

Real Property Services Management Contracting Directorate

Engagement Phase 3

Department of National Defence – 5 Wing Goose Bay Site Support Services

1. BACKGROUND

5 Wing Goose Bay reports to 1 Canadian Air Division and supports North American Aerospace Defence Command (NORAD) operations for the projection of air power on the north and northeast coasts of Canada. 5 Wing also conducts and supports a wide variety of operations, including both joint and combined training for the Canadian Armed Forces (CAF), our Allies and NORAD. The base is self-sustaining in the functions of air traffic control, transportation, accommodation, supply, telecommunication and information systems, maintenance and food services. The base is responsible for the maintenance of ranges, training facilities and training areas within its confines, capabilities and mandate, in order to provide administrative and training support to units using the facility. Training support includes vehicles, equipment and training areas for individual and collective training.

The roles of 5 Wing include:

- Supporting NORAD Deployed Operations;
- Supporting Joint Task Force Atlantic – JTF (A);
- Supporting CAF operations and training as well as Foreign Military Training;
- Operating the Goose Bay airfield in support of civil aviation;
- Secondary search and rescue (SAR); and
- Supporting other operations as required.

2. PURPOSE

The purpose of this document is twofold:

- a. To notify interested Stakeholders of Canada's intent to host an Industry Engagement day and one-on-one meetings; in accordance with Engagement Phase 3 of the Request for Information (RFI)
- b. To seek information and feedback from industry, and other stakeholders on their interest, capacity and ability to provide Site Support Services as detailed in the draft RFP posted May 2019, in accordance with Engagement Phase 2 of the RFI.

3. ENGAGEMENT ACTIVITIES PHASE 3 AND OBJECTIVES:

PSPC, on behalf of DND, intends to gather feedback regarding this requirement using an open dialogue with Industry to ascertain that the requirements of the RFP, including the mandatory and point-rated evaluation criteria and the basis of selection, are commensurate with the requirement.

The Engagement activities are being posted on www.buyandsell.gc.ca to allow for industry to adequately review the documentation and provide feedback concerning this solicitation. A copy of the draft RFP will be enclosed at a later date, including the SOW, proposed mandatory and point-rated evaluation criteria and the basis of selection for industry comments and improvements. The responses received will be used to assist PSPC and DND in finalizing the requirement and in developing achievable objectives and deliverable.

The main objectives of the Engagement activities are to:

1. Seek feedback on the adequacy and clarity of the requirement;
2. Seek feedback on the mandatory and point-rated evaluation criteria;
3. Seek feedback on all other elements of the draft RFP; and
4. Seek feedback using an open dialogue during Industry Day and one-on-one meetings (if requested).

The information received in response to the Engagement Activities will assist PSPC and DND to:

1. Determine whether further refinement is required; and
2. Confirm the proposed procurement strategy, SOW, evaluation criteria and other aspects of the RFP.

Canada is hosting an Industry Engagement session 3 June 2019 from 9:30-11:00 EST at:

140 Promenade du Portage, Pontiac Room Conference Centre, Phase IV Gatineau, Quebec.

The Agenda for the Industry Engagement session is found in Attachment 3.

Canada is scheduling one-on-one meetings 3 June-7 June, 2019 to meet individually with interested stakeholders in order to listen to their questions, concerns and recommendations for the RFP process. Feedback in response to the questions in attachment 1 can be submitted in writing to the Contracting Authority any time before 29 May, 2019. Canada will analyze and summarize stakeholder input and post responses on buyandsell.gc.ca.

Please note that each one-on-one meeting will be limited to a duration of 1.5 hours per stakeholder organization and will be scheduled on a first come, first served basis. Although alternate times and dates may be possible, there are no guarantees that a meeting will be scheduled. To facilitate the one-on-one meetings, Canada requests that stakeholders submit their questions and responses to the stakeholder engagement questions prior to the scheduled meeting. Please provide these questions and/or comments directly to the Contracting Authority, contact details found in Enquiries.

It is requested that responses to attachment 1, stakeholder engagement questions, is completed to indicate potential interest in attending a one-on-one meeting any time before 29 May, 2019. Once the request is received, the Contracting Authority may contact the interested stakeholders with an official invite, including details for a one-on- one meeting.

Attendance at a one-on-one meeting is not required in order to submit a proposal to any intended RFP.

4. SUMMARY OF FEEDBACK AND OUTCOMES- ENGAGEMENT ACTIVITY PHASE 4

The Summary of Feedback and Outcomes will be published as a follow-up document on the Government Electronic Tendering Site (www.buyandsell.gc.ca). It is anticipated that the Summary of Feedback and Outcomes document will be distributed within three (3) months after the response submission deadline identified above.



5. SUBMISSION DATE

Requests for one-on-one meetings should be submitted as soon as possible. Responses to this RFI should be submitted directly to the Contracting Authority on or before 29 May, 2019, at 2:00 pm EST.

6. ENQUIRIES

All enquiries and communication with the Government regarding Canada's requirement under this solicitation number must be directed in writing to the Public Services and Procurement Canada (PSPC) Contracting Authority as detailed below. Any clarification or information received from other Government officials will not be considered as an official response.

Heather Murphy

Supply Team Leader

Public Services Procurement Canada

Real Property Services Management Contract Directorate

Heather.Murphy@tpsgc-pwgsc.gc.ca



ATTACHMENT ONE- INDUSTRY ENGAGEMENT QUESTIONS

The questions contained in the Sections below are intended to elicit feedback of interest to Canada and provide guidance to interested stakeholders in participating in one-on-one meetings. It is not expected that all questions will elicit a response from participants, but neither should submissions from participants be constrained by the questions below.

Participants are encouraged to submit a response to the Industry engagement questions in electronic format (compatible with MS Word 2003 or Adobe PDF) is preferable as long as copy/paste or printing of text functions are not restricted in any way by the RFI closing date to permit proper consideration.

Response Format

All responses should be clearly marked “5 Wing Goose Bay Site Support Services-Engagement Responses”. The name and address of the stakeholder must be identified in the e-mail with a primary point of contact. One electronic copy is to be submitted to the Contracting Authority.

The inclusion of general marketing material is discouraged unless used to provide specific information relevant to a response. In this instance, it is requested that supporting text be provided to cross- reference the marketing material to the appropriate area of the draft RFP or this document.

Responses will not be returned.

Responses to Section 1 below should not exceed five pages double-sided, standard letter size in length. Responses to Section 2 below are limited to two pages in length.

Language of Response

Responses may be submitted in English or French, at the preference of the stakeholder.

Response Parameters

Stakeholders are reminded that this is not a RFP and, in that regard, stakeholders should feel free to provide their comments and concerns with their responses.

Canada reserves the right to seek clarifications from a Participant for any information provided in response to this process, either by telephone, in writing or in person.

Confidentiality

Participants are requested to clearly identify those portions of their response that are company confidential or Proprietary in nature. The confidentiality of each participant’s response will be maintained. Items that are identified as Proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the participant do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered in summary of feedback and outcomes document Canada intends to post on buyandsell.gc.ca/tenders.



SECTION 1: ADMINISTRATIVE ITEMS

1. Identify the Legal Name and Procurement Business Number of the participating organization, if applicable.
2. For each proponent participant: identify the names, organization and role on the team.
3. Please indicate your interest in attending the Industry Engagement Session.
4. Please indicate your interest in attending a one-on-one meeting.
 - If interested in the one-on-one meeting please provide questions in advance to allow Canada to ensure the appropriate authorities are present.

SECTION 2: DRAFT REQUEST FOR PROPOSALS (RFP)

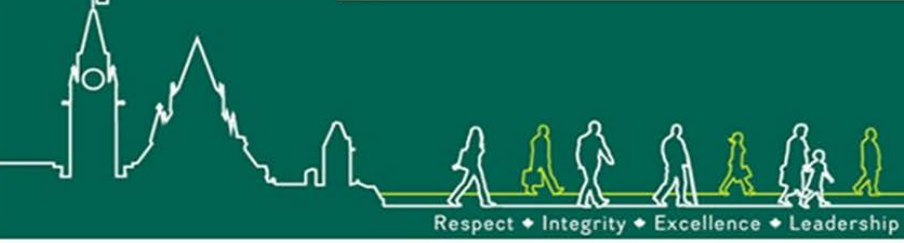
1. Are the requirements in the Statement of Work clear?
2. Can Industry submit a fully developed bid using the current estimated quantities?
3. Based on the Statement of Work, is the basis of payment clear?
4. Is it clear what is required from Industry regarding CFE/CFF?
5. Is it clear how Canada proposes to evaluate the proposals? Provide any suggestions that, in your opinion, could improve the evaluation criteria.
6. Does the Basis of Selection seem fair and reasonable?
7. Would Industry prefer 10, 1 year option periods awarded on a rolling wave, or 2, 5 year option periods?
8. Is the current draft RFP unduly restrictive (e.g. security, insurance, evaluation criteria, SOW)? Please explain why and suggest alternatives.
9. Are any other aspects of the draft RFP unclear?

It is not mandatory for stakeholders to participate in a one-on-one meeting.

This engagement process is not a pre-qualification to submitting an innovative proposal for the upcoming RFP.

SECTION 3: OTHER

1. Please identify any other issues, concerns, recommendations not addressed above.



ATTACHMENT TWO DRAFT REQUEST FOR PROPOSALS

Posted on buyandsell.gc.ca May 10 2019.

ATTACHMENT 3 ENGAGEMENT SESSION AGENDA

TIME	SUBJECT
9:30-9:35	Housekeeping
9:35-9:40	Opening remarks.
9:40-9:50	Overview of Stakeholder Engagement.
9:50-10:20	Technical overview of the Requirement.
10:20-10:45	Technical Questions and Answers
10:45-11:00	Break
11:00-11:15	Next Steps and Proposal Requirements
11:15-11:20	Closing Remarks.
11:20-11:30	Final Questions and Answers