



REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Immigration and Refugee Board

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefor.

Propositions aux : Commission de l'immigration et du statut de réfugié du Canada

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No. - N° de l'invitation 20200389IRB	Type - Genre AMD 3	Update - Mise à jour 2020-08-21
Solicitation closes - L'invitation prend fin at - à 14:00 EDT on - le 2020-09-02	PWGSC File No. - N° de référence de TPSGC n/a	

Date of Solicitation - Date de l'invitation 2020-08-07		Page of de
Address inquiries to - Adresser toute demande de renseignements à : Rachel Ellison IRB.Procurement-acquisitions.CISR@irb-cisr.gc.ca		
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur	
Destination See herein - Voir ci-inclus		

Instructions:
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B, including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:
Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Facsimile No. - N° de télécopieur	
Telephone No. - N° de téléphone	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Signature	Date



This amendment #3 is raised to answer a question and make changes to the RFP, therefore:

1. Question:

Question 6	I am reaching out specifically regarding the Room Rental opportunity for the Greater Hamilton Area and my question is what is considered the greater Hamilton area? I ask because after conducting a search online this can span from the city of Hamilton to as far east as the region of Durham. Would a location in postal code M9W1J5 be considered as the Greater Hamilton Area?
Answer 6	The Immigration and Refugee Board (IRB) will accept bids for the City of Hamilton only and not the Greater Hamilton Area. The IRB has amended the RFP as per Sections 2,3 below.

Question 7	<p>Under Annex "A", Statement of Work, the mandatory requirement is to have</p> <ol style="list-style-type: none">1) Ten (10) hearing rooms2) One (1) Security room3) One (1) Workspace room4) Reception area (that can be a room or an open area) <p>Referring to Annex "D", Technical Evaluation which will be used in scoring the Bidders, there is no reference under the Mandatory Criteria for any Security Room. MT3 refers to Hearing rooms, MT4 for the Workspace room and MT5 for the Reception area.</p>
Answer 7	The Immigration and Refugee Board (IRB) has amended the Mandatory Criteria as per section 2.0 of this Question and Answer (Q&A)

Question 8	Under Mandatory Criteria MT3, the specifics for the Video Conferencing network remain unclear. 2-3 MB/s is 1080p resolution was stated followed by 7 units = 14 Mb/s. Again, this appears to be referenced from RFP 20200389IRB which requests 7 meeting rooms. This should state 10 units = 20 MB/s. Mb/s refers to Megabits per second which is very different from MB/s, or MegaBytes per second
Answer 8	The IRB has amended the Mandatory Criteria in section 2.0 of this Q&A



2. At Annex D, to Part 4 of the Bid Solicitation, Technical Evaluation:

DELETE in its entirety.

INSERT:

Mandatory Criteria

Item	Mandatory Technical Criteria	MET	NOT MET	Cross Reference to proposal (Page #)
MT1	The Bidder's rooms must be located within 300m of a public transit stop in the City of Hamilton.			
MT2	The Bidder must have all rooms at one location and this location must include accessible washroom facilities available for use by IRB personnel and the public.			
MT3	<p>The Bidder must have at least seven (7) rooms that each include the following:</p> <ul style="list-style-type: none">a) Between 15 to 40M2, with five (5) of the rooms being bigger than 25M2;b) No gaps in the walls between the ceiling and floor;c) Four (4) tables 48" by 30";d) Six (6) chairs;e) One (1) plexiglass partition per table demonstrate that it is existing currently in the space at time of bid close or a written confirmation from the bidder in their bid that they will provide and install the plexiglass as required within four (4) weeks after contract signature;f) One (1) hand sanitizer station (that are fully serviced);g) One (1) TV, minimum 32";h) One (1) dedicated phone line;i) One (1) Video Conferencing (VC) unit with a network minimum 2Mb/s to 3Mb/s, per VC unit, per second (7 units = 14Mb/s);j) Session Initiation Protocol (SIP) and be able to receive incoming SIP calls from an IRB site without blocking it.k) Privacy, so the occupants cannot be seen by the public. Therefore:<ul style="list-style-type: none">• Windows must have drapes or blinds that are not see-through; and• Glass walls must have coverings or be frosted.			



MT4	Bidder must have one secure area that includes the following: a) Minimum of 40M2; b) Ten (10) tables minimum 30" x 48"; c) Ten (10) chairs; d) One (1) dedicated fