

PROCUREMENT AND CONTRACT
MANAGEMENT
165 Sparks Street, Suite 611
OTTAWA ON K1A 0A6



Parliamentary Protective Service
Service de protection parlementaire
Canada

GESTION DE L'APPROVISIONNEMENT ET DES
CONTRATS
165 rue Sparks, Pièce 611
OTTAWA ON K1A 0A6

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PPS-RFI-2018-028

- Request for Information
- Request for Proposal
- Request for Supply Arrangement
- Request for Standing Offer
- Request for Quotation

DIRECT ENQUIRIES TO: Monique Allen A/ Senior Contracting Officer E-MAIL: monique.allen@pps-spp.parl.gc.ca ; Ppsc-aspp@pps-spp.parl.gc.ca DATE: 2018-12-05
RETURN YOUR RESPONSE BEFORE: 2:00:00 p.m. Eastern Time on December 19th, 2018

PURPOSE:

The Parliamentary Protective Service is issuing this Request for Information (RFI) as a mean of gathering information on **Awards and Recognition programs** that meets the Parliamentary Protective Service's essential requirements, as defined herein.

This RFI is not a bid solicitation and does not constitute a commitment with respect to future purchases or contracts. Potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI.

CONTENT:

Preface: Information for Respondents
Section A: Statement of Requirements

AUTHORISED Respondent's SIGNATURE _____ TEL.: _____

NAME (PLEASE PRINT): _____ DATE: _____

CONTINUATION

PREFACE - INFORMATION FOR RESPONDENTS

1. **OBJECTIVES OF THE REQUEST FOR INFORMATION**

The purpose of this Request for Information (RFI) is to gather information on **Award and Recognition products** that meet the requirements described in Section A, Statement of Requirements.

2. **NATURE OF THE REQUEST FOR INFORMATION**

This RFI is not a bid solicitation. This RFI may, however, result in a competitive process for the goods and/or services described.

3. **NATURE AND FORMAT OF RESPONSES REQUESTED**

- 3.1 Respondents should explain any assumptions made in their responses to this RFI.
- 3.2 On the cover page of their response, Respondents are requested to provide their company name, address, telephone number, name and Email of a primary point of contact.
- 3.3 Respondents are asked to respond to the requirements described herein in the same order as they appear in the RFI in order to facilitate a review of the information provided.
- 3.4 Respondents are requested to submit one soft copy of their response, in PDF format, referencing the RFI number, as per the delivery instructions in clause 9, Receipt of Response, below.

4. **CONFIDENTIALITY OF RESPONDENT INFORMATION**

- 4.1 Parliamentary Protective Service is seeking information from Respondents in response to this RFI.
- 4.2 It is understood and agreed that Parliamentary Protective Service will, during and following the period of this RFI, treat as confidential and not divulge, unless specifically authorized in writing by the Respondent, any information that has been identified by Respondents as “confidential” or “proprietary”, within their written response to this RFI.
- 4.3 Parliamentary Protective Service will in no way make any direct attribution of any information obtained from Respondents that has been identified by Respondents as “confidential” or “proprietary” within their responses.

5. **TREATMENT OF RESPONSES**

- 5.1 **Use of Responses:** Responses will not be formally evaluated. However, the Parliamentary Protective Service will review all responses received by the RFI closing date. Parliamentary Protective Service may, at its discretion, review responses received after the RFI closing date.

CONTINUATION

PREFACE - INFORMATION FOR RESPONDENTS

- 5.2 **Review Team:** A review team composed of representatives of Parliamentary Protective Service will review the responses received. Parliamentary Protective Service reserves the right to hire any independent consultant, or use any resources that it considers necessary to review any response, in part or in its entirety. Not all members of the review team will necessarily review all responses.
- 5.3 **Post-Submission Review Questions:** Parliamentary Protective Service may, at its exclusive discretion, request additional information from Respondents to provide clarity on any aspect of the information provided.

6. RESPONSE COSTS

Parliamentary Protective Service will not be responsible for any costs incurred by Respondents associated with the preparation and submission of responses to this RFI.

