



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Marine Emergency Response Division/Division des
Interventions en cas d'urgence maritime
Centennial Towers 7th Floor - 7W11
200 Kent Street
Ottawa
Ontario
K1A0S5

**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

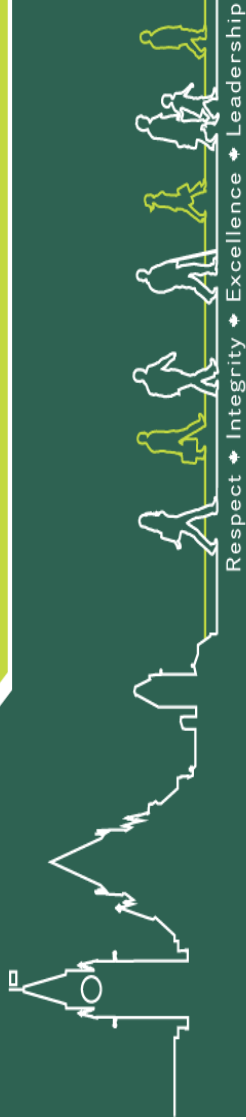
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Centennial Towers 7th Floor - 7W11
200 Kent Street
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Title - Sujet EREP: Industry Day	
Solicitation No. - N° de l'invitation F7047-180073/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client F7047-180073	Date 2018-10-23
GETS Reference No. - N° de référence de SEAG PW-\$ERD-005-26943	
File No. - N° de dossier 005erd.F7047-180073	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2040-01-02	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: Khan, Shazia	Buyer Id - Id de l'acheteur 005erd
Telephone No. - N° de téléphone (613) 614-2383 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein	

Instructions: See Herein

Instructions: Voir aux présentes

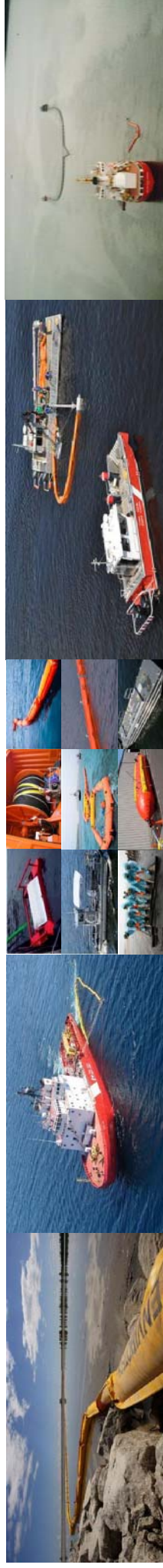
Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type 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



Serving
GOVERNMENT,
Serving
CANADIANS.

Welcome to the Emergency Response Equipment Program (EREP) Industry Day!

Wednesday, September 19th, 2018



Government
of Canada

Gouvernement
du Canada

Rev. 1

Canada

Agenda

Welcome/Opening Remarks

1:00pm - 1:15pm

Bidding on Opportunities

1:15pm - 2:15pm

Presented by the Office of Small and Medium Enterprises, PSPC

- the main elements of a solicitation document and how to respond to them
- how bids are evaluated and suppliers are selected
- how to follow-up after receipt of the bidding process results
- best practices, tips and suggestions

Health Break

2:15pm - 2:30pm

Phased Bid Compliance Process

2:30pm - 3:00pm

Presented by the Phased Bid Compliance Process Team, PSPC

- How the Phased Bid Compliance Process works
- How this process differentiates from the regular process
- Tips and tricks for success

Environmental Response Equipment Program Presentation

3:00pm - 3:30pm

Presented by the Canadian Coast Guard

- Program updates
- Upcoming requirements
- Long-term plans
- Tips for bid package preparation

Closing Remarks

3:30pm - 3:45pm

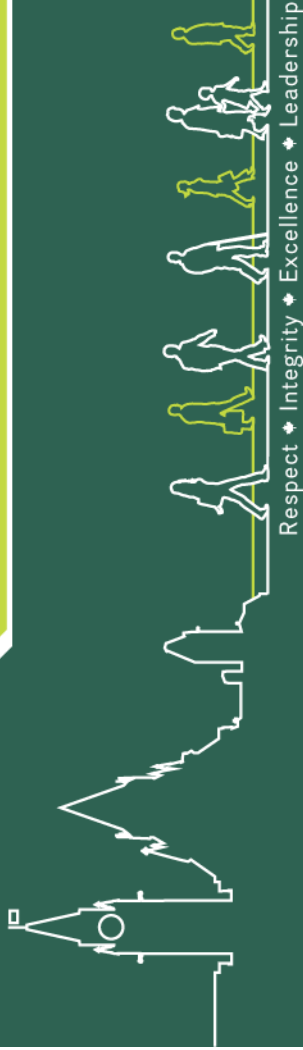
Networking

3:45pm - 4:30pm



Need help? Contact us!

- **Atlantic Canada Opportunities Agency:** <http://www.acoa-apec.gc.ca/Eng/Pages/Home.aspx>
- **Canadian Economic Development for Quebec Regions:**
<https://www.dec-ced.gc.ca/eng/index.html>
- **Canada Northern Economic Development Agency:**
<http://www.cannor.gc.ca/eng/1351104567432/1351104589057>
- **Federal Economic Development Agency for Southern Ontario (FedDev):**
<http://www.feddevontario.gc.ca/eic/site/723.nsf/eng/home>
- **Federal Economic Development Agency for Northern Ontario (FedNor):**
<http://fednor.gc.ca/eic/site/fednor-fednor.nsf/eng/home>
- **Western Economic Diversification Canada:** <https://www.wd-deo.gc.ca/eng/home.asp>



Bidding on Opportunities



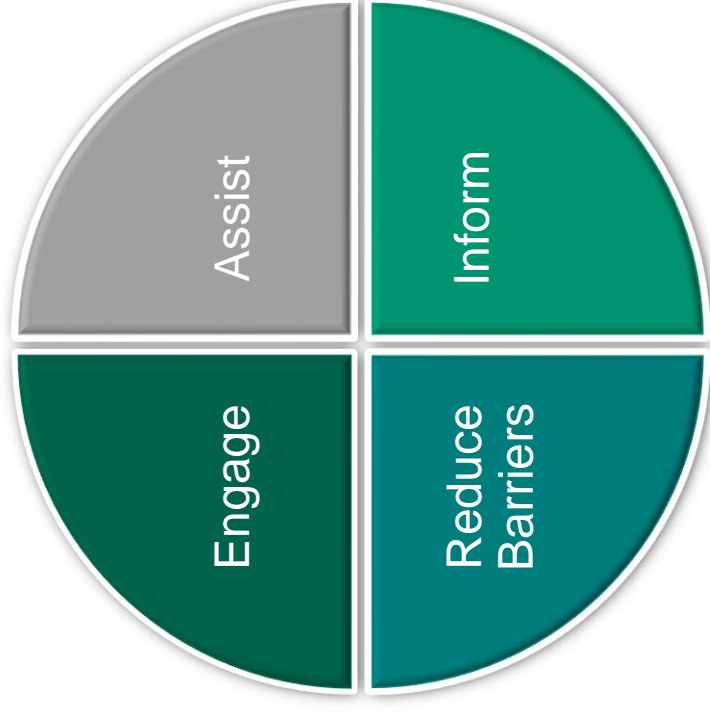
Public Services and
Procurement Canada

Services publics et
Approvisionnement Canada

Canada

Office of Small and Medium Enterprises (OSME)

- Supports small and medium enterprises (SMEs) through the federal procurement process
- Engages, assists and informs SMEs on how to sell goods and services to the Government of Canada
- Works to reduce barriers to ensure fairness in the process



Objectives

- Help participants understand:
 - The competitive nature of bidding for Government of Canada opportunities
 - The different types of competitive procurement that the Government of Canada uses
 - The main elements of solicitation documents and how to respond to them
 - How bids are evaluated and suppliers are selected
 - How to follow-up on the bidding process



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Contracting with the Government of Canada

- Public Services and Procurement Canada (PSPC) is the main procurement arm of the federal government
- It is important that all procurement activities be conducted in an open, fair and transparent manner, and that all suppliers have an equal chance at doing business with us
- Federal laws and regulations as well as Treasury Board of Canada policies guide the Government of Canada's procurement process

Trade Agreements affecting procurement

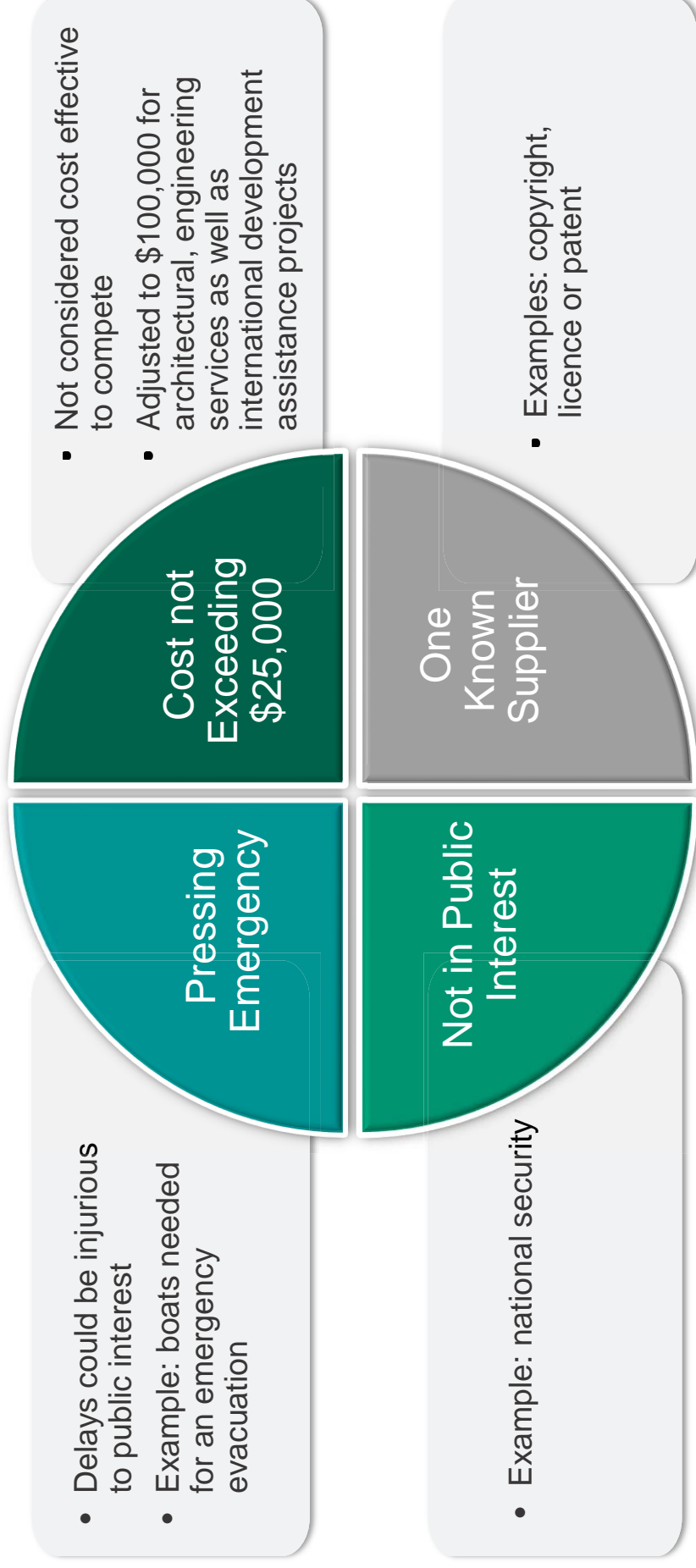
Agreement	Goods	Services	Construction
North American Free Trade Agreement (NAFTA)	\$32,900	\$106,000	\$13,700,000
Canadian Free Trade Agreement (CFTA)	\$25,300	\$101,100	\$101,100
World Trade Organization Agreement on Government Procurement (WTO-AGP)	\$237,700	\$237,700	\$9,100,000

Notice of Proposed Procurement must be posted on [Buyandsell.gc.ca/tenders](https://buyandsell.gc.ca/tenders)

Competitive Procurement over \$25,000

- Procurement of goods and services over \$25,000 is done through the solicitation of bids and quotes from potential suppliers using a variety of methods
- The four most commonly used are:
 - An Invitation to Tender (ITT)
 - A Request for Proposal (RFP)
 - A Request for Standing Offer (RFSO)
 - A Request for Supply Arrangement (RFSa)
- The tender notice will indicate the method of procurement being used and will outline the solicitation documents

The non-competitive approach

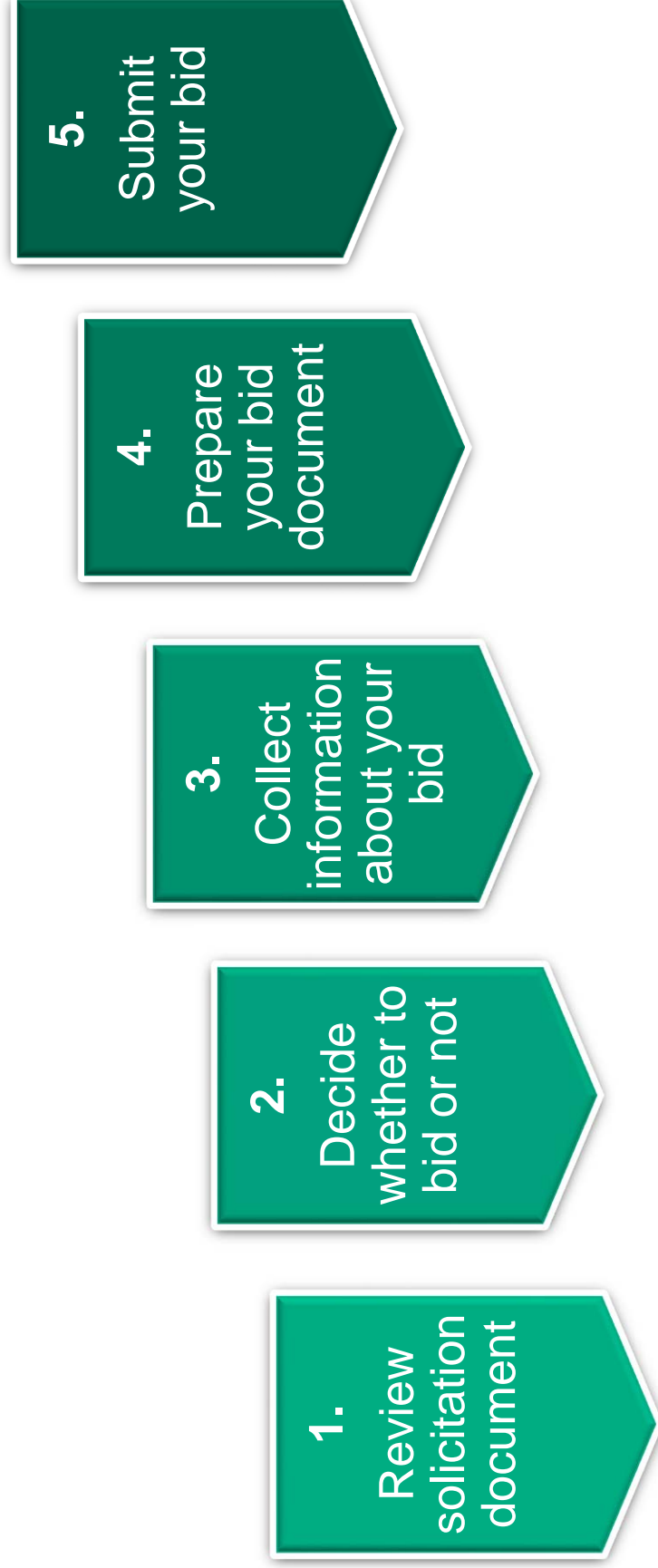


Advance Contract Award Notice

- When there is only one known supplier for a requirement (for example when only one company holds the IP or for a particular security requirement), a buyer may choose to post an [Advance Contract Award Notice \(ACAN\)](#)
- This is a public notice posted on Buyandsell.gc.ca/tenders allowing other suppliers to signal their interest in bidding on the opportunity and to demonstrate their ability to meet the requirement



Five Steps to Bidding



Step 1: Review the Solicitation Document


Reviewing the solicitation document

- Follow the instructions and read all the terms and conditions thoroughly
- If you are uncertain about any aspects of the document, make sure to contact the contracting authority to get more details
 - Submit questions in writing to the contracting authority before the deadline for questions
 - Answers to all questions received will appear as amendments on the tender notice page



Overview of a solicitation document

- Solicitation documents are usually divided into parts plus annexes

	Ministère de la Justice Canada	DOC n° JUS RFSO 2014-1000014103
REQUEST FOR STANDING OFFER FOR INVESTIGATION SERVICES ON BEHALF OF JUSTICE CANADA		
TABLE OF CONTENTS		
PART 1 - GENERAL INFORMATION		
1. Introduction		
2. Summary		
3. Security Requirement		
4. Deliverables		
5. Key Terms		
PART 2 - OFFEROR INSTRUCTIONS		
1. Standard Instructions, Clauses and Conditions		
2. Submission of Offers		
3. Enquiries - Request for Standing Offers		
4. Applicable Laws		
PART 3 - OFFER PREPARATION INSTRUCTIONS		
1. Offer Preparation Instructions		
2. Section 1 – Technical Offer		
3. Section 2 – Financial Offer		
4. Payment by Credit Card		
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION		
1. Evaluation Procedures		
2. Basis of Selection		
PART 5 – CERTIFICATIONS		
1. Mandatory Certifications Precedent to Issuance of a Standing Offer		
1.1 Code of Conduct and Certifications		
1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification		
1.3 Former Public Servant Certification		
1.4 Education and Experience		
1.5 Status and Availability of Resources		
1.6 Canadian Content Definition		
1.7 Canadian Content Agreement		
1.8 Firm Organization Profile and Subcontractors		
1.10 Certification		

Department of Justice
Canada

DOC n° JUS RFSO 2014-1000014103

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1** General Information: provides a general description of the requirement;
- Part 2** Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3** Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4** Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5** Certifications: includes the certifications to be provided;
- Part 6** Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7** 7A Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Security Requirements Check List, the Non-Disclosure Agreement and the Standing Offer Activity Report.

2. Summary

The Department of Justice has the mandate to support the dual roles of the Minister of Justice and the Attorney General of Canada. Under Canada's federal system, the administration of justice is an area of shared jurisdiction between the federal government and the provinces. It also has a responsibility for reporting and investigating security incidents and taking corrective action. These investigations must be objective, thorough and are conducted by trained, qualified persons, with due respect to the rights and understanding of the obligations of the individuals involved.

This requirement is for Work in **Security** and includes investigation related activities: investigation of criminal offences, intelligence gathering, administrative, legal research or oversight or related to criminal activities in government, environment, health, corporate security environment, as defined in the Statement of Work and in the specific requirements of each call-up.


The Department of Justice requires the services of **up to three Contractors** to provide Investigation Services by, two Investigators (one bilingual) on an "as and when required" basis, throughout its six Regions and National Headquarters located in Ottawa to provide:

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Canada

Part 3 – Bid preparation instructions

- Provides bidders with instructions on how to prepare their bid (page numeration, # of copies etc.)

 **Government of Canada** / **Gouvernement du Canada** DOC n° JUS-RFSO 2014-1000014103

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Department of Justice requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (4 hard copies)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)

Prices must appear in the Financial offer only. No prices must be indicated in any other section of the offer.

1.2 Department of Justice requests that Offerors follow the format instructions described below in the preparation of their offer:

a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
b) use a numbering system that corresponds to that of the Request for Standing Offer.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [see Green Procurement \(http://www.tpsgc-pwgsc.gc.ca/ecocollaboration-granting-achieve-procurement/pollut-poly-ang.htm\)](http://www.tpsgc-pwgsc.gc.ca/ecocollaboration-granting-achieve-procurement/pollut-poly-ang.htm).

1.3 To assist Department of Justice in reaching its objectives, Offerors are encouraged to:

a) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
b) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cellophane, duratangs or binders.

2. Section I: Technical Offer

2.1 In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Part 4, Evaluation Procedures and Basis of Selection, Clause 1.1 refers.

Experience used to demonstrate compliance must include the following information:

a) The client organization;
b) The objectives of the investigation;
c) A description of the investigation, including the scope and elements of the framework, and the results/outcomes of the work undertaken by the proposed resource;
d) Description of the activities performed by the proposed resource;
e) The name and contact information of the client Project Authority.

2.2 Bidders are also advised that the month(s) of experience listed for an investigation or experience whose timeframes overlap that of another referenced investigation or experience will only be counted once. For example: Investigation 1 timeframe is July 2011 to December 2012.




Part 4 – Evaluation procedures

- Describes the evaluation process and how the contractor will be selected (basis of selection)

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Document of Justice
Ministère de la Justice
Canada

DOC n° JUS RFSO 2014-1000014103

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of the Department of Justice will evaluate the offers.

