



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving PWGSC/TPSGC reception des  
soumissions

Victory Building/Édifce Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

Bid Fax: (204) 983-0338

**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**

Public Works and Government Services Canada -  
Western Region

Victory Building/Édifce Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

<b>Title - Sujet</b> Accommodations & Meals, Thompson	
<b>Solicitation No. - N° de l'invitation</b> 5A316-193291/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 5A316-193291	<b>Date</b> 2019-12-10
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-206-10917	
<b>File No. - N° de dossier</b> WPG-9-42092 (206)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-12-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tetrault, Renata	<b>Buyer Id - Id de l'acheteur</b> wpg206
<b>Telephone No. - N° de téléphone</b> (204) 228-9032 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

This amendment 001 is issued to answer questions, modify the solicitation and provide minutes for the bidders' conference as follows:

### **Questions**

Q18. Referring to the Security Requirements: Which Contractor staff need to have reliability clearance? Is there a timeline for when those staff have to have their reliability status? Can there be exceptions or waivers to the security clearances if the screening process is delayed?

A18. Security clearance have two parts. Part 1 is to clear the company. This must be done before award. Contact Renata Tetrault to start this process. Part 2 is clearing company personnel. Personnel who require access to protected information or sensitive work sites must also hold a valid reliability status. It is at the Contractor's discretion to identify the individuals requiring such access. For this Contract the protected information is information that would be handled on the reports (Appendices A1, A2, A4).

Q19. Referring to Annex A, article 8: Item 8.5 states The Contractor must offer a minimum of 10 rooms of which a minimum of 10% of the rooms are wheelchair accessible (including washrooms). What wheelchair or accessible standards are required?

A19. As per Annex A, article 8.1, the Contractor must meet any applicable bylaws, codes or standards based on the type of facility they are proposing. Refer to Modification M1 for further information.

### **Modification**

M1. Refer to Annex A, article 8.5, and add:

INSERT: For this Contract, wheelchair accessible means that the Room allows a guest using a wheelchair to be able to reach everything in the room. This includes any control switches for features like lights or thermostats. The bed must be at a height convenient for a guest to transfer into from a wheelchair. Guests using a wheelchair must be able to open their room doors independently. Within the washroom there must be space for guests in mobility devices to turn around. Furthermore, sinks, toilets, and tubs or showers must also be accessible allowing for the client to safely transfer or roll-in as required.

### **Bidders' Conference Minutes**

**December 2, 2019, 10:30am-11:10am**

#### **Attendance:**

PWGSC: Renata Tetrault, Daisy Truong

Indigenous Services Canada: Cameron Barlishen, Amelia Sheocharan, Sean Stiff

#### **Bidders:**

- Tony Mayham, 336/344 Thompson Drive Corporation
- Vanessa Bissonnette, ESS / Compass – Canada
- Paul Bridle, ESS / Compass – Canada
- Manfred Boehm, The Marlborough Hotel, The Burntwood Hotel
- Elizabeth Armitage, The Marlborough Hotel, The Burntwood Hotel
- Chris Martin, The Marlborough Hotel, The Burntwood Hotel

## Agenda Items

- Welcome and introductions
- Review of RFP
- Overview of requirement
- Questions/Answers
- Closing Remarks

## Review of the Request for Proposal

- The solicitation closes at 14:00 CST, December 19, 2019.
- Return bids to address on page 1 of solicitation *OR* use ePost (refer to page 3 for instructions)
- Part 4 of the RFP details the evaluation procedures and basis of selection (pages 7-11)
  - Phased Bid Compliance Process
  - Best Value selection using a 60-40 ratio for technical merit and price respectively
  - More than one Contract may be awarded
- Part 5 Certifications
  - Set-Aside for Aboriginal Business
  - Canadian Content
- Part 6 Security Requirements
  - Security clearance prior to award
  - Contact Renata Tetrault for sponsorship if needed
- Part 7 Resulting Contract Clauses
  - Start date – approximately April 1, 2020
  - Period of the Contract will be date TBD to 30 September 2021 inclusive
  - One 18-month option period.
- Annex A, Statement of Work
  - The Bidder must have the capacity to provide accommodations and meals upon request for approved Clients and, if applicable, an approved Escort, while attending medical appointments in Winnipeg, Manitoba.
  - Up to 80 Rooms may be required per 24 hour period.
  - The Bidder must offer a facility with a minimum of 10 Rooms.
  - A minimum of 10% of the Rooms offered must be wheelchair accessible.
  - A minimum of 70% of the Rooms offered must have a private washroom.
  - The Bidder is responsible for understanding the scope of work of this RFP.
- Appendix A6 details the Mandatory and Point Rated criteria
  - Mandatory criteria are evaluated on a pass/fail basis
  - Point rated criteria are evaluated based on the rating guide and point breakdown indicated
- As indicated at M6, it is anticipated that Bidders may need to renovate, update or change their facility in order to meet all requirements outlined in Annex A related to Rooms. As such, Canada will accept as compliant a Bidder's commitment to fully meet M6 no later than Sept. 30/2020. The Bidder must indicate in their bid if renovations, upgrades or other changes are required to meet M6, and how they plan to achieve the changes.
- Be sure to include all details and supporting information within your bid submission
- Annex B Basis of Payment must be completed and submit with the bid

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- Pricing must be provided for all aircraft requested for full period + option

## Questions/Answers

Q1. Referring to Part 6, Security Requirements: How does a bidder obtain the required security clearance promptly? What is meant by promptly?

A1. Bidders may contact the Procurement Authority to begin the sponsorship process for security. In this situation, promptly means without unnecessary delay. The security process will require submission of information which should be completed as soon as possible.

