

T8840-180119/A
Enhanced Maritime Situational Awareness Pilot Project
Transport Canada
Bidders' Conference

Location: 111 Sussex Drive, John Diefenbaker Building, Room Ottawa A
Date: September 14, 2018
Time: 2:00pm-4:30pm

Opening Remarks

Welcome to the Bidders' Conference for the Enhanced Maritime Situational Awareness Pilot Project on behalf of Transport Canada and Indigenous coastal communities across Canada. This event is to have a constructive dialogue on the technical qualities of the project and to respond to questions and concerns related to the procurement strategy. We ask that participants mute their phones when not asking a question to ensure clarity for all other parties to this event.

Any questions of a proprietary nature should be submitted separately in writing to the Contracting Authority who will respond in kind; however, where the question, with proprietary information removed, can be restated and published, Canada will do so. For example, a question regarding the applicability of a specific legal clause with respect to a bidders' proposed solution will be rephrased to identify the conditions under which Canada would revise said clause, insofar as no proprietary information was divulged or could be ascertained from the response.

The results of this event will be published on the buyandsell website under a solicitation amendment. Personal information such as names and organizations will not be included.

We will now open the floor to questions, but first want to introduce the people who you will be communicating with and have a very brief discussion on how this event is structured.

Introduction

Representing Public Service and Procurement Canada are Heather Wilson and myself, April Campbell, the Contracting Authority.

From Transport Canada we have:

Mark Matz is the Executive Director of Oceans Protection Plan Operations and is the executive responsible for this RFP.

Marie-Pierre Parenteau is the manager responsible for the Enhanced Maritime Situational Awareness initiative and is the Project Authority for this RFP.

Stephen Hawley is a Senior Program Policy Analyst and is working on the team.

Emma Comeau is a Research and Analysis Officer working on the team responsible for this RFP. Emma is the note-taker for today's call.

Robert Robinson is the Director of IM/IT for the Oceans Protection Plan and Marine Portfolio.

Jason Mulligan is a Senior Advisor, Application Development and is a technical resource for this RFP.

Rules of Engagement / Process

- The moderator will read out your question anonymously and the appropriate individual will provide a response.
- Questions will be addressed according to topic and on a first-come-first-serve basis based on the structure defined in the Agenda. Complex questions may also be set-aside for further investigation and will be responded to through a solicitation amendment.
- If there isn't enough time to address all questions bidders are requested to submit them in writing to the Contracting Authority for response at a later date.
- Any questions and answers discussed during the session are considered informal responses by GC. Official answers to questions will be released through an amendment to the solicitation document on BuyandSell.gc.ca.
- Any questions/answers that are already included in an amendment to the solicitation take precedence over any responses informally discussed during today's event.
- Comments or questions from Government of Canada (GC) to participants during the event do not represent a commitment or request on behalf of the GC regarding your proposal.

Overview of Requirement – Transport Canada

Hello everyone, and thank you for joining us today. Our team is pleased to be able to speak with you and answer the questions you may have.

Please note that we have simultaneous translation taking place during this call so we will need to pause from time to time for the translators so there will be short delays throughout the call from time to time.

I'd like to provide an overview of the Enhanced Maritime Situational Awareness initiative. The Enhanced Maritime Situational Awareness initiative was developed as a response to partners and stakeholders seeking more information on the maritime activity taking place in their local waters. In general, we heard that there is not enough information available to provide communities, mariners and others with a shared or real-time picture of what's taking place on local waters. Or, where there is enough information available, it's not easily accessible.

The Government of Canada, under the Oceans Protection Plan, is working to address this issue and these concerns and create a solution that will enable users to see real-time maritime information.

Over the past year, the Government of Canada has undertaken extensive engagement with coastal partners and stakeholders to better understand how such a solution could be useful, how it would be

used and what type of information would be important to include. What we heard has played a major role in what is included in this Request for Proposals.

Transport Canada has also established strong partnerships in select communities across Canada's coasts and representative of Canada's diverse geography for the purpose of piloting the solution. These partners – from communities located on the East and West Coasts, in the Arctic and on the St. Lawrence Seaway – will test the solution over a pilot period of one year and work with us to help improve it during that time. After the pilot project period concludes, Transport Canada will develop options for the future based on what we learned. To support the pilot project hosts and position them for success during the pilot period, Transport Canada is making grants and contributions funding available. For example, the pilot project partners may purchase equipment such as computers, upgrade infrastructure such as internet capability, and build their capacity such as hiring project managers. To help inform pilot partners as to what needs this funding could address, Transport Canada is seeking a company to undertake a needs assessment of the pilot project hosts through a competitive procurement process.

Having established partnerships and built an understanding of some fundamental elements of the solution's functionalities, we now need the solution to be created to meet those needs and to ensure it is adapted to serve coastal partners and stakeholders in a way that works for them. Developing the solution outlined in the Request for Proposals is the next phase of this initiative and the results, lessons learned and best practices from this project will ultimately play a key role in informing the future of maritime situational awareness for Canadians from coast-to-coast-to-coast for years to come. In addition, there are option years included in this contract in the event this pilot project is extended for the successful bidder.

Once again, thank you for joining us on this call and for your interest in this Request for Proposals. I'll turn it back to the moderator at this point and we'll begin taking questions.

Questions and Answers

No questions at this time

Request for Proposal

The Request for Proposal utilizes a Phased Evaluation approach. The evaluation will take place in three Phases. They are:

- Phase 1 - Pre-qualification
- Phase 2 - Technical Solution
- Phase 3 - Technical Solution Demonstration

I will describe each section, its purpose, and the timeline in plain language. Bidders will be given the opportunity to ask questions at the completion of each Phase.

Phase 1 – Pre-Qualification, requires Bidders to demonstrate past experience in projects relevant to that defined in the Statement of Work. The mandatory requirements and point rated criteria defined at Part 4, article 4.3 are the only aspects of the technical proposal that Bidders are required to submit by the closing date of the solicitation – currently 9 October. Bids will be assessed by representatives of the Government of Canada.

Mandatory requirements are assessed on a pass/fail basis. All elements must be met before we evaluate the point rated criteria. Bidders must achieve a minimum score of 40.5 points out of the available 58 points in order to be considered responsive.

The top five Bidders based on technical score only will be awarded a contract not to exceed \$100,000.00, travel and living expenses extra, applicable taxes extra.

The contract price for each Bidder will be determined based on the work breakdown structure and the financial bid presentation sheet for the Initial Period of 2 months. The financial proposal is evaluated at the conclusion of all Phases of the evaluation.

Phase 1 – Pre-qualification will result in contract award. The contract award will allow the top five bidders to be paid for incorporating the features and functionality detailed in the evaluation criteria stipulated in Phase 2, Technical Solution Evaluation at Part 4, article 4.4. Canada understands that the Bidders' solution may already have some of these features and functionality, and thus it is expected that the work breakdown structure and cost will reflect this. By that I mean, don't charge us for something you do not have to add in.

This is also why we expect Bidders to be able to identify the level of effort required to perform the work, the categories of work, and the associated cost. You know your solution better than anyone. Price will not form part of the evaluation for the five interim contracts; it will, however, be assessed at the final stage. The basis of selection will be solely on technical score.

On October 9th, Bidders must submit the following:

- a technical proposal for Phase 1
- the financial bid presentation sheet at Attachment 1 to Part 3 with all items completed
- the certifications and additional information identified at Part 5 of the RFP
- any other requirements stipulated in the RFP, such as the Former Public Servant clause

It is anticipated that the evaluation for Phase 1 will take approximately 2 weeks. Bidders are reminded that bids must not exceed \$100,000.00 excluding travel and living expenses, and applicable taxes. The financial proposal should also include the required elements defined in Phase 3 – Technical Solution Demonstration Evaluation at Part 4, article 4.5.

Are there any Questions related to Phase 1, Pre-Qualification?

Q1: Could you please confirm that financial proposal submitted as part of the pre-qualification accounts for the whole project?

A1: Yes, that is correct. Bidders must submit the Financial Bid Presentation Sheet detailed at Attachment 1 to Part 3 of the RFP. All sections must be completed.

Q2: Okay, so that is for the project – and the \$100,000.00 will be used to update the solution according to your needs, right? You said you might not use the whole \$100,000, depending on how much it meets your needs.

A2 Yes, in a sense. We have asked for a number of mandatory requirements and elements in the technical evaluation, technical solution evaluation section, which is phase 2. That is what we were asking you to bring your solution, your existing solution, up to the point where those features and functionality are included. If these features and functionality are already included, the financial proposal is expected to reflect the reduced work. If there are a lot of gaps in terms of the requirements we seek in your solution, then the Government of Canada will pay you to modify your solution and bring it up to speed.

Q3: Will all five bidder's move on to the technical solution demonstration phase?

A3: To clarify, Bidder's will only move to the technical solution demonstration phase if they meet the minimum score for Phase 2 of the evaluation. The Phase 2 evaluation occurs with those bidders (up to five) who have been awarded an interim contract of up to \$100,000 and completed the work in a two month period to add the required features and functionality to their solution. If all five bidders successfully achieve the minimum required score, then yes, they will all be invited to demonstrate their solution.

Q4: Phase 1 clarification: for the Phase 1 – Pre-Qualification, is it possible that you may want to see a live demonstration before this Phase, or will there be a desktop review of the solution?

A4: We will not be asking for a demonstration of existing products during Phase 1. Phase 2 is the opportunity to include features and functionalities detailed in the evaluation criteria, and the demonstration of the solution will be held during Phase 3 – Technical Solution Demonstration.

Q5: Yes! I wanted to just clarify just one thing about Phase 1. In the pre-qualification, is it possible that you may want to see an actual live demonstration of what the bidder can currently provide before you get to the future phases or is this totally going to be a desktop review of pre-qualification?

A5: At this time, we will not be asking for a demonstration of your existing product. We are interested, as part of the pre-qualification, your past experience and performance where it is similar to that requested. Phase 2 evaluation is your opportunity to get your solution to the level of functionality, to include the features that we're looking for and then phase 3 is where you will demonstrate your solution. Does that make sense?

Phase 2 – Technical Solution Evaluation is where Canada will evaluate the results of the five contracts; that is, Bidders will provide access to the solution so that Canada may verify and validate that the mandatory requirements have been met and to determine the score associated with the point rated evaluation criteria at Part 4, article 4.4. Only Government of Canada representatives will assess this portion of the technical proposal.

Bidders must meet all of the mandatory requirements in order to be considered responsive for Phase 2. Bidders must also achieve a minimum score of 129.5 in order to be deemed compliant and proceed to the third phase of the evaluation.

Are there any Questions related to Phase 2, Technical Solution Evaluation?

No questions at this time. Questions for Phase 2 were addressed earlier following the Phase 1 discussion.

Phase 3 – Technical Solution Demonstration evaluation requires the Bidder to submit the Implementation and Release Plan, Service Support Plan and the Training Plan and demonstrate their proposed solution to the Government of Canada, and representatives from each of the ten Indigenous coastal communities. Bidders will be assessed based the criteria defined in Part 4, article 4.5.

Though not part of the evaluation, Bidders should expect to be asked to respond to questions posed by attendees. Further, attendees should have access to the solution and be able to use the solution following the presentation in order to assess the solution from a practical, hands-on perspective.

Upon completion of the evaluation the solution will be removed from Government of Canada systems.

Are there any Questions related to Phase 3, Technical Solution Demonstration?

Q6: I have a clarification in between of Phase 2 and Phase 3: in Phase 2 the bidder provide the solution and you review it without a demonstration or training material. How will you navigate around it?

A6: In TS2, we have requested a user guide, detailed architecture diagram and set-up instructions – this should be sufficient material provided in TS2 to access the system and use it.

Q7: So the system must be able to stand on its own two feet?

A7: Yes. For example, it can be an online system that is accessible via the internet and can be as simple as providing a username and password.

Note: we must be able to verify that the system should be able to be accessed and used on an offline manner, as it is part of the evaluation criteria. As such we will require a solution that can be downloaded as a single use in order to allow us to verify that the product meets the requirements. The solution will be for a single use to verify information only and then uninstalled.

To clarify, you do not have to prove that element and if you would prefer not to provide a downloadable copy of the solution, you do not have to; however it should be noted that you will not get the points associated with the point rated criteria addressing offline capabilities.

Q8: Question for Phase 2 and Phase 3 regarding the installation: are you working in total isolation when you attempt to install the software for Phase 2, or are you open to contacting the supplier if issues arise in an isolated environment. For example, while we can provide installation instructions, there is a requirement for a target system that must be met in terms of specific supporting packages and versions – if you cannot work through an installation and cannot work

with the supplier, then this could lead to disqualification. How will you be evaluating requirements offline?

A8: As part of the standard procurement process, we do clarify with bidders aspects of their proposal. If there is an issue and the Government of Canada cannot install or handle the software, we would go back to the supplier to seek input – this is not being done in a vacuum.

New information – Canada has amended Part 4, Article 4.2.2, Phase 2: Technical Solution Evaluation of the Request for Proposal to incorporate a Webex evaluation process to allow the Bidder to be available during the evaluation and assist the evaluator, where necessary, in using the solution. The bidder will be able to verify with Canada the features and functionality that have been added and thus the resulting score.

Q9: Phase 3 and Phase 1: if you are going to use the solution totally offline, the requirements call for using various web-related services, which cannot be use when offline – how will you verify some of the requirements in a totally disconnected mode?

A9: For the offline capability, we do not presume nor do we want dictate how that solution comes about, whether that's a standalone or web-based application and it will be entirely incumbent on the vendor to make this capability work. When it comes to connecting to web-services, we understand that there will be certain services that are available in a connected mode that will not be available in an offline mode and we are willing to accept that, but we do expect spatial services to be offered.

To be considered responsive, the completed **Financial Bid Presentation Sheet** must meet the mandatory financial requirements detailed at Part 4, article 4.6 and be submitted in accordance with the strategy defined. In other words, provide the information as requested, do not include assumptions, or conditions. Failure to submit your financial bid in accordance with the information requested will result in your proposal being deemed non-complaint and given no further consideration.

For evaluation purposes only, the Total Financial Bid is the sum of the following:

- 1.1 **Total Bid Price Labour, Initial Period:**
- 1.2 **Total Bid Price Labour, Option Period 1:**
- 2.1 **Total Bid Price, Training**
- 2.2 **Total License/Subscription Bid Price:**
- 2.3 **Total Bid Price, Subcontractors:**

Canada will not be evaluating option periods 2 through 5 or the transition period; however, Bidders are reminded to consider the aforementioned mandatory financial criteria when completing their financial bid. Bidders do not have to submit Annex B.

Are there any questions on the Financial Proposal?

Q10: With regard to the budget of \$2.5 million for Part 2 being the option year of up to 14 months and potentially other option years going forward – is the \$2.5 million associated as a limit for the entire length of the potential option years? Or strictly for the initial option 1 period for approximately 14 months?

A10: The \$2.5 million budget is solely for the first option period. Option periods 2 through 5 are not funded. We have not identified a budget for those periods yet.

Basis of Selection – once Bidders have met all of the mandatory requirements, achieved the minimum score for all of the point rated criteria, and submitted all other elements requested in the Request for Proposal, Canada will undertake the final basis of selection for the exercise of Option Period 1. Only one bidder will see the option period exercised, based on:

- The total technical score resulting from Phase 2 and Phase 3.
- The total financial bid price detailed in the Financial Bid as discussed above.

The top ranked bidder representing best value to Canada is based on the highest combined rating of technical merit prorated at 70% and financial bid prorated at 30%.

The technical score achieved out of a possible 240 points (the total available points in Phase 2 and Phase 3) will be multiplied by a factor of 70% to achieve the final technical score.

An example of the calculation is provided in the Request for Proposal at Part 4, article 4.8, on page 24.

The bidder with the highest score will have option period 1 exercised. The contracts of the remaining 4 Bidders will be allowed to expire, with thanks from Canada.

Are there any questions on the Basis of Selection?

No questions on the Basis of Selection.

Are there any other questions on the RFP or any element discussed today?

Q11: Article 4.4.1 (Mandatory Technical Solution Requirements), under TS1 regarding the requirement to grant temporary access to the solution – will the Government of Canada be trying the solution on premise for two weeks, or could we provide remote access?

A11: We do not require on premise installation. If you have a hosted solution that we will have access to, then that will suffice.

Some final items to take of note are:

- In order to be awarded a contract, suppliers must have a procurement business number. If you do not have a procurement business number, you may contact the PSPC Contracting Authority using the e-mail address provided in the tender notice for details on how to get one.
- Proposals must be submitted by the RFP closing date and time found on the tender notice on buyandsell.gc.ca.
- PSPC's Contracting Authority is the point of contact for all enquiries. All enquires are to be submitted to the e-mail address identified in the RFP.

Closing Remarks

Bidders may continue to submit questions to the Contracting Authority up to 7 days before the closing date of the RFP.

- Canada will publish the questions, answers and information discussed today on the buyandsell.gc.ca website as a Solicitation amendment. The written responses will take priority over today's verbal responses, so please take the time to review the document when issued.
- Thank-you everyone for your participation in today's Bidders' Conference. We appreciate you taking the time to participate and look forward to your proposals.