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Victory Building/Édifice Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

Bid Fax: (204) 983-0338

LETTER OF INTEREST

LETTRE D'INTÉRÊT

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region

Victory Building/Édifice Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

Title - Sujet RFI - CHARS	
Solicitation No. - N° de l'invitation ET025-202063/A	Date 2019-11-15
Client Reference No. - N° de référence du client CHARS-ET025-202063	GETS Ref. No. - N° de réf. de SEAG PW-\$PWZ-014-10920
File No. - N° de dossier PWZ-9-42155 (014)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-12-05	
Time Zone Fuseau horaire Central Standard Time CST	
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: Fagan, Mike	Buyer Id - Id de l'acheteur pwz014
Telephone No. - N° de téléphone (204) 296-5375 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 310-269 MAIN ST WINNIPEG MANITOBA R3C1B3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	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

REQUEST FOR INFORMATION (RFI)

FOR

Canadian High Arctic Research Station (CHARS) Facility Management Services at the Canadian High Arctic Research Station (CHARS) in Cambridge Bay, Nunavut

FOR

The Department of Public Services and Procurement Canada (PSPC)

NATURE OF REQUIREMENTS

This is not a bid solicitation. This Request for Information (RFI) will not result in the award of any contract; therefore, potential suppliers of any goods or services described in this RFI should not earmark stock or facilities, nor allocate resources, as a result of any information contained in this RFI. This RFI will not result in the creation of any source list; therefore, whether or not any potential supplier responds to this RFI will not preclude that supplier from participating in any future procurement. Also, the procurement of any of the goods and services described in this RFI will not necessarily follow this RFI. This RFI is simply intended to solicit feedback from industry and other stakeholders with respect to the contents of this RFI. This RFI has excerpts that may or may not be used in the Request for Proposal (RFP) at a future date. The Government of Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

BACKGROUND

PSPC is preparing to issue a Request for Proposal (RFP) for Facility Management (FM) Services at the Canadian High Arctic Research Station (CHARS) in Cambridge Bay, Nunavut.

The new Canadian High Arctic Research Station (CHARS) facility provides POLAR Knowledge Canada (POLAR) with a headquarters for their Departmental Corporation, an office area, various science laboratories for both POLAR and visiting scientists from around the world, field support storage and service locations, and a multipurpose public space for external stakeholders and other parties. CHARS is occupied by POLAR, a federal organization, established in 2015 with a mandate to advance Canada's knowledge of the Arctic, strengthening Canadian leadership in polar science and technology.

The CHARS facility is comprised of a Main Research Building (MRB), a Field Maintenance Building (FMB) and two accommodation triplexes. Construction of the triplexes and FMB was completed December 01, 2017. Due to remaining construction deficiencies, substantial completion for the MRB HVAC system has not yet been issued and remains under the responsibility of the Construction Contractor. A Facility Management (FM) contract for CHARS has been in place since August 18, 2017 and expires September 30, 2020, at which time a new FM contract is required. There is a requirement for a four month operational transition period prior to completion of the current FM contract.

The number of POLAR staff is consistent throughout the year, however in summer the overall population of CHARS increases due to an increase in visiting international scientists making use of the facility.

Spaces within the MRB are made available for use by external stakeholders. These activities include community meetings, discussions with elders, tours of the facility, science camps with students and other activities. These activities typically occur 2-3 times per month and may occur during evenings or weekends and this frequency is expected to increase over the term of the contract.

The FM Service Provider will be required to plan, operate, and maintain the facility using their own forces and sub-contracts so that POLAR can focus on its mandate to deliver cutting-edge science and technology research in Canada's north. The FM Service Provider shall ensure the facility is maintained to a high standard, provides a healthy and safe working environment, and is in line with Treasury Board Policies applicable to the facility and government operations. The specific Treasury Board Policies will be listed in the future RFP.

The Service Provider will deliver a range of services while being flexible and adaptable as POLAR continues to grow in staffing, activities and moves towards full operating capacity. As per the new *Directive on Government Contracts, Including Real Property Leases in the Nunavut Settlement Area*, services have been unbundled from the Statement of Work and therefore are not included in the list of potential services below:

- General facility management services; health and safety, communications, record-keeping, etc.
- Operational transition
- Building operations and maintenance
- Managing of service calls and incidents
- Emergency work services
- Management of utilities
- Cleaning services
- Hoteling services
- Maintenance of scientific laboratory equipment such as but not limited to fume hoods.
- Environmental management services
- Inventory management services
- Building management planning
- Building performance reviews
- Performance measurement regime services
- Task authorizations for "as and when" required work and client direct project delivery services

The RFI could result in additional unbundling of the services related to this requirement. Any potential for further unbundling would be subject to an operation risk and efficiency assessment as it relates to the overall project delivery along with a capacity assessment/review of the Inuit Firm Registry (IFR).

SECURITY REQUIREMENTS

At the date of bid closing the following conditions must be met:

- The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
- The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PSPC.

In addition, subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC.

CONTEMPLATED PROCUREMENT STRATEGY

This procurement is subject to the *Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada* (the Nunavut Agreement).

Article 24 of the *Nunavut Agreement* contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. The new *Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area* (the *Directive*) comes into effect December 20, 2019, and further clarifies the obligations in the *Agreement*.

As this requirement is to take place within the Nunavut Settlement Area (NSA), the *Nunavut Agreement* and the *Directive* both apply.

An assessment of the Inuit Firm Registry has been completed and verified. It has been determined that this will be an open tender not limited to Inuit Firms.

The *Directive* requires that bid evaluation criteria include Inuit Benefits Criteria (IBC) and Nunavut Benefits Criteria (NBC), alongside other criteria (e.g. technical, administrative, price, etc.). The weighting of these two criteria are prescribed, and are expected to be the basis for a minimum of 35% of the bid evaluation points available. The remaining 65% will be assigned to other weighted criteria established by Canada (technical, administrative, price, etc.).

As part of their bids, bidders are requested to include an Inuit Benefits Plan, detailing how they will provide benefits related to the IBC and NBC (to be detailed in the Request for Proposal).

- See attached Inuit Benefits Plan engagement document with further information regarding the IBC/NBC criteria.

OBJECTIVE OF RFI

- Gather information and interest in this planned procurement from the Inuit business community and industry as a whole.
- Provide awareness of this planned procurement to the Inuit business community and industry as it relates to the *Directive*.
- Gather information regarding the capacity of the Inuit business community in regards to labour/sub-contracting for this requirement.
- Gather information on the IBC/NBC criteria in the attachment provided.
- Initiate an industry and community consultative process
- To further facilitate this information-gathering exercise, Community/Industry Engagement events may be scheduled in the future.

INDUSTRY ENGAGEMENT QUESTIONS

For the purpose of this procurement, Canada is interested in determining the current and future capacity for the provision of services as previously identified herein.

Please consider the following questions in your response to this RFI.

- 1) Do you own or operate an Inuit business/company that may be interested in providing services (in whole or in part) for this requirement? If so, please provide a list of the skills and equipment you offer, location of your business and a brief summary of work and/or projects completed within the last five years.
- 2) To the Inuit Business Community, what is the capacity to provide Inuit labour and/or sub-contractors for this requirement?
- 3) The Inuit and Nunavut Benefit Criteria in the attached document contain examples of potential sub-criteria that may be contained within each. Do the sub-criteria reflect what would best benefit the Inuit

Community? Are there sub-criteria missing that could be included? Could some be removed? Which ones would be of a higher importance?

4) If you qualify as an Inuit firm according to the NTI Inuit Firm Registry (IFR), have you registered and included the services that your firm is able to deliver? If not registered, is there a reason why you are not?

5) For prime contractors considering this opportunity, how would you work with sub-contractors, labour (including training, e.g. apprenticeships), material, and equipment available from the Inuit of the Nunavut Settlement Area? How would your company organize and manage this?

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

Important Note to Respondents:

Respondents may submit their responses to the PSPC Contracting Authority, identified below, preferably via email.

Mike Fagan

Supply Specialist, Real Property Contracting

Public Services and Procurement Canada

E-mail address/ Telephone/ Facsimile: Mike.Fagan@pwgsc.gc.ca/204-296-5375/204-983-7796

A point of contact for the Respondent should be included in the package.

Respondents are requested to provide their comments, concerns, and, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied. Respondents should explain any assumptions they make in their responses.

There is no formal structure or format that a response to this RFI should meet. The respondent should feel free to submit whatever information it feels would make a useful and relevant contribution to PSPC in the analysis of this procurement and the development of solicitation documents to procure a solution to fulfill its requirements.

Canada may, in its sole discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

All responses will be treated as confidential, subject to the provisions of the Access to Information Act (R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21).

PSPC 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.

Responses will not be formally evaluated. However, PSPC will review all responses received by the RFI closing date. PSPC may, at their discretion, review responses received after the RFI closing date.

A review team composed of representatives of PSPC will review the responses received. PSPC 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.

In addition to any other expressed or implied rights, PSPC reserves the right to:

- .1 Cancel this RFI process at any time;
- .2 Cancel this RFI process at any time and issue a new RFI for the same or similar information;
- .3 Make amendments to the timing and/or structure of this RFI process, including the closing date of the RFI, at its exclusive discretion;

- .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;
- .5 Contact any customer or reference provided within a respondent's submission; and
- .6 Not consider any response, in its entirety, containing information which PSPC in its opinion, believes to contain misrepresentations or any other inaccurate, suspicious or misleading information.

Questions regarding this RFI must be submitted to the contracting representative named above. Questions must be received no later than **December 02, 2019** in order to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.

Feedback and responses related to this RFI are requested no later than **December 05, 2019** in order to allow for its review. Feedback and responses received after this date may not be considered.

Changes to the RFI may occur and will be advertised on the Government Electronic Tendering System (buyandsell.gc.ca). PSPC may provide written answers to questions received on or before the RFI closing date by means of RFI addenda and or Questions and Answers Posted on Buyandsell.gc.ca. Canada asks Respondents to visit Buyandsell.gc.ca regularly to check for changes, if any.

Delivery Date: Above-mentioned

The Crown retains the right to negotiate with suppliers on any procurement.

Documents may be submitted in either official language of Canada.

ENGAGEMENT – INUIT BENEFITS PLAN

Facility Management Services (FMS) for The Canadian High Arctic Research Station (CHARS)

Background/Description

- Requirement: Facility Management Services (FMS) for The Canadian High Arctic Research Station (CHARS) located in Cambridge Bay, NU.
- This procurement is subject to the *Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada* (the *Nunavut Agreement*).
- <https://nlca.tunnngavik.com/> (Link to the *Nunavut Agreement*)
- Article 24 of the *Nunavut Agreement* contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. The new *Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area* (the *Directive*) comes into effect December 20, 2019, and further clarifies the obligations in the *Agreement*.
- <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32610> (Link to the *Directive*)
- As this requirement is to take place within the Nunavut Settlement Area (NSA), the *Nunavut Agreement* and the *Directive* both apply.
- The *Directive* requires that bid evaluation criteria include Inuit Benefits Criteria (IBC) and Nunavut Benefits Criteria (NBC), alongside other criteria (e.g. technical, administrative, price, etc.). The weighting of these two criteria are prescribed, and are expected to be the basis for a minimum of 35% of the bid evaluation points available. The remaining 65% will be assigned to other weighted criteria established by Canada (technical, administrative, price, etc.).
- For greater certainty, these percentages are related to the percentage of total *bid evaluation points* that are available, and do not represent any minimum percentage of total contract *value* that must be included as part of a bid submission.
- The IBC and NBC will be broken down to 4 general components (3 IBC, and 1 NBC), and are anticipated to be at the indicated weightings:
 - Inuit Benefits Criteria (IBC)**
 1. The employment of Inuit labour (10%)
 2. The undertaking of commitments, under the contract, with respect to on-the-job training or skills development for Inuit. (10%)
 3. Inuit ownership (of prime or sub-contractor/suppliers) (10%)
 - Nunavut Benefits Criteria (NBC)**
 4. Location of business in the NSA (5%)
- Each of the 4 components will be further broken down into more detailed sub-criteria (exact nature to be determined).
- As part of their bids, bidders are requested to include an Inuit Benefits Plan, detailing how they will provide benefits related to the IBC and NBC (to be detailed in the Request for Proposal).
- The precise details of the sub-criteria are not yet known but in developing their bids, generally, bidders will be encouraged to strengthen their Inuit Benefits Plan by maximizing Inuit employment, Inuit training and skills development, and Inuit ownership (of prime contractor and/or subcontractors) in carrying out the work under this project, and by identifying whether the bidder, or the subcontractor(s), have head offices, administrative offices or other facilities in the NSA.
- The benefits detailed in the successful bidder's Inuit Benefits Plan will be built into the terms of the contract, and become part of the deliverables of the contract.

ENGAGEMENT – INUIT BENEFITS PLAN

Facility Management Services (FMS) for The Canadian High Arctic Research Station (CHARS)

Engagement

- The purpose of this engagement session is for information sharing purposes. Feedback will be considered in developing the procurement process as it relates to the Inuit and Nunavut Benefits Criteria.
- The following pages contain a breakdown of each of the 4 IBC/NBC components, with examples of potential sub-criteria that may be contained within each.
- We are seeking feedback regarding the definition of IBC and NBC sub-criteria. The feedback we receive will feed into the establishment of specific sub-criteria.
- In order to maximize Inuit and Nunavut benefits in this requirement, our intent is to establish sub-criteria that accurately reflects local capacity to participate.
- Our intent is to establish sub-criteria that provide sufficient certainty and clarity for bidders to craft their bids, while still allowing for flexibility and creativity in generating benefits.

ENGAGEMENT – INUIT BENEFITS PLAN

Facility Management Services (FMS) for The Canadian High Arctic Research Station (CHARS)

Inuit Benefits Criteria (IBC)

1. The employment of Inuit labour

The Inuit employment component may include among others, the following sub-criteria:

- The portion of labour attributable to Inuit.
- The description and duration of the employment opportunity.
- The opportunity for skills development.
- The sustainability of jobs.
- The type of work.
- The experience to be gained.
- The human resource strategies for Inuit recruitment, retention, succession planning and staff management.

Mandatory Weighting: 10%

2. Inuit Training and Skills Development

The Inuit training and skills development component may include among others, the following sub-criteria:

- A description of the training and the training location (for example, apprenticeship, school programs, on-the-job or in-house training programs).
- The number of training opportunities for Inuit.
- The duration of the training.
- The quality of training.
- The effectiveness of training deliver approach (e.g. classroom or fieldwork).
- The specialization, certification, or accreditation with future potential for employment.

Mandatory Weighting: 10%

3. Inuit ownership (of prime or sub-contractor/suppliers)

The Inuit ownership (prime and subcontractors) component may include, among others, the following sub-criteria:

- Demonstrable Inuit ownership of prime and subcontractor(s) through registration on the Inuit firm list maintained by the DIO. <https://inuitfirm.tungavik.com/> (link to Inuit Firm Registry - IFR)
- A description and the type of work to be conducted in-house by the Inuit-owned firm, or their Inuit firm subcontractor.
- The number of subcontracting opportunities for Inuit firms.

Mandatory Weighting: 10%

ENGAGEMENT – INUIT BENEFITS PLAN
Facility Management Services (FMS) for The Canadian High Arctic Research Station (CHARS)

Nunavut Benefits Criteria (NBC)

4. Location of business in the NSA

The location in the Nunavut Settlement Area component may include, among others, the following sub-criteria:

- A description of the number, type and size of the head offices, administrative offices or other facilities that are located in the Nunavut Settlement Area.
- The number of years that the firm has been in existence.
- A description of the type of work to be conducted in-house by the firm located in the Nunavut Settlement Area.
- A description of the type of work to be conducted by subcontractors located in the Nunavut Settlement Area.
- The number of subcontracting opportunities for firms located in the Nunavut Settlement Area.

Mandatory Weighting: 5%

Questions

- 1) Do the sub-criteria reflect what would best benefit the Inuit Community?
- 2) Are there sub-criteria missing that could be included?
- 3) Could some be removed?
- 4) Which ones would be of a higher importance?
- 5) What is the capacity to provide Inuit labour and/or sub-contractors for this requirement?

Thank you for your cooperation in this engagement process.