7. RESERVED RIGHTS

In addition to any other expressed or implied rights, Parliamentary Protective Service reserves the right to:

- 7.1 Cancel this RFI process at any time;
- 7.2 Cancel this RFI process at any time and issue a new RFI for the same or similar information;
- 7.3 Make amendments to the timing and/or structure of this RFI process, including the closing date of the RFI, at its exclusive discretion;
- 7.4 Request additional supporting information or clarification from any or all Respondents, and/or provide to Respondents additional clarification and information pertinent to this RFI;
- 7.5 Contact any customer or reference provided within a Respondent's submission; and
- 7.6 Not consider any response, in its entirety, containing information which the Parliamentary Protective Service, in its exclusive opinion, believes to contain misrepresentations or any other inaccurate, suspicious or misleading information.

8. CONFLICT OF INTEREST

The Respondent must not extend entertainment, gifts, gratuities, loyalty points, rewards or other incentives, discounts, or special services regardless of value to employees of Parliamentary Protective Service or their families. The Respondent has the responsibility to report to the Parliamentary Protective Service any attempts by employees of Parliamentary Protective Service or their families to obtain such favours.

CONTINUATION

PREFACE - INFORMATION FOR RESPONDENTS

9. RECEIPT OF RESPONSE

9.1 Responses should be electronically submitted to the Parliamentary Protective Service at Ppsc-aspp@pps-spp.parl.gc.ca in accordance with the date and time indicated on the RFI.

Respondents are solely responsible for the delivery of their responses in the manner and time prescribed.

9.2 Responses should be received no later than 2:00 p.m. Eastern time, on December 17, 2018

Responses received after the closing date and time of this RFI may not be considered by Parliamentary Protective Service.

10. ENQUIRIES

10.1 Questions regarding this RFI should be submitted electronically to the Contracting Authority at Ppsc-aspp@pps-spp.parl.gc.ca no later than **12:00:00 (noon)** on December 17, 2018.

10.2 Parliamentary Protective Service may provide written answers to questions received on or before this date by means of RFI addenda or Questions and Answers posted on Buyandsell.

CONTINUATION

SECTION A – STATEMENT OF REQUIREMENTS

1. **BACKGROUND**

On June 23, 2015, the Parliamentary Protective Service was created by law under the Parliament of Canada Act. The Speaker of the Senate and the Speaker of the House of Commons are, as the custodians of the powers, privileges, rights and immunities of their respective Houses and of the members of those Houses, responsible for the Service. The newly created parliamentary entity amalgamated the former Senate Protective Service, House of Commons Security Services, and detection specialists, into a single unified security service to serve the Parliament of Canada. While the Director of the Service must be a member of the Royal Canadian Mounted Police (RCMP) by law, he or she has control and management of the daily operations of the organization.

The Parliamentary Protective Service (PPS) is launching an Awards Program for Long Service, and Retirements and a program to recognize innovations and excellence among its employees.

This Request for Information (RFI) is to seek information and feedback from industry Suppliers with regards to Awards and Recognition products and service offerings, as well as some preliminary feedback on pricing, and to provide PPS with an opportunity to examine and review gift ideas to be used as awards for long service; retirements; and excellence.

2. **REQUIREMENT**

- 2.1 Please provide information on the catalogues that would be made available to PPS employees from which they would be able to choose their gift;
- 2.2 Please provide information on lead times for delivery of items from the catalogue, and whether bulk pricing is available;
- 2.3 Please provide information on other available services such as design, production and delivery of certificates; including custom framing;
- 2.4 Please provide information on other available services such as design, production and delivery of plaques, pins, pens, etc.;
- 2.5 Please provide information on customization of gift with name, years of service, logo, etc.
- 2.6 Please provide information on the catalogue interface, and whether the PPS Awards Coordinator can order directly via the online catalogue;
- 2.7 Please provide information on training and support for PPS personnel using the online catalogue.

Without restricting potential offerings from Respondents, the following categories and items are examples of the types of goods that Respondents might propose:

CONTINUATION

SECTION A – STATEMENT OF REQUIREMENTS

Jewellery: earrings; necklace, bracelets;

Active lifestyle: fit-bit;

Art: Canadian Art: (a description of the pieces should be included), sketches, landscapes;

Electronics – selfie sticks; wireless headsets;

Self Care: (salt lamps, luminotherapy, well-being gift basket, yoga kit, chest of tea, etc.)

Experiences: tickets to performances, events

3. PRICING

Respondents are asked to provide pricing for items in their catalogue, and to provide a range in accordance with the following thresholds (in increments of \$50 from \$50 to \$500). Pricing information will not be evaluated. The pricing estimates will be utilized for budget and planning purposes for future requirements.

Respondents are also encouraged to provide pricing for any additional services that their programs offer.