, on or before March 21, 2018 at 2:00 pm.

Insert: Responses to this RFI are to be submitted to the PSPC Contracting Authority identified above, on or before March 23, 2018 at 2:00 pm.



National Food and Beverage Procurement Strategy Request for Information (RFI)

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REQUEST FOR INFORMATION (RFI)

National Food and Beverage Procurement Strategy Update

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

Public Services and Procurement Canada (PSPC), on behalf of all federal departments and agencies, is launching a national consultative process in order to seek feedback from suppliers and industry with regards to the National Food and Beverage Procurement Strategy (NFBPS) update. The first phase of the consultative process is the posting of a Request for Information (RFI) to introduce the draft strategy update.

The objectives of this RFI are to:

- a) initiate discussions with industry on the procurement of all food and beverage products purchased by the Government of Canada;
- b) receive industry feedback through an online survey, industry day and one-on-one meetings with federal departments, PSPC and industry;
- c) obtain supplier feedback on any issues that would impact their ability to bid on the resulting solicitation and/or deliver on the requirements;
- d) gather industry knowledge, expertise and recommendations with regard to best practices that would increase the success of the food and beverage strategy and/or identify any risks that would impact the food and beverage strategy;
- e) promoting PSPC's future e-procurement solution
- f) advise industry to on PSPC's consolidation of procurement vehicles from individual departmental requirements (Regional Individual Standing Offers (RISO)) to multi-departmental requirements or Regional Master Standing Offers (RMSO);
- g) to promote PSPCs standardized bid evaluation methods through the Bid Evaluation Tool.

Note to suppliers:

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

In 2014, Public Services and Procurement Canada (PSPC) performed a review of how it purchased food and beverages on behalf of government departments. The review identified inconsistencies in pricing periods, supplier selection, price validation, procurement instruments, product groupings and item definition and identified opportunities for improvement. The goal of the approach was to ensure consistency in meeting Government of Canada food and beverage requirements, while enhancing access for suppliers and increasing value to Canadian taxpayers.

In 2017, PSPC has undergone another review to incorporate PSPC regional and federal departmental feedback and updated the strategy to better reflect current food and beverage procurement practices.

The revised goals of the NFBPS are:

- more consistent procurement process for government departments while satisfying their operational needs;
- greater consistency in procurement processes for suppliers by using Request for Information (RFI) postings prior to the release of regional consolidated commodity postings (Regional Master Standing Offers);
- greater transparency in food and beverage procurement by using the Government of Canada's Electronic Tendering System (GETS) also known as Buy & Sell (www.buyandsell.gc.ca);
- increased value to taxpayers;
- enhanced access for suppliers;
- Green procurement initiatives;
- align the commodity for PSPC's future e-procurement solution;
- the consolidation of procurement vehicles from individual departmental requirements (Regional Individual Standing Offers (RISO)) to multi-departmental requirements or Regional Master Standing Offers (RMSO) ;
- use of postal codes as delivery points;
- introduce the possibility of using credit card as the method of procurement under food and beverages standing offers;
- utilizing Canada Post's ePost Connect (electronic bid receipt) as an interim electronic method for bid receipt; and
- to promote PSPCs standardized bid evaluation methods through the Bid Evaluation Tool.

Based on a three-year average, FY 2014/15 – FY 2016/17, annual expenditures associated with contracts and standing offers for food and beverage are estimated to be \$97 million of which the three major government departments, the Department of National Defence, Correctional Services Canada and Fisheries and Oceans Canada average is \$73 million. This figure is taken from the Spend Cube, a procurement reporting and spend analysis tool that captures the Government of Canada spend.

Canada is now seeking input and responses to specific questions 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.

In addition to the electronic survey, respondents are invited to provide comments to this RFI by contacting the Contracting Authority by email or to participate in one-on-one meetings identified in Section 6.1, Industry Engagement. 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) North American Free Trade Agreement (NAFTA);
- c) World Trade Organization – Agreements on Government Procurement (WTO-GPA);
- d) Comprehensive Economic and Trade Agreement (CETA);
- 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 Quality Specifications;

4. Strategy Scope

The scope of the NGSPS for Food and Beverage is federally-funded food and beverage purchases in Canada by PSPC on behalf of government departments in Canada, (such as, the Department of National Defence and the Correctional Service of Canada). This strategy defines common federal procurement strategies to be used by PSPC and other departments who purchase food and beverages. The strategy has been in effect from June 2014 and includes all food and beverage purchases in Canada.

The following sub-categories or cases are not specifically addressed within the current document because they are either covered under other government policies or other national strategies:

- Hospitality Services
- Meals for persons travelling on government business
- Humanitarian aid, disaster relief or emergencies
- Comprehensive Land Claim Areas (CLCA) / Procurement Strategy for Aboriginal Businesses (PSAB)

5. Implementation of Social Procurement Pilot

As per the PSPC Minister's mandate letter, PSPC is expected to develop "*initiatives to increase the diversity of bidders on government contracts, in particular businesses owned or led by Canadians from under-represented groups, such as women, Indigenous Peoples, persons with disabilities, and visible minorities, and take measures to increase the accessibility of the procurement system to such groups while working to increase the capacity of these groups to participate in the system*".

PSPC intends to implement a social procurement approach to leverage the government's buying power through procurement to support socio-economic objectives and to generate positive societal impacts. Social enterprises and diverse suppliers from four specific groups, would be identified in the National Food and Beverage Procurement Strategy and in subsequent food and beverage solicitation documents.

5.1 Social enterprise

A social enterprise is currently defined as an enterprise that seeks to achieve social, cultural or environmental aims through the sale of goods and services in which the majority of net profits must be directed to a social objective (e.g., reducing environmental impacts of its products or including local training in the community).

5.2 Diverse supplier

A diverse supplier is currently defined as a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities. Each business is usually defined as being owned, operated and controlled by 51% of a given group (e.g., women-owned business, Indigenous-owned business, persons with disabilities-owned business, or visible minority-owned business).

PSPC is considering various models to confirm that a supplier meets the definition of a diverse supplier. One option is that suppliers self-certify with an attestation, which would be verified by PSPC through audits throughout the life of the Supply Arrangement. A second option is to make use of third party organizations which verify that suppliers meet the diverse supplier definition and provide a certification for a fee.

- <https://www.buysocialcanada.com/suppliers>
- Canadian Aboriginal and Minority Supplier Council
- WBE Canada, Certified Women Business Enterprises
- Canadian Council for Aboriginal Business
- Inclusive Workplace Supply Council of Canada
- Social Purchasing Project (for social purpose enterprises)

PSPC would like industry to provide recommended approaches for incorporating social procurement measures into the National Food and Beverage Procurement Strategy and resulting food and beverage procurements.

6. Contents of this RFI

This RFI includes the following documents:

- National Goods and Services Strategy for Food and Beverage;
- Industry Questions located at the following link:
https://surveys.qualtrics.com/jfe/form/SV_eajOnCcBoc9HwZD
- Industry Social Procurement Questions found at Annex B;
- Sample Food Evaluation Tool (Excel attachment).

7. Industry Engagement Process

7.1 Industry Engagement

The Industry Engagement Process (“Process”) begins with the initial Request for Information and concludes when the revised NGSPS for Food and Beverage is published on Buy and Sell, or when the Government of Canada (GC) advises Participants that the Process has concluded. The Process will involve the following activities:

1. Request for Information (RFI);
2. Industry Day (including Web Conference Meeting);
3. One-On-One meetings with individual suppliers (including Web Conference or Teleconference Meeting);

Phase 1 - Initial Contact with Industry - RFI

This RFI is posted on Buy and Sell to seek interest from companies in participating in the Process. It will be the chance for Industry to share with PSPC, information on the current marketplace, available technologies and supplier capabilities.

Phase 2 - Industry Day Session

The purpose of the Industry Day is to present Industry representatives with information about the National Food and Beverage Procurement Strategy, an overview of the current status, and the objectives for the consultative process. The Industry Day session will be in-person at the PSPC Regional Headquarters in Toronto, ON. Due to the geographic distribution of different suppliers, a Web Conference Meeting (WebEx) will be set up should some suppliers be unable to attend in person. It is intended to be an open forum allowing GC to communicate its requirements at a high level, and for Industry to ask questions and seek information in order to gain a sound understanding of the business needs of the GC.

Industry is invited to tell us what they would like to hear from us when they register to the Industry Day session. GC will do its best to reflect your requests in the agenda. Multiple Industry Day Sessions might be arranged based on the information acquired from Industry.

The proposed agenda for the Industry Day session will be:

1. Opening Remarks;
2. Procurement Process – Engagement Approach;
3. Strategic Overview of the National Food and Beverage Procurement Strategy;
4. Next Steps;
5. Questions/Answers Period.

Material provided to attendees on Industry Day:

- Agenda

Material provided to attendees after Industry Day:

- Copies of presentation material (after presentation)

Phase 3 - One-on-One Industry Meetings

One-on-one meetings will take place subsequent to the Industry Day. It is anticipated that Industry participants will be requested to provide to the Contracting Authority short written answers (short paragraphs or bullet points) to the RFI questionnaire or issues/concerns not included in the RFI posting. Although the intent is to arrange an in-person meeting, GC will also arrange Web Conference or Teleconference meetings to accommodate suppliers if required.

Phase 4 – Revised National Goods and Services Procurement Strategy Food and Beverage

As a result of the various industry engagement activities, Public Services and Procurement Canada may adjust the strategy to incorporate industry best practices while meeting Government of Canada policies and the operational requirements of various federal Government Departments. The revised NFBPS will be issued on Buy and Sell under the same Request for Information no.

7.2 Registration Process for Industry Day & One-on-One meetings

Interested suppliers are encouraged to register for the *Industry Day* and *One-on-One meetings* prior to **8am EST (Eastern Standard Time) February 20, 2018**, by submitting, to the PSPC Contracting Authority identified herein, a signed copy of *Annex C – Engagement Rules* for each individual that chooses to participate.

At the time of registration, Participating Suppliers may submit a first and second preferred dates and times for the one-on-one meeting, which the GC will do its best to accommodate. Industry representatives

traveling from far distances will be given priority to have their One-on-One meeting held the earliest day possible during the period from February 27 to 28, 2018. See *Annex C – Industry Day and One-on-One Meetings Schedule* for details. Participating Suppliers will be contacted by the GC representative, prior to the Industry Day, with:

1. Details for the Industry Day in the Ontario Region (Toronto, Ontario) or instructions regarding the Web Conference Meeting; and
2. The date, time and detail of their one-on-one meeting.

7.3 Information Prior to Industry Day

Suppliers may provide comments, questions or proposed topics for discussion for the Industry Day or one-on-one meetings by submitting their information to the Contracting Authority no later than **4:00 pm EST (Eastern Standard Time) February 23, 2018**.

8. Communication with Industry

Canada will document all Industry concerns/issues, questions, suggestions, together with their responses. During the *Process*, the PSPC Contracting Authority may choose to communicate with registered Industry participants through direct email. To ensure the fairness, transparency and integrity of the Process, PSPC will share a Question and Answer document posted on Buy and Sell with information resulting from the Process (excluding proprietary and/or confidential information) with the Industry.

9. How to respond:

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

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

Name: Jeff Schmidt
Title: Supply Specialist
Public Services and Procurement Canada
Acquisitions Directorate
Address: 33 Centre Drive
Mississauga, ON L5B 2N5
Telephone: 905-615-2058
E-mail address: jeff.schmidt@pwgsc-tpsgc.gc.ca

10. Submission Deadline for the RFI:

Responses to this RFI are to be submitted to the PSPC Contracting Authority identified above, on or before March 23, 2018 at 2:00 pm.

11. Treatment of Responses

Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify the NFBPS. 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

NATIONAL FOOD AND BEVERAGE PROCUREMENT STRATEGY

See the attached document.

ANNEX B
SOCIAL PROCUREMENT QUESTIONS

Supplier's Representative

Name: _____
 Title: _____
 Address: _____

 Telephone No: _____
 Facsimile No: _____
 E-mail address: _____

Note: Respondents are invited and encouraged to submit answers in response to the social procurement questions listed below. The following social procurement questions are in addition to the [online questionnaire](#) which focus on food and beverage commodity categories, financial evaluation, pricing and environmental considerations.

The questions below are also provided in a Microsoft Word attachment which can be completed and sent to the Contracting Authority, Jeff Schmidt at jeff.schmidt@pwgsc-tpsgc.gc.ca.

No.	Question
1.	<p>Could you recommend approaches for incorporating social procurement measures into food and beverage procurements?</p> <p>For example, one approach could be to include a rated criterion for various categories in food and beverage Requests for Standing Offers (RFSO) and to award 5-15% of the technical score to diverse suppliers. A diverse supplier is currently defined as a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities. Each business is usually defined as being owned, operated and controlled by 51% of a given group (e.g., women-owned business, Indigenous-owned business, persons with disabilities-owned business, or visible minority-owned business).</p> <p>An example criterion could be whether a supplier has a documented program in place to assist underrepresented groups, either as employees or within their supply chain.</p> <p>Response:</p>
2.	<p>With respect to increasing supplier diversity what measures would you propose PSPC consider?</p> <p>Response:</p>
3.	<p>What approaches could PSPC undertake to increase accessibility and diversity in the procurement system?</p> <p>Response:</p>

4.	<p>Are you aware of any other organizations, besides those listed in Section 5.2 of this RFI, that certify diverse suppliers or social enterprises?</p> <p>Response:</p>
5.	<p>Based on the definition of a diverse supplier, do you meet the criteria to qualify as a diverse supplier?</p> <p>Response:</p>
6.	<p>Certification bodies typically charge a fee to certify a business as a diverse supplier or social enterprise. Do you think it is fair or creates a barrier for your entry?</p> <p>Response:</p>
7.	<p>Should PSPC use attestation (self-certification) followed by audits, or certification by established certification organizations to qualify diverse suppliers and social enterprises? What other methods would you propose we use to verify diverse suppliers?</p> <p>Response:</p>
8.	<p>Do you anticipate the Government of Canada's commitment to increasing the diversity of businesses owned or led by Canadians from underrepresented groups will have an impact on your participation in food and beverage procurements?</p> <p>Response:</p>
9.	<p>What other measures could be incorporated into this method of supply to leverage the government's buying power to support the objectives of the Minister's mandate letter stated in section 5 of the RFI?</p> <p>Response:</p>
10.	<p>Are you aware of any suppliers in your supply chain that would qualify as a diverse supplier?</p> <p>Response:</p>
11.	<p>Can you provide feedback on how PSPC can engage Small and Medium Enterprises (SMEs) into</p>

	<p>the food and beverage procurement process?</p> <p>Response:</p>
12.	<p>When accessing tender opportunities at Buy and Sell, each solicitation includes a List of Interested Suppliers section where an interested bidder has the option to self-identify their interest in a specific tender notice. Businesses can provide their contact information to signal to other businesses their interest in a specific active tender notice on Buy and Sell. This may be of particular interest to SMEs who otherwise may not have the capacity to meet the entire requirement but can supply a portion of the requirement and enter into a joint venture with another company. We find while this feature is regularly used by potential bidders in construction and architectural and engineering tenders, this feature is not typically used in goods solicitations.</p> <p>Would the Interested Suppliers section create awareness of SMEs or contacts within the food and beverage industry?</p> <p>Response:</p>
13.	<p>Would including point rated criterion for bidders who partner with local suppliers or SMEs be an effective process to encourage the creation of distribution partnerships?</p> <p>Response:</p>
14.	<p>Do you have any other comments or recommendations?</p> <p>Response:</p>