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**RETOURNER LES SOUMISSIONS À:**  
Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

<b>Title - Sujet</b> AUTOMATIC DISTRIBUTOR OF OC GAS	
<b>Solicitation No. - N° de l'invitation</b> 21120-187717/A	<b>Date</b> 2018-05-09
<b>Client Reference No. - N° de référence du client</b> 21120-187717	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$HN-470-74844
<b>File No. - N° de dossier</b> hn470.21120-187717	<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 2018-06-08</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Belcaid(hn470), Sidi	<b>Buyer Id - Id de l'acheteur</b> hn470
<b>Telephone No. - N° de téléphone</b> (819) 420-2202 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA 240 LAURIER AVE W. OTTAWA Ontario K1A0P9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

<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>

**Issuing Office - Bureau de distribution**  
Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

# **Request for Information (RFI)**

## **OC Gas Management System Project for Correctional Service Canada (CSC)**

### **NOTE:**

This is not a bid solicitation.

Canada is seeking feedback from Industry with respect to the CSC OC Gas Management Project

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

Public Works and Government Service of Canada (PWGSC), on behalf of the Correctional Service of Canada (CSC) is requesting Industry feedback regarding CSC's requirement to install Oleoresin Capsicum (OC or Pepper Spray) Gas Management Systems.

The purpose of this RFI is to elicit expert opinions from private sector organizations specializing in the provision of asset management technologies and generate a broad and relevant picture of what is possible and what Industry believes is the best approach for CSC to take.

This RFI is neither a call for tender nor a Request for Proposal (RFP). 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 (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 when/if a follow-on solicitation is published.

## 2. Objectives of the RFI

The purpose of this RFI process is to inform Industry of the impending Request For Proposal (RFP) for CSC's OC Gas Management System Project by Canada, to request that interested parties provide feedback on the breadth and depth of the project.

The intent of the consultation process will be to share working draft documents with Industry for input and/or for information purposes. PWGSC will inform and consult with Industry regarding the following:

- level of interest in participating in any solicitation that may be issued for OC Gas Management Systems in the future;
- input to establish CSC's requirement; and
- realignment of CSC's expectations with industry capability, experience and direction.

A list of questions is provided in Annex B, for your response. Note that the information requested is for information purposes only and will allow PWGSC to clearly define the requirement for the required services and/or goods and obtain additional information for the development of bid evaluation criteria.

### **3. Background Information**

The Correctional Service of Canada (CSC) has a requirement to install Oleoresin Capsicum (OC – commonly known as pepper spray) Gas Management Systems (hereinafter referred to as “Safes”) for the auditable control of staff OC gas canisters (hereinafter referred to as “Canisters”) used at a number of its federal correctional facilities (hereinafter referred to as “Institutions”). These Safes are used to track and report on the issue and return of Canisters. It will also verify the Canister weight on issue and return, and segregate those no longer fit for re-issue.

- The canisters for the safe are the MK-4 OC spray canisters.
- There is a probability for a procurement of approximately 34 institutions and possibly minus the few existing systems.
- Individual institution quantity requirements vary from 60 to 200 with most being in the range of 120 to 160.
- With the evolving security profile of CSC and the Ministry of Public Safety, CSC has decided to investigate the available safe technologies in the security sector.
- At this preliminary stage, CSC is examining all options to fulfil the requirements of this project.

### **4. 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-AGP);
- d) Canada-European Union Comprehensive Economic and Trade Agreement (CETA);
- e) Canada-Chile Free Trade Agreement (CCFTA);
- f) Canada-Colombia Free Trade Agreement;
- g) Canada-Panama Free Trade Agreement;
- h) Canada-Peru Free Trade Agreement (CPFTA);
- i) Federal Contractors Program for Employment Equity (FCP-EE); and
- j) Controlled Goods Regulations.

### **5. Schedule**

In providing responses, the following schedule should be utilized as a baseline:

- Request for Information (RFI)
- One-on-One sessions (if necessary)
- RFP issued
- Evaluation of Bids
- Contract Award

## 6. Important Notes to Respondents and Submission Requirements

### 6.1 Enquiries

Interested respondents must submit their responses and enquiries **electronically** to the PWGSC Contracting Authority, identified below:

Name: **Sidi Mohammed Belcaid**

Public Works and Government Service of Canada (PWGSC)  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate (LEFTD)

Telephone: **819-420-2292**

E-mail: [sidi-mohammed.belcaid@tpsgc-pwgsc.gc.ca](mailto:sidi-mohammed.belcaid@tpsgc-pwgsc.gc.ca)

### 6.2 Response Format

- a) **Cover Page:** If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the solicitation number, the volume number and the full legal name of the respondent. A point of contact for the Respondent should be included in the package.
- b) **Title Page:** The first page of each volume of the response, after the cover page, should be the title page, which should contain:
  - i. the title of the respondent's response and the volume number;
  - ii. the name and address of the respondent;
  - iii. the name, address and telephone number of the respondent's contact;
  - iv. the date; and
  - v. the RFI number.
- c) **Numbering System:** Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.
- d) **Language of Response:** Responses may be provided in English or French, at the preference of the respondent.
- e) **Response Parameters:** Respondents are reminded that this is an RFI and not an RFP and, in that regard, respondents should feel free to provide their comments and/or concerns in addition to their responses, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied. Respondents are also invited to provide comments regarding the content, format and/or organization of any draft documents included in this RFI. Respondents should explain any assumptions they make in their responses.
- f) PWGSC reserves the right to seek clarifications from a respondent for any information provided in response to this RFI, either by telephone, in writing or in person.
- g) **Response Confidentiality:** Respondents are requested to clearly identify those portions of their response that are proprietary. The confidentiality of each respondent's response will be maintained. Items that are identified as proprietary will be treated as such except where PWGSC determines that the enquiry is not of a proprietary nature. PWGSC may edit the questions or may request that the respondent do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all interested parties.

There is no page limit on the response to be provided. Respondents are requested to respond to all questions posted in Annex B.

### 6.3 Submission of Responses

- a) **Time and Place for Submission of Responses:** Responses are to be submitted electronically to the Contracting Authority in Section 6.1.
- b) **Responsibility for Timely Delivery:** Each respondent is solely responsible for ensuring its response is delivered on time to the Contracting Authority in Section 6.1.

### 6.4 Nature 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. Respondents are also invited to provide comments regarding the content, format and/or organization of any draft documents included in this RFI. Respondents should explain any assumptions they make in their responses.

## 7. Treatment of Responses and upcoming One-on-One Meetings (if applicable)

- a) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.
- b) **Review Team:** A review team composed of representatives of the client (where applicable) and PWGSC 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) **Follow-up Activity:** Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response. Also PWGSC reserves the right to request a one-on-one meeting with any respondents. During this meeting respondents will be requested to provide an overall presentation, which will be followed by questions from PWGSC. PWGSC reserves the right to set the agenda, the number of attendees and the date, time and length of these one-on-one meetings. Please note that these meetings are not to include marketing-type presentations. Respondent participation in any one-on-one meeting is **not mandatory** for this RFI, nor will non-participation preclude any supplier from participating in any potential final RFP resulting from this process. All meetings will be treated as confidential. Canada will not reimburse any respondent for expenses incurred for any follow-up activities

## 8. Closing date for the RFI

Responses to this RFI are to be submitted to the PWGSC Contracting Authority identified above, on or before **June 08, 2018**.

Changes to this RFI may occur and will be advertised on the Government Electronic Tendering System (GETS). Canada asks respondents to visit BuyandSell at <https://buyandsell.gc.ca/for-government> regularly to check for changes, if any.

## ANNEX A – Description of Requirement

The following is a list of high-level requirements CSC has identified for the new Safes. These requirements are representative of the initial visioning of the Safes and will be subject to more intense consideration and possible modification throughout the development of the project.

The Safes should:

1. Identify, manage, and track up to 200 individual canisters (may be multiple Safes).
2. Manage administration of up to 1,000 canister users.
3. Control and track the issue and return of canisters to users using HID Corporation 1000 RFID card compatible reader with a Personal Identification Number entry.
4. Weigh and record all canister weights on issue and return.
5. Segregate all canisters that are no longer fit for re-issue (low weight) on return.
6. Generate a report on all canister issue/return/segregation events with users for at least two years. The report can be generated from a control/logging computer that is assumed separate from the dispenser. It could also be a “web server” in the unit that is accessed by an external generic computer. Some method is required for editing users and extracting use logs.
7. Display information in both official languages of Canada (English and French).

## ANNEX B – Questions to the Industry

1. Are there missing elements/components in Annex A that you would require to fulfill this requirement? If yes, please specify.
2. Please identify any issues that would limit your ability to meet the requirements outlined in Annex A. For each element that your organization cannot meet, please provide an alternative solution.
3. CSC requires Safes that can track and report on the use of the Canisters. What technologies does your company employ to provide tracking of the canisters? Please provide as much information as you deem relevant to ensure CSC has a thorough understanding of:
  - a. The technology;
  - b. Its benefit;
  - c. Its disadvantages;
  - d. The history of its development; and
  - e. The breadth of its deployment to your client base.
4. CSC has a single, internally-delivered training program for all front-line Correctional Officers at all institutions across Canada. Is your company able to provide the administrators of this training program with a single, comprehensive, “train-the-trainer” training session on how to operate the Safes? Is your organization able to provide the administrators of this training program with training materials that can be segmented and modified for incorporation into the training program to be delivered by CSC?
5. Please describe the supply chain organization of your proposed product. Are fully functional machines, spare parts, and peripherals stored at a warehouse or distribution centre(s)? If so, where are those warehouses or distribution centres located? What effect on response times to client issues does the location of your supply have? What Canadian presence does your organization have?
6. Please describe the maintenance and service model your company favours. Is it possible that CSC maintenance resources would be qualified to perform first-line maintenance on the Safes? Is there a maintenance or service certification that first-line maintenance personnel would need to have in order to perform the work?
7. Could you provide a sell price range and canister capacity for one unit? The sell price range must include all the costs (engineering, manufacturing, installation, etc.).
8. Do you have any other concerns that you would like to address?