(c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If none of the offers with a valid certification are selected, the evaluation team will evaluate the offers without a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

1.1 Technical Evaluation

Mandatory Requirements

The Mandatory Requirements listed below will be evaluated on a pass/fail (i.e. compliant/non-compliant) basis. Proposals which fail to meet the Mandatory Requirements will be deemed non-responsive and given no further consideration.

Proposals MUST demonstrate compliance with all of the following Mandatory Requirements and MUST provide the necessary documentation to support compliance as stated in Part 3, Section 1 Technical Offer.

No.	Mandatory Requirements	Substantiating Detail/Proposed Reference	Pass/Fail
M1	The Offer must have a minimum of five (5) years experience in providing investigation services as described in the statement of work in Annex A to at least three (3) different clients over the past three (3) years. The Offer must provide two references to confirm its capability as outlined above and one reference for each of the proposed resources.		
M2	Offer must provide at least two Resources who both meet one of the following M2.1, M2.2, and/or M2.3 and have acquired experience conducting investigation related activities, as defined in the Statement of Work. Certificates (logs for EAO) Proposed Personnel must be included with your offer and must include the following: (a) the names of the resource; (b) the start date and end date of experience; (c) language skills.	Resource 1 Resource 2	

Part 5 – Certifications

PART 5 – CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2005. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is enrolled in the Federal Contractors Program (FCP) for employment equity, "FCP Limited Eligibility to Bid" list (http://www.labor.gc.ca/eq/eq_standards_eq/eq_standards_eq.asp) available from HRSDC Labour's website.

Canada will have the right to declare an offer non-responsive, or to set aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

1.3 Former Public Servant Certification


Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Offerors must provide the information required below.

Definitions

For the purposes of this clause.


- Includes the certifications to be provided
- Includes examples such as employment equity requirements and certifications regarding former federal public servants and conflict of interest
- Includes Integrity Provisions

Part 6 – Resulting contract clauses

 Canada Département de la Justice Ministère de la Justice	DOC n° JUS RFSO 2014-1000014103
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	
A. STANDING OFFER	
1. Offer	
	The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.
1.1 Handling of Personal Information	
	The Offeror acknowledges that Canada is bound by the <i>Privacy Act</i> , R.S., 1985, c. P-21, with respect to the protection of personal information as defined in the Act. The Offeror must keep private and confidential any such personal information collected, created or handled by the Offeror under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
	All such personal information is the property of Canada, and the Offeror has no right in or to that information. The Offeror must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract or at such earlier time as Canada may request. Upon delivery of the personal information to Canada, the Offeror will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Offeror's possession.
1.2 Non-Disclosure Agreement	
	The Offeror must obtain from its employee(s) and/or subcontractor(s) the signed Non-Disclosure Agreement attached at Annex C before they are given access to information by or on behalf of Canada in connection with the Work. This signed agreement will constitute an acknowledgement by the recipient that the information is owned by someone else and cannot be disclosed to a third party, nor can it be exploited by the recipient for personal gain. This automatically grants ownership of the Intellectual Property to the Crown.
1.3 Non-Performance	
	In accordance with the unrestricted right of Canada to terminate the Contract for default if the Offeror fails any of its obligations under the Contract. The Standing offer authority notifies the Offeror that the Contract is terminated if the Standing offer authority deems that the work or services have not been performed in accordance with the Statement of Work and the tasks as outlined in the Call-Up.
2. Security Requirement	
	The Offeror must, at all times during the performance of the Standing Offer, hold a valid Facility Security Clearance at the level of SECRET , issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

- Includes clauses and conditions that will apply to any resulting contract
- For Standing Offers, Part 6 is divided into 2 parts: 6A and 6B
- Includes the Period of contract which tells you the amount of time you have to complete the work

Annex A- Statement of Work (SOW)

	Department of Justice Canada	Ministère de la Justice Canada	DOC n° JUS RFSO 2014-1000014103
ANNEX A - STATEMENT OF WORK			
SW1	TITLE	Investigation Services	
SW2	BACKGROUND	<p>The Department of Justice has the mandate to support the dual roles of the Minister of Justice and the Attorney General of Canada.</p> <p>Under Canada's Federal System, the administration of justice is an area of shared jurisdiction between the Federal Government and the Provinces. The Department supports the Minister of Justice in his responsibilities for 49 statutes and areas of Federal Law by ensuring a bilingual and bilingual National Legal Framework principally within the following domains: criminal justice (including Youth Criminal Justice); Family Justice; Access to Justice; Aboriginal Justice; and, General Public Law and Private International Law.</p> <p>The Department of Justice is headquartered in Ottawa, Ontario. As well, Justice has six regional offices located across the country:</p> <ul style="list-style-type: none">Atlantic Regional OfficeBritish Columbia Regional OfficeNorthern Regional OfficeOntario Regional OfficePrairie Region OfficesQuebec Regional Office <p>The Department of Justice has a responsibility for reporting and investigating security incidents and taking corrective action. These investigations are to be objective, thorough and conducted by trained, qualified persons, with due respect to the rights and understanding of the obligations of the individuals involved.</p> <p>Investigation of harassment complaints are not included within the scope of these Investigation Services.</p>	
SW3	OBJECTIVE S:	<p>The Department of Justice requires the services of Contractors to provide Investigation Services on an "as and when requested" basis throughout its six (6) Regional and National Headquarters located in Ottawa, Ontario. This requirement is for Work in Security and includes investigation related activities: investigation/prosecution of cases, hearings of administrative/ criminal cases, legal research or Ombudsman or related operational activities in a government environment or a large corporate security environment, as defined in the Statement of Work and in the specific requirements of each call-up.</p> <p>It is anticipated that two investigators (one bilingual) may be required, however, the quantity will be subject to change and will be identified in any resulting call-ups.</p> <p>Work will include the following:</p> <p>Participate in Levels of Interventions 1, 2, 3, and 4. The Contractor must provide the services at</p>	

- Sets out the nature of the required good or service
- Provides a narrative description of the work required and stipulates the deliverables or services required to fulfill the contract
- Identifies and summarizes the various phases of the project



Other possible annexes

- There may be multiple annexes attached to the solicitation document
- In this particular example, a scanned copy of the security requirements checklist is included as an annex

DOC n° JUS RFSO 2014-1000014103

Department of Justice
Canada

Ministère de la Justice
Canada

Government of Canada
Gouvernement du Canada

ANNEX B
SECURITY REQUIREMENT CHECKLIST

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECKLIST (RNCCL)
(LISTE DES VÉRIFICATIONS DES EXIGENCES RELATIVES À LA SÉCURITÉ (L'EVRES))

1. Contracting Government / Gouvernement contractant
2. Information Number / Numéro de renseignements
3. Name of the contract / Nom du contrat
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98. Name of the contract / Nom du contrat
99. Name of the contract / Nom du contrat
100. Name of the contract / Nom du contrat

Canada

Security Classification / Classification de sécurité

Step 2: To Bid or Not to Bid?

Your company's capacity

- Is your business capable?
- Does your business meet the evaluation criteria?
- Are the terms and conditions acceptable?
- Is your business able to accept the pricing method?
- Should you partner with another supplier?



Step 3: Collect Information About Your Bid



Collect information

- Obtaining security clearances can require a lot of time, so start early on
- There may be times when you will need to get hard-copy materials or samples
- It is important to monitor the solicitation for any amendments
 - Bookmark the webpage of the tender notice and return to your bookmark to see the most current information for the tender
 - Use web feeds to keep yourself informed of amendments



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Step 4: Prepare Your Bid Document

Preparing your bid

- When preparing your bid, be sure to follow the format stipulated in the bid solicitation document, including signing that you have accepted the Terms and Conditions
- This signature block is usually found on the first page

Travaux publics et Services gouvernementaux Canada		Public Works and Government Services Canada	
RETURN BIDS TO: RETOURNER LES SOUMISSIONS À: Bid Receiving - PRGSC / Réception des Plats-Bords - TRGSC South-East Postal, Suite 7340 800 de la Concession Street West Montreal H3A 1L6			
Title - Sujet SCC-202, Produits Épisierie Solicitation No. - N° de l'enchère 21351-144316-51-A Date 2013-08-07		Client Reference No. - N° de référence du client GETS Ref. No. - N° de réf. de SEAG PO-32178-111-12379	
Fax No. - N° de télécopieur 514-993-3825 (111) CCC No./N° CCC - FMS No./N° FME		Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-17 Time Zone Eastern Standard Time EDT	
Delivery Required - Livraison exigée A DELIVRER			
Address Enquiries to - Adressez toutes questions à Labrie, Fabrice		Buyer Id - Id de l'acheteur 100111	
Telephone No. - N° de téléphone (514) 993-3773 ()		FAX No. - N° de FAX (514) 993-3822	
Destination - of Goods, Services, and Construction: SERVICE CORRECTIONNEL DU CANADA PAROLENSIS PER 400 RUE MAURICIAUX JOUETTE (QUEBEC) J4E 1V4 Canada			
Security - Sécurité This request has a standing offer that can be used for security Cette invitation a été émise en vue d'un engagement de sécurité			
Instructions: Voir aux présentations Instructions: Voir aux présentations			
Vendor/Firm Name and Address Raison sociale et adresse de l'entrepreneur		Vendor/Firm Name and Address Raison sociale et adresse 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 de l'entrepreneur de l'entrepreneur (écrire ou imprimer en caractères d'impression)		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 de l'entrepreneur de l'entrepreneur (écrire ou imprimer en caractères d'impression)	
Signature Date		Signature Date	

Preparing your bid

- You may be asked to provide your bid in various separately bound sections such as:
 - a technical section
 - financial section
 - certifications
- The financial and technical sections must follow the format as outlined in the solicitation document
- Each item must be answered in accordance with the evaluation criteria
- All requested information must be provided and clearly demonstrate your ability to do the work

Prepare your bid: The technical section

Respond:

- To all requirements:
 - Detail how each requirement will be met
 - Reference past projects or deliverables that support your ability to provide the good or service
- To all evaluation criteria:
 - Use simple language
 - Be responsive each bid is evaluated solely on its contents – don't rely on a past interaction with a contracting authority as they will not be able to consider any information outside the document

Step 5: Submit Your Bid

Submitting your bid

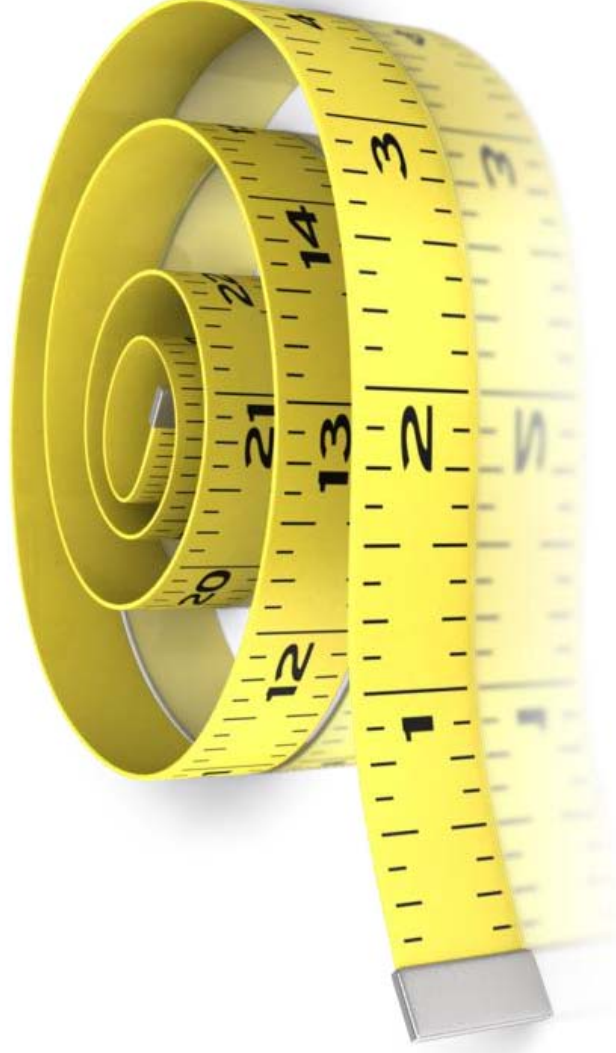
Know the bid closing date and where and how to submit your bid.
Check for amendments to the closing date

Sign the document and include all required signed and completed certifications

Ensure your proposal follows the format requested

Review your bid, then have someone else review it too

Bid Evaluation



Evaluation criteria



The evaluation team may consider mandatory technical criteria only; point-rated technical criteria only or a combination of mandatory technical criteria and point-rated technical criteria.

Mandatory requirements

- You must fulfill all mandatory criteria in order to move forward in the evaluation process
- For bids that are evaluated on the basis of mandatory criteria only – the bid must meet all the mandatory criteria specified in the solicitation document
- Some examples include: financial stability, essential performance characteristics of equipment, and required security clearances

MUST

SHALL

Point-rated criteria

- Used to evaluate the value added factors over and above the mandatory requirements
- Includes criteria such as: strategy, principles, methodology, company, team or resource experience, and facilities and equipment
- Ask the contracting authority if you have any questions about point rating



Selection of a Successful Bidder



Basis of selection

Lowest Priced Responsive Bid

- Selection based on the lowest priced responsive bid
- Mandatory requirements must be met in order for the bid to be considered responsive

Best Overall Value

- Selection is often based on lowest evaluated price per point (as determined using a point-rated scale)
- Mandatory and point-rated technical criteria will be evaluated

Highest Technical Bid Within a Stipulated Budget

- Selection is based on the highest rated technical bid within a stipulated budget
- Bidders are invited to propose a solution to a problem or a method of achieving an objective within a stipulated budget

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Basis of selection

Example

Evaluation Criteria	Maximum	Minimum	A.	B.	C.	D.
Technical	35	26.3	32	28	23	30
Execution	25	18.7	21	22		22
Team	25	18.7	23	21		16
Company	15	11.3	15	13		
Total Points	100	75.0	91	84		
Price Quoted			\$466,000	\$440,000	Non-responsive	Non-responsive
Cost per Point			\$5,120	\$5,238		

- Lowest priced responsive bid was Company B
- Lowest cost-per-point responsive bid was Company A with \$5,120
- Highest responsive combined rating of technical merit and price (60/40 ratio) was Company B
- Highest rated technical bid within a stipulated budget was Company A with 91 points within a maximum budget of \$475,000

Frequent reasons for non-responsive bids

- Mandatory requirements not met
- Minimum required points in a specific section not achieved
- Mandatory documentation not included in the bid



How can I follow up?

Debriefing can be done in person, by telephone or in writing

Review the contents of your bid and prepare questions

Complaints can be referred to the Office of the Procurement Ombudsman or CITT if subject to trade agreements



Best practices for bidding - Must

- Read all terms and conditions thoroughly – do not include your own
- Read through the complete tender package and submit questions to the Contracting Authority as quickly as possible before bid closing
- Respond to all mandatory sections, regardless of point value or if it is a Phased Bid mandatory criteria
- Meet all mandatory criteria
- Follow the bid preparation instructions completely – including: submitting the correct number of copies of your bid and all of the required certifications
- Make sure to fill in and sign all required elements within your bid



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Public Services and
Procurement Canada

Services publics et
Approvisionnement Canada

Canada

Best practices for bidding - Should

- Submit your bid on time and to the right place
- Organize your bid so that it is complete, concise and precise
- Include the following on the front page of your bid: the reference number, PSPC file number, the date, and your contact information
- Include a table of contents, page numbers, tabs, clearly labelled sections
- Have fresh eyes do a quality review of your bid
- Contact the contracting authority if you have any questions
- Request a debrief after the contract has been awarded



OSME Contact Information

Buyandsell.gc.ca

National Infoline: 1 800 811-1148

Atlantic Region – Halifax

Telephone: 902 426-5677

Facsimile: 902 426-7969

osme-bpme-atl@PSPC-tpsgc.gc.ca

Ontario Region – Toronto

Telephone: 416 512-5577

Toll free: 1 800 668-5378

Facsimile: 416 512-5200

ont.bpme-osme@PSPC-tpsgc.gc.ca

Québec Region – Montréal

Telephone: 514 210-5770

QueBPME.QueOSME@tpsgc-PSPC.gc.ca

National Capital Region – Gatineau

Telephone: 819 953-7878

Facsimile: 819 956-6123

RCNBPME.NCROSME@tpsgc-PSPC.gc.ca

Western Region – Edmonton

Telephone: 780 497-3601

Toll free: 1 855 281-6763

Facsimile: 780 497-3506

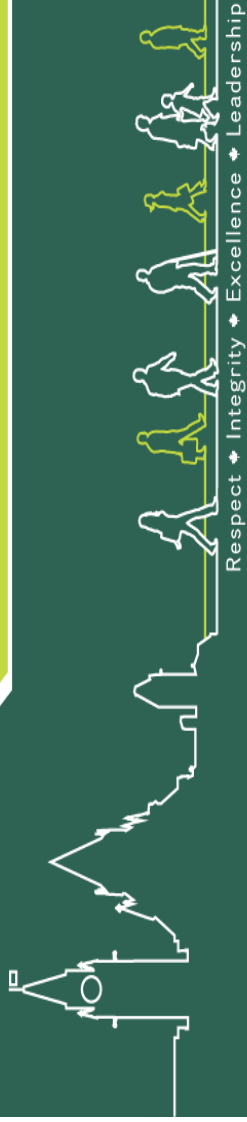
osme-bpme-wst@PSPC-tpsgc.gc.ca

Pacific Region – Vancouver

Toll free: 1 866 602-0403

Facsimile: 604 775-7395

osme-bpme-pac@PSPC-tpsgc.gc.ca



Serving
GOVERNMENT,
Serving
CANADIANS.

Emergency Response Equipment Program Industry Day

The Phased Bid Compliance Process September 19, 2018

Strategic Policy Sector



Public Services and
Procurement Canada

Services publics et
Approvisionnement Canada

Canada

The Phased Bid Compliance Process (PBCP)

- Public Services and Procurement Canada (PSPC)'s Acquisitions Program implemented a policy on the Phased Bid Compliance Process (PBCP) on July 17, 2017.
- The Process was created to support competition when a limited number of bids are expected and provides an opportunity, after the solicitation closing date and time, to provide missing financial bid information or to comply with Eligible Mandatory Requirements.
- The Process is typically used for Requests for Proposals (RFP) or Standing Offers (RFSO) valued at or above \$2M.

How is the Phased Bid Compliance Process different from the regular process?

- Bidders and Offerors have an opportunity to provide missing financial information that was omitted in their proposal.
- Allows Bidders and Offerors to demonstrate compliance for eligible mandatory criteria that may be complicated, new or different from current industry standards.
- Allow Bidders and Offerors to learn and improve on the quality of their proposals.



How the Phased Bid Compliance Process works

The Process uses three phases to examine bid compliance:

- Phase I, required financial information for PBCP
- Phase II, eligible mandatory criteria for PBCP
- Phase III, completion of the Evaluation Process



How the Phased Bid Compliance Process Works

Phase I: Financial bid

- The PSPC Procurement Officer must review the financial proposal for required financial information.
- All bidders with incomplete required financial information will be notified and given a limited amount of time to provide the missing financial information in order to become compliant.
- Only the requested missing financial information can be provided by the bidder.
- If providing this new financial information changes the final price, the change in the total price will be permitted.
- No changes to financial information will be permitted after this Phase.

How the Phased Bid Compliance Process Works

Phase II: Technical bid eligible mandatory criteria

- Bids with complete financial information will be assessed against technical Eligible Mandatory Requirements.
- All bidders will be issued a Compliance Assessment Report (CAR).
- The CAR will indicate:
 - compliance with all eligible mandatory criteria or
 - that the bid as not yet met compliance.
- Bidders will be notified of the eligible mandatory criteria they have yet to demonstrate compliance in the CAR.

How the Phased Bid Compliance Process Works

Phase II: Technical bid - eligible mandatory criteria cont.

- All bidders whose bid do not yet demonstrate compliance will have a chance to provide additional or new information in response to the CAR.
- Subsequent changes as a result of the new or different information should be noted.
- All Bidders will be given the same amount of time to provide additional or new information to try to achieve compliance.



How the Phased Bid Compliance Process Works

Phase III: Completion of the Evaluation Process

- Responses to CARs will be assessed to determine if compliance has been achieved.
- Bids that do not demonstrate compliance may be given no further consideration.
- Bids that are compliant will continue in the evaluation process.
- The evaluation process will continue until completed.



Tricks and Tips for success

- There are NO tricks for success with government procurement.
- Tips:
 - Read the entire solicitation document.
 - Ensure that you understand and meet all the mandatory criteria and that you can demonstrate it in your proposal.
 - Ask question to the procurement officer as soon as you can if something is not clear.
 - Review your proposal to ensure that you have included everything and have demonstrated compliance with the mandatory criteria.

Environmental Response Equipment Modernization Mobile Incident Command Equipment Project



CCG Role as Lead Response Agency

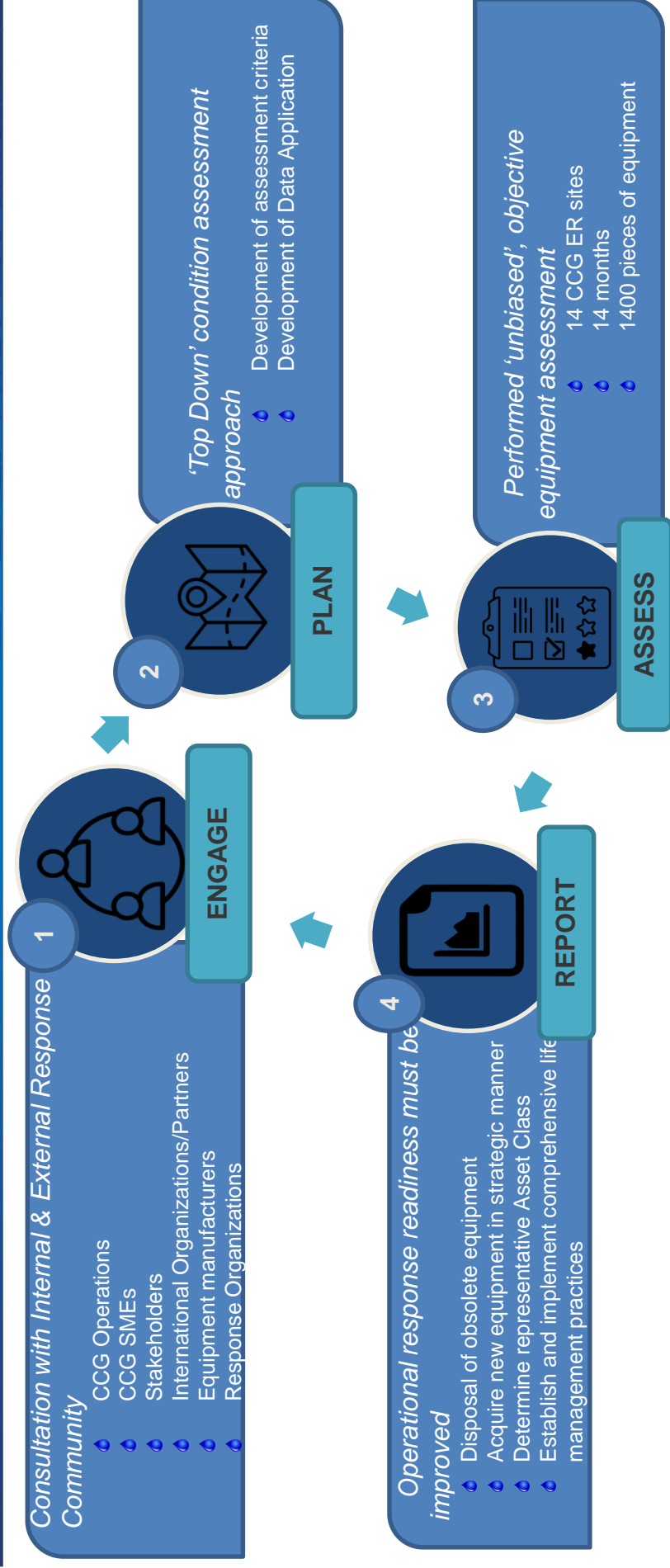
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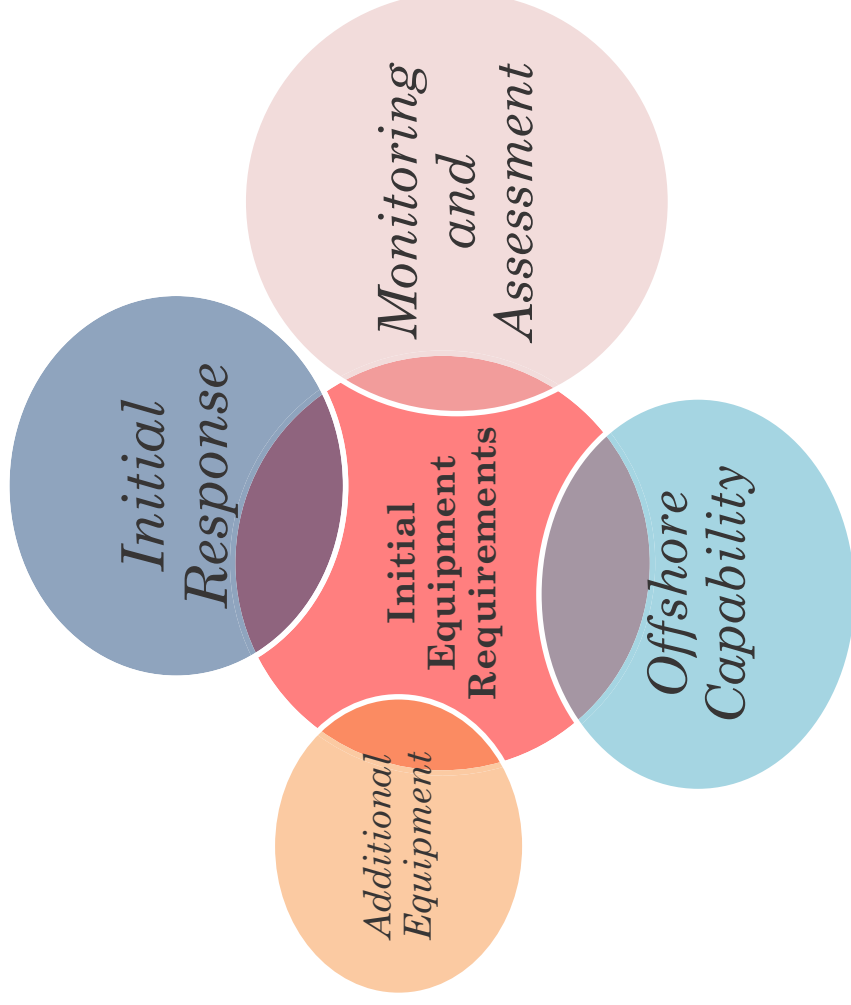
- Understanding the relationship with the Response Organizations
 - Regional variation
 - CCG's responsibility to the Arctic
 - Offshore response necessary
- On-Scene Commander/PROs
 - Manage overall incident
- Various government agency stakeholders
- Understanding efficient response counter measures

Equipment Assessment Process

3



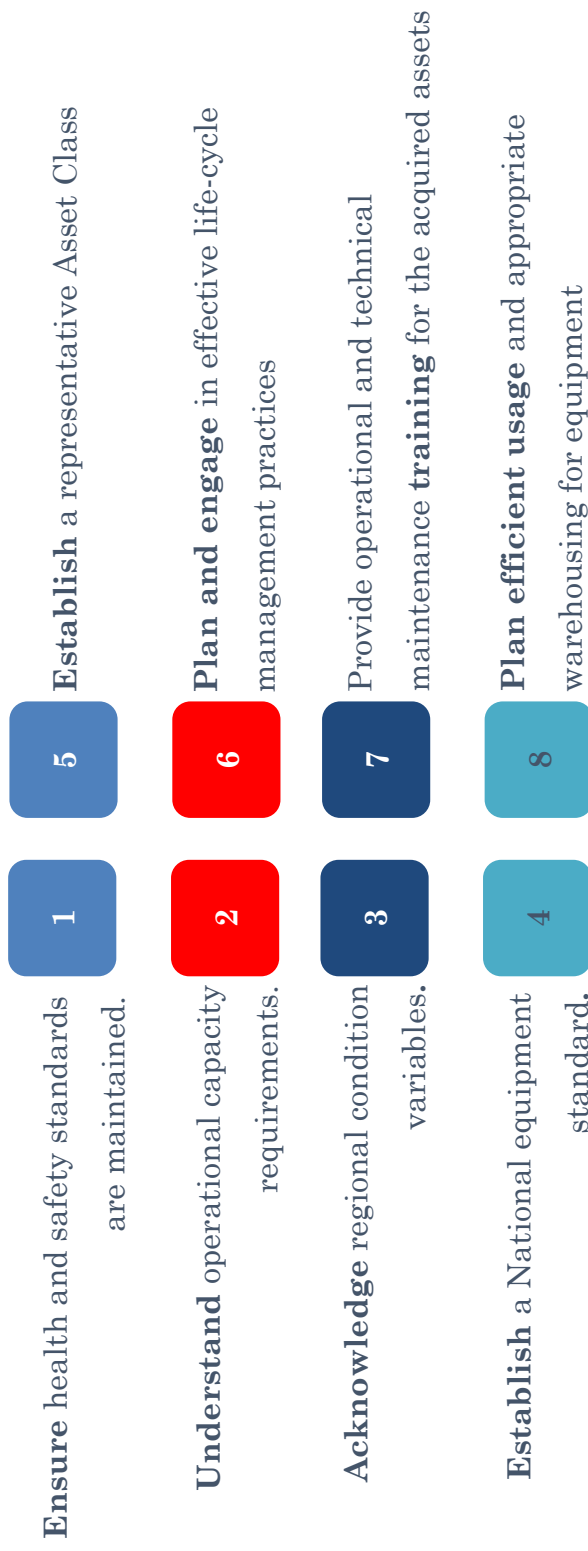
Understanding Operational Requirements is equal to
Understanding Equipment Requirements



Project Objectives



“...provide CCG with the necessary shore-based infrastructure and operational equipment capacity required to deliver on its responsibilities to monitor, investigate, respond, and report on marine spill incidents”



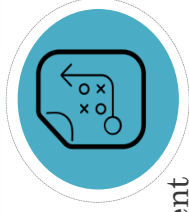
Equipment Acquisition



6

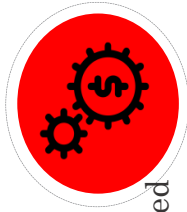
Strategic

- “Tools in the shed”
- Right equipment
- Right quantity
- Right location
- Ready to respond



Economic

- Increased service life
- Established and practiced LCM
- National (Competitive) procurement strategy



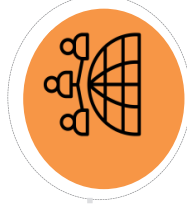
Quality

- H&S #1
- New materials
- ASTM Standards
- Integrated systems
- Interoperability
- Standard approach to QA



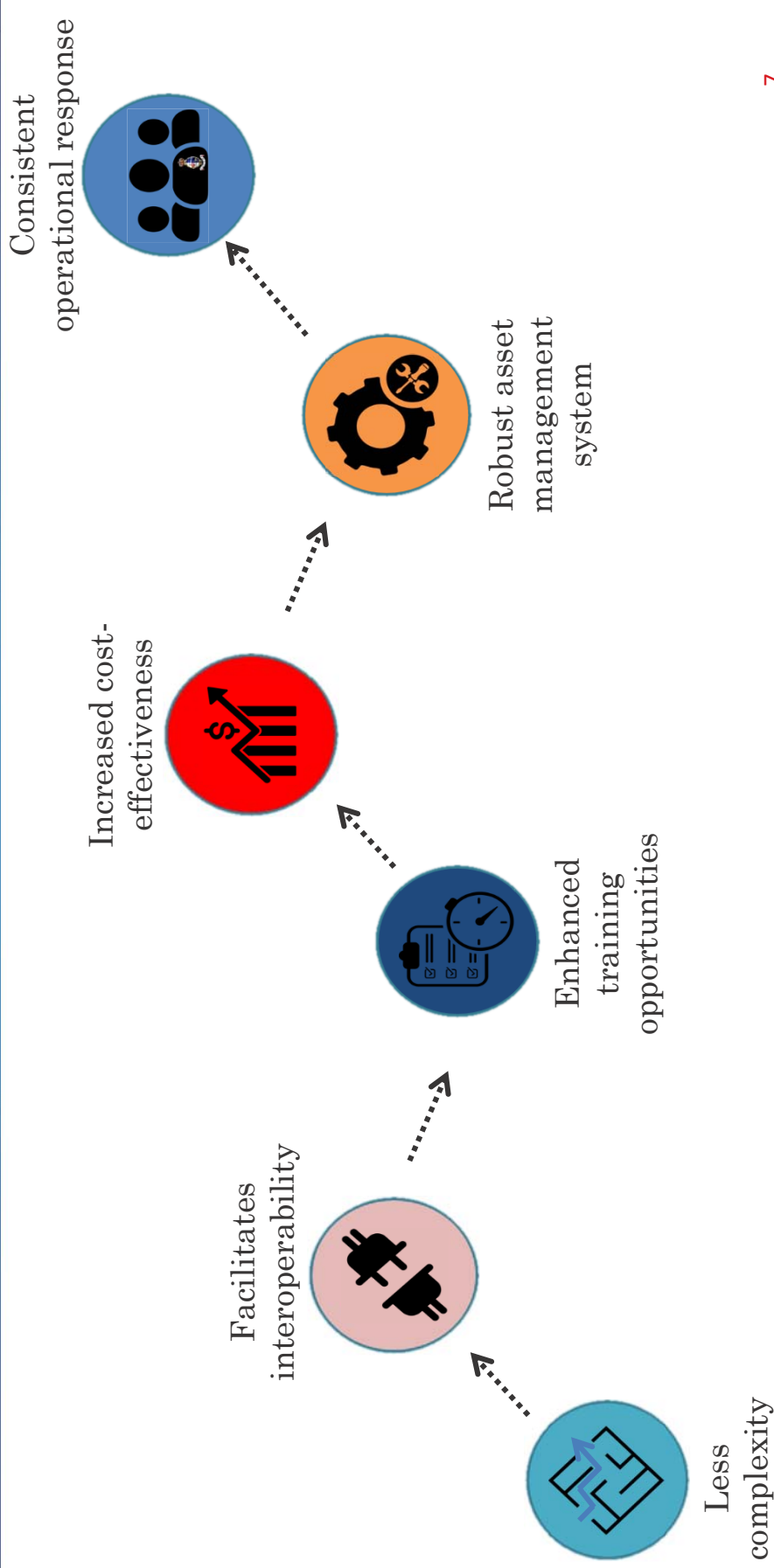
World-leading

- Modern technology
- Potential innovative opportunities

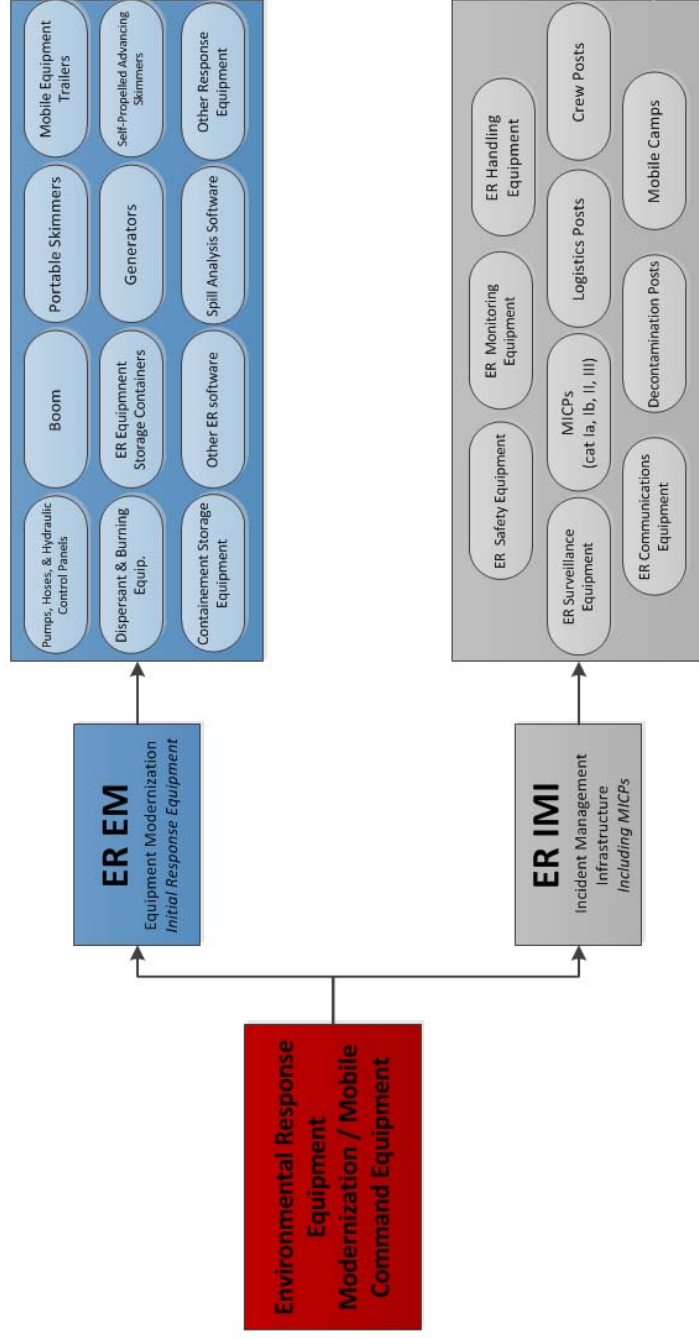


Why standardization?

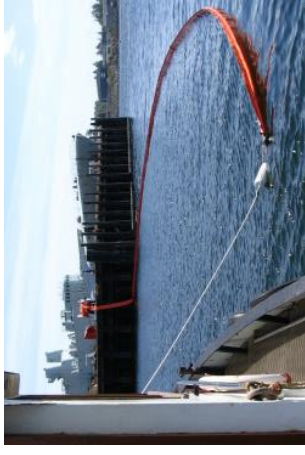
7



EREM/MICE Project Scope



Current Contracts



Health & Safety



Response
Readiness



Standardization



Appropriate
Capacity

Estimated Timeline for Current RFPs



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	FY2018-19 Q2	FY2018-19 Q3	FY2018-19 Q4	FY2019-20 Q1	FY2019-20 Q2	FY2019-20 Q3
Containment Storage						
Floating Tank Package – Towable Hard-Shell Barge		RFP Process		Anticipated Delivery		
Floating Tank Package – Towable Fabric Bladder		RFP Process		Anticipated Delivery		
Stationary Tank Package – Open-Top, Frame-Reinforced		RFP Process		Anticipated Delivery		
Trailers						
Boom Trailer		RFP Process		Anticipated Delivery		
Trailer - Equipment - 18' Response Trailer		RFP Process		Anticipated Delivery		
Mobile Incident Command Posts						
Mobile Incident Command Post - Category III (phase 1):		RFP Process			Anticipated Delivery	
Mobile Incident Command Post - Categories Ia, Ib and II			RFP Process			Anticipated Delivery
Skimmers						
Skimmer - Brush, Disc, Drum - Multi Skimmer - Package - Compact		RFP Process	Anticipated Delivery			
Self Propelled Advancing Skimmer			RFP Process	Anticipated Delivery		
Monitoring Equipment						
Aerostat/Infrared Night Monitor Capability			RFP Process		Anticipated Delivery	
Safety/Oil Spill Monitoring Equipment						
Software (CCG College - simulator module) Kongsberg			RFP Process		Anticipated Delivery	
Boom						
Boom High Speed Sweep (Medium)		RFP Process		Anticipated Delivery		
Containers						
ISO Containers		RFP Process		Anticipated Delivery		
Other Containers TBD			RFP Process		Anticipated Delivery	
Misc Equipment						
Warehousing and Warehousing Support		RFP Process		Anticipated Delivery		
Portable Lighting		RFP Process		Anticipated Delivery		
Handling Equipment			RFP Process		Anticipated Delivery	

Estimated Timeline for Future RFPs



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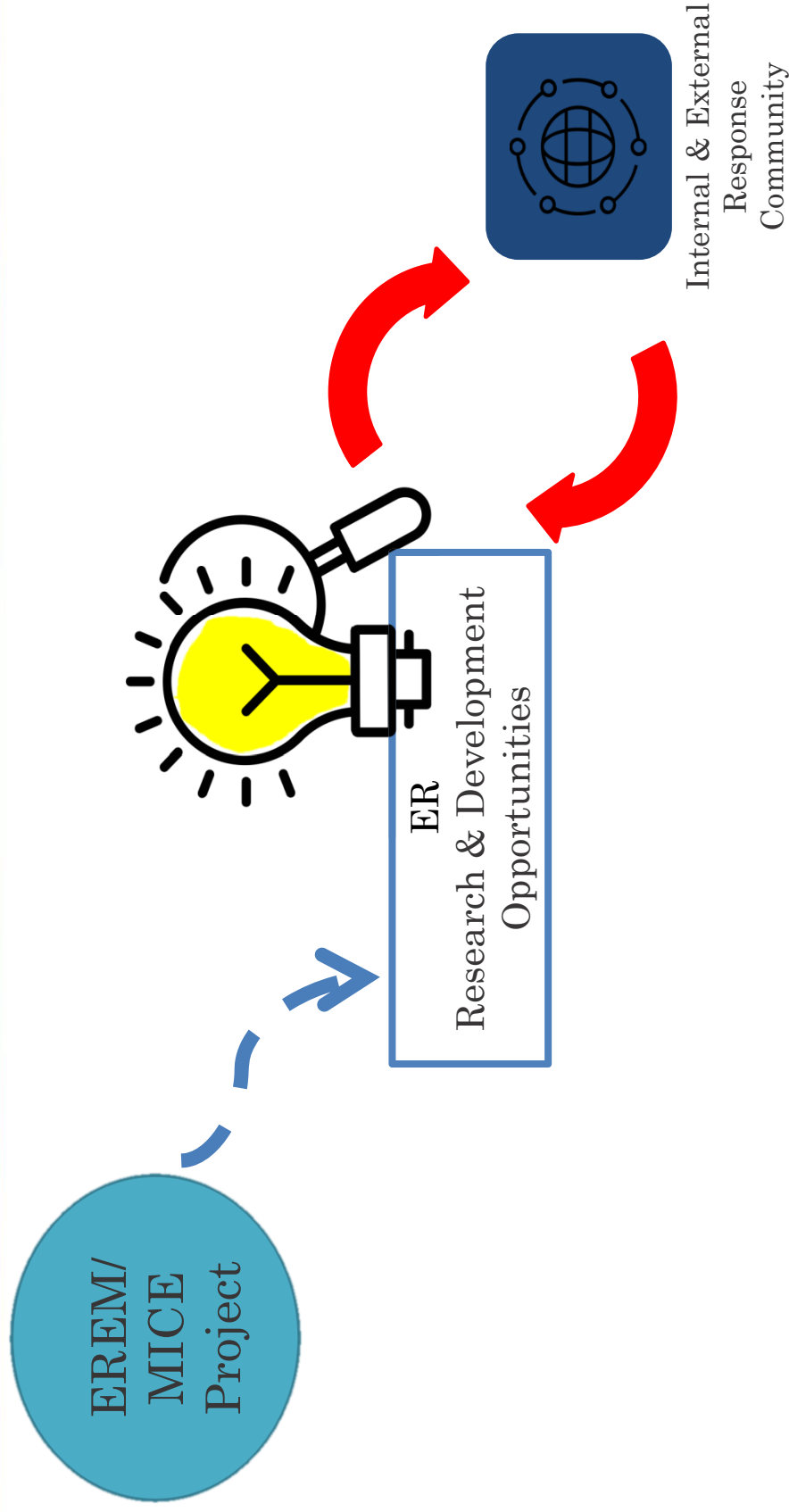
	FY2019-20 Q1	FY2019-20 Q2	FY2019-20 Q3	FY2019-20 Q4	FY2020-21 - FY2021-22
Containment Storage					
Other Containment Storage TBD					
Trailers					
Trailer - Decontamination (Crew & PPE)	RFP Process		Anticipated Delivery		
Trailer - Equipment Decontamination	RFP Process		Anticipated Delivery		
Trailer - Logistics/Crew Trailers					
Boat Trailers	RFP Process		Anticipated Delivery		
Other Trailers TBD					RFP Process Anticipated Delivery
Skimmers					
Other Skimmers (Specialty and large skimmers)					RFP Process Anticipated Delivery
Monitoring Equipment					
Unmanned Aerial Vehicle (UAV)					
Autonomous Underwater Vehicle (AUV)					
Safety/Oil Spill Monitoring Equipment					
Safety - Gas Detector - Vapour Monitor - Multi Gas	RFP Process		Anticipated Delivery		
PPE - NOS - Responder Personal PPE Kit (includes Inflatable PFD)	RFP Process		Anticipated Delivery		
PPE - Immersion Suit - Immersion Suit		RFP Process		Anticipated Delivery	
Boom					
Boom - Curtain - River Boom		RFP Process		Anticipated Delivery	
Boom - Curtain Inflatable - Inflatable Boom	RFP Process		Anticipated Delivery		
Other Boom (Large Scale and Auxiliary Equipment) TBD					RFP Process Anticipated Delivery
Miscellaneous Equipment					
Generators		RFP Process		Anticipated Delivery	
Buildings, Prefabricated, Portable or Relocatable	RFP Process		Anticipated Delivery		
Informatics					
Hardware and Software				RFP Process	Anticipated Delivery

12

Innovative Technology & Equipment

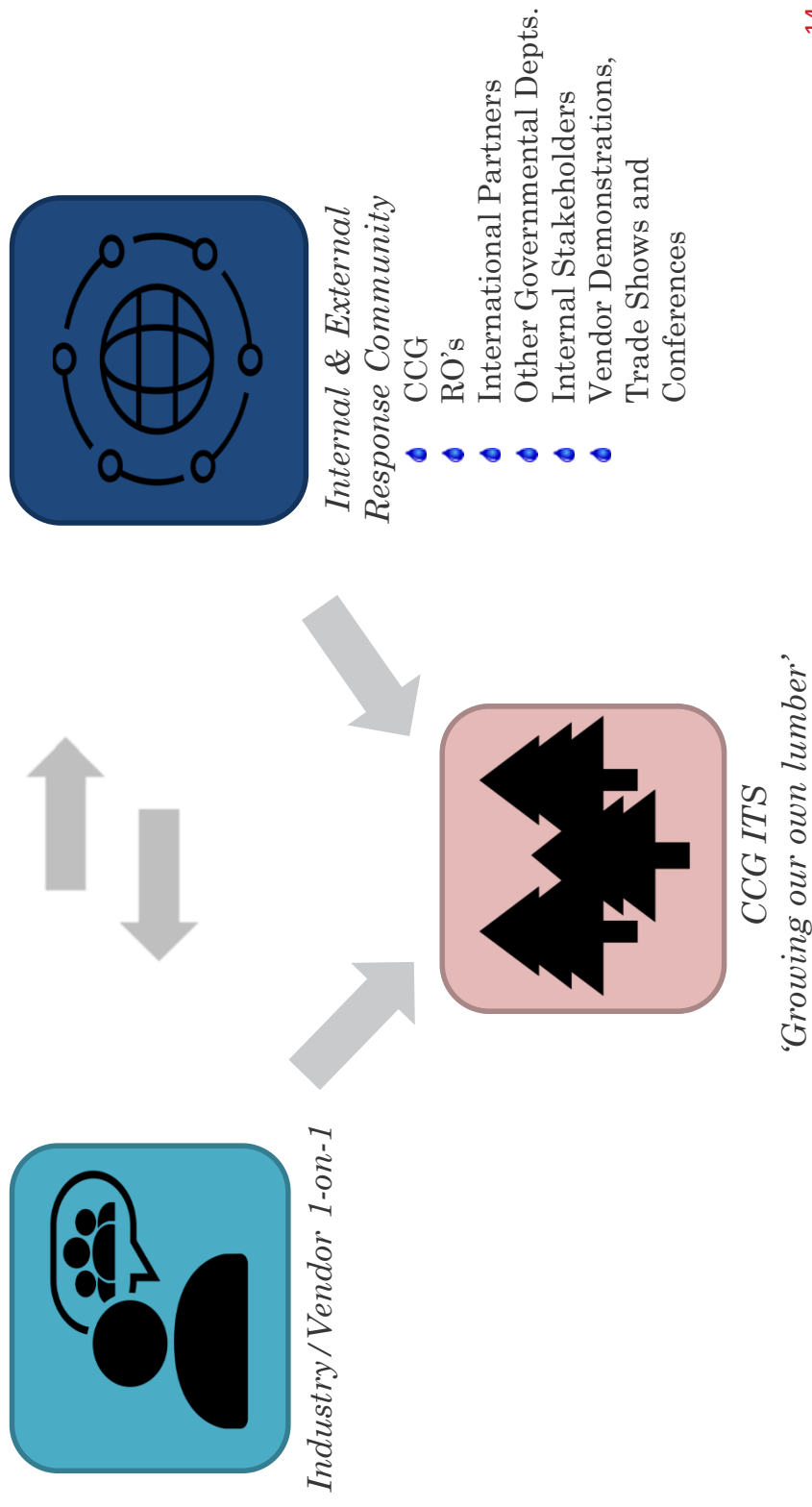


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Continued Internal & External Engagement

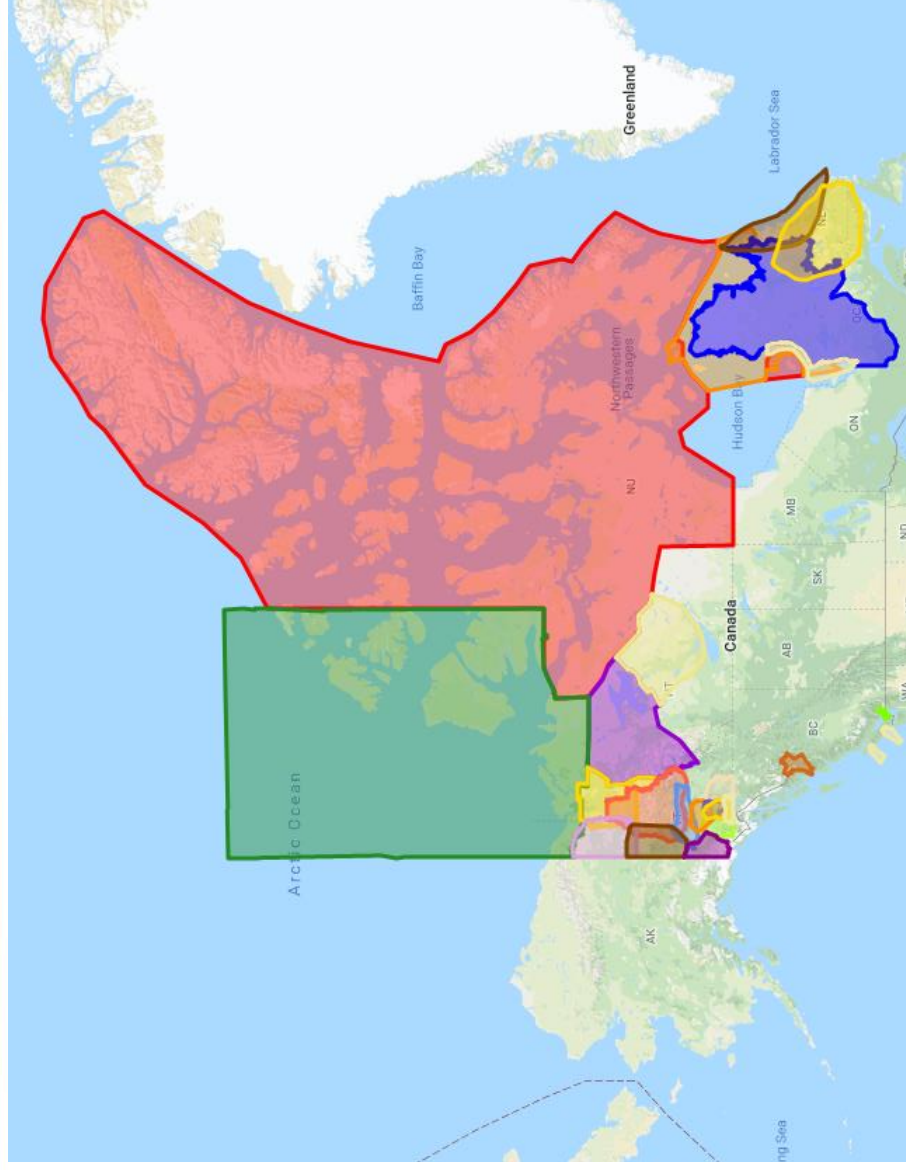
14



Comprehensive Land Claims Agreements



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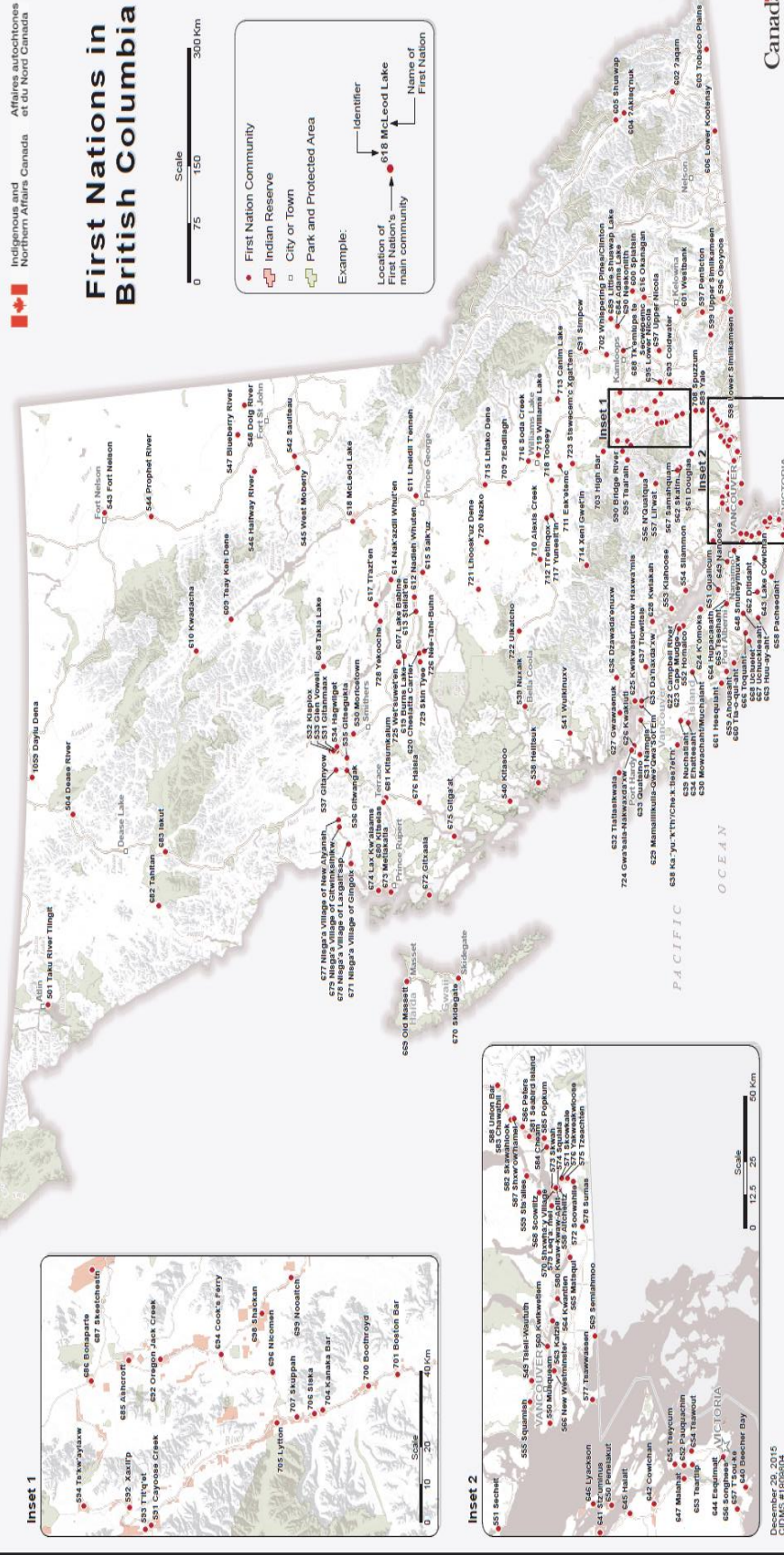


Indigenous Relationships – the BC context

16



Indigenous and Northern Affairs Canada
Affaires autochtones et du Nord Canada



Canada 16

In Closing



- 💧 Feedback?
- 💧 Forward looking vendor engagements
- 💧 Questions or comments?

EREP Industry Day, September 19, 2018 – Questions and Answers

Bidding on Opportunities (OSME)

No questions asked.

Phased Bid Compliance Process (PBCP)

Question:

When a clarification is asked to the bidder for a bid submitted to a solicitation in which the Phased Bid Compliance Process applies, can a bidder respond with new information as long as it does not change the price?

Answer:

It is first important to note that regular bid clarifications that come up throughout the bid evaluation process are not the same as the PBCP.

When a contracting authority requests a clarification from the bidder regarding their bid, it is typically only presented in 1 of 2 ways:

1. In the case of contradicting information presented in the bid, the contracting authority may ask the bidder which information takes precedence; or,
2. In the case where the evaluators are unable to find where information pertaining to a particular mandatory criteria can be found in the bid, the contracting authority may ask the bidder where in the bid the information can be found. (I.e., where in the bid can we find information demonstrating compliance to Mandatory Criteria 1?). In this case, the bidder can only respond by pointing to the applicable page number containing the requested information.

It is important to note that new or different information cannot be provided by the bidder when responding to a clarification like the above asked by the contracting authority. When the PBCP is not applicable to a particular mandatory criteria in which a clarification was posed, only the information presented in the original bid can be evaluated by Canada; in this case, any new or different information is not permissible, nor will it be taken into consideration during Canada's evaluation of the bid.

When the PBCP applies to a solicitation, the solicitation will clearly identify the eligible mandatory criteria in which the Process applies. For these eligible mandatory criteria, the bidder must still demonstrate full compliance with the requirements of the criteria, however the bidder will be provided a second chance to provide new or different information pertaining to the eligible mandatory criteria, if the evaluators have identified that the bid has not demonstrated compliance through the initial bid submission. A Compliance Assessment Report (CAR) is used for this process, which is used to identify to the bidder which eligible mandatory criteria did not yet meet compliance and is requiring further information for Canada to determine whether or not the bid is compliant. The bidder is then permitted to provide new or different information for the eligible mandatory criteria only, in response to the CAR.

Question:

Does the Phased Bid Compliance Process automatically apply to all procurements above a certain dollar value?

Answer:

This policy comes into play for competitive procurements in which the total estimated project value totals or is more than \$2M, and if it is found to meet one or more applicable criteria. PSPC management can also choose to exclude an applicable procurement if it is deemed that it is not in the best interest of the nature of the procurement; on the other hand, it can also be decided to still apply the process to a non-applicable procurement, when it is in the best interest of the procurement and industry to promote healthy competition. Particularly when it is expected that there are a limited number of suppliers (2-4) who are capable of bidding on a given solicitation, the PBCP can serve to maximize competition by allowing bidders to have a second chance to be compliant with all eligible mandatory criteria.

Of particular interest, EREP is planning to apply the PBCP on upcoming procurements, where applicable. If the PBCP applies to a solicitation, bidders can find all the related information and instructions in Part 4 of the bid solicitation.

Question:

How do bidders know which mandatory criteria are applicable to the Phased Bid Compliance Process? Is it at the evaluators' discretion during the bid evaluation process?

Answer:

The eligible mandatory criteria applicable to PBCP will always be identified in the RFP, typically in the Technical Bid Evaluation Plan (referenced in Part 4 of the Bid Solicitation). Only for these previously identified eligible mandatory criteria, can Canada request information from the bidder pertaining to the associated CAR. Canada must always follow the PBCP for the identified eligible mandatory criteria. If the mandatory criteria is not identified as eligible for the PBCP, then only regular clarifications can be asked pertaining to the bid (i.e., where in the bid is the information pertaining to M3; which information takes precedence in the bid?); a CAR will not be provided to the bidder for these non-eligible mandatory criteria if it is determined during the bid evaluation process that information is missing.

It is important to note that the CAR will only identify that a given eligible mandatory criteria has not been met through the initial bid, for instance it will only indicate that bidder did not demonstrate compliance for a specific eligible mandatory criteria. The CAR will not go into further detail; it is up to the bidder to determine what information is required for their bid to demonstrate full compliance with the eligible mandatory criteria.

Question:

How long do bidders have to respond to a CAR pertaining to the technical portion of the Phased Bid Compliance Process?

Answer:

The time to return information to the Contracting Authority in accordance to the CAR can vary from procurement to procurement depending on the nature of the eligible mandatory criteria and the level of compliance that had been presented in the initial bids, but the deadline will always be indicated on the CAR itself.

All bidders will receive the same amount of time to respond to the CAR. Typically, 2-5 days are provided for bidders to send in their responses.

Important: Canada expects the best bids the 1st time around. The PBCP is a fail-safe for those who do not understand the process or are new to ensure we have a competitive process.

[CCG Presentation: ER](#)

Question:

The presentation identifies that Health and Safety is the number one priority for the Canadian Coast Guard in terms of environmental response equipment. Does this apply solely to the Canadian coast guard personnel using the equipment, or does this also pertain to the health and safety of the natural environment? Does Canada have biologists evaluating requirements for the safety of the environment?

Answer:

Where required, a biologist or other subject matter expert may be brought on to help with the evaluation of commodities' requirements and bid proposals. This may be something that we look into for future procurements down the line in this project, particularly for newer technologies, or research and development opportunities that may have a greater (or unknown) biological impact on the environment.

Right now, we are focused on acquiring equipment that is already known within industry and highly tested and certified as environmentally safe equipment.

[General Question:](#)

Question:

As discussed, with regard to application of NAFTA, National Shipbuilding Policy and possibly Buy Canada, we are very interested in fully understanding if some level of Canadian content would be required or advantageous for the positive evaluation of our SPAS* proposal. Further, we would like a definitive statement to the contrary if not.

Answer:

NAFTA will apply to the SPAS* requirement, therefore a competition for that requirement would not be limited to only Canadian vendors.

*SPAS – Self Propelled Advancing Skimmer