Q2. Referring to Part 7, article 7.4.3 Option to Extend the Contract: Will the rate proposed by the facility remain the same for the option as for the initial period, or can the rate be reviewed?

A2. Refer to Annex B. The Bidder must bid a firm rate for the initial contract period and a firm rate for the option period. After bid close there is no opportunity to revise the rates.

Q3. Would Canada consider bids from non-Aboriginal suppliers?

A3. This RFP is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/9/4) (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/9/4>), Supply Manual. For this RFP Canada will only consider bids that can meet this requirement.

Q4. Referring to Annex A, article 3.1 Terminology: A "ROOM" is defined as a private accommodation room as described herein. Are there situations in which a room can be shared, by dividing with a curtain or similar?

A4. Refer to Annex A, article 12.1. Under this Request for Proposal and any resulting Contract it is not permitted to have multiple Clients share a Room. A Client and their Escort would share a private room. A Room with multiple beds cannot be shared between multiple Clients.

Q5. Referring to Annex A, article 3.1 Terminology: A "ROOM" is defined as a private accommodation room as described herein. Can you please clarify the difference between a room and a bed?

A5. A Room is a private accommodation that must include all amenities described in Annex A. As per article 12.1, a room may be single or double occupancy as required by the Client. Each Client requires a private room. A Client and their Escort would share a private room. A Room with multiple beds cannot be shared between multiple Clients.

Q6. Referring to Annex A, article 5. Contractor's Responsibilities, item 5.8 (client orientation): When providing an orientation is a physical walk around of the facility required? Can this be a general overview at the time of check in?

A6. This would be at the discretion of the facility. Depending on the complexity of the facility, a physical walk-around may be required but would not be mandatory. If information and instructions on use of the facilities are clearly identified and the client fully understands then a general overview would be suitable at time of check-in. All points in Annex A, article 5.8 must be identified and understood by client.

Q7. Referring to Annex A, article 5. Contractor's Responsibilities, item 5.8 (client orientation): Do clients and escorts arrive together always? If not, do they each require an orientation?

A7. In most cases, the client and escort arrive together but there could be circumstances when the client and escort arrive separately. If the client and escort do arrive separately then they should each receive a separate orientation.

Q8. Referring to Annex A, article 8: Item 8.5 states The Contractor must offer a minimum of 10 rooms of which a minimum of 10% of the rooms are wheelchair accessible (including washrooms). Does this mean the bidder must meet the greater of 10 accessible rooms OR 10% of their offered rooms?

A8. The Bidder must offer at minimum 10 Rooms total. Of the total number of rooms offered by the Bidder, at minimum 10% must be accessible. Refer to Appendix A6, Mandatory M6.

Q9. Referring to Annex A, article 12: Item 12.4 states Each Room must include a safe for storage of valuables. Does a safe need to be in each guest room, or would having safes available at the front desk suffice?

A9. As per 12.4, each room must include a safe. As per 8.7 there is also a requirement to provide safe and secure storage of bags and personal belongings that is accessible to staff only. This additional storage could be located at the front desk, however a safe is still required in each room.

Q10. When does Canada anticipate awarding this contract?

A10. Canada is targeting award in March 2019, however the timeline is difficult to predict as it depends on factors such as security clearances and potentially a PSAB audit.

Q11 Referring to Annex A, article 16 Food/Meals: Is there a requirement to provide multiple meal options based on a restaurant/menu food service?

A11. Refer to article 16.4 which states: Have available for each meal, at least two food options for Clients to request within the maximum rates for breakfast, lunch and dinner as stipulated in this Contract. Food options can be provided through buffet/cafeteria style food service or restaurant/menu food service.

Q12. Referring to Appendix A6, Point Rated Criteria R2: Please define "Indigenous food options"?

A12. This item is intentionally open to allow the bidder to determine suitable Indigenous food options based on their experience and/or knowledge of Indigenous clients.

Q13. Referring to Appendix A6, Point Rated Criteria R2: Can you please define the term "close proximity"?

A13. For evaluation purposes, the term "close proximity" means within walking distance so the client would not require transportation services to access.

Q14. Is there an anticipated budget for 2020?

A14. This information is not available.

Q15. What was the initial budget set out for 2018 & 2019? Were there any adjustments to the budget? If so, can you provide what the budget adjustments were?

A15. The size and scope of services requested under this RFP are different from those required in previous years. Historical annual information is not available for this specific level of effort.

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5A316-193291/A  
Client Ref. No. - N° de réf. du client  
5A316-193291

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
WPG-9-42092

Buyer ID - Id de l'acheteur  
wpg206  
CCC No./N° CCC - FMS No./N° VME

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Q16. How are payments made under this service?

A16. This will be a task authorization contract. On a monthly basis ISC will send a blanket request for service on a Task Authorization. Then ISC will send specific requests for Rooms on an ongoing daily basis as client placements are made (refer to sample at Appendix A4).

The Contractor will log the daily Room usage on a report (Appendix A1). During a client stay, the Client will request Meals using the vouchers (refer to Appendix A5).

At the end of each month, the Contractor will send a single invoice to reconcile for the previous month's services using the Month End Report (Appendix A2). The report will be submit along with used meal vouchers as supporting documents to the monthly invoice (sample invoice at Appendix A3).

Q17. How can a company confirm they are registered under PSAB?

A17. Links to the Indigenous Business Directory and registration pages can be found here:

<https://www.aadnc-aandc.gc.ca/eng/1100100033057/1100100033058>

#### **Closing Remarks**

- The solicitation closes at 14:00 CST, December 19, 2019.
- Additional questions can be submit to Renata Tetrault (renata.tetrault@pwgsc-tpsgc.gc.ca)

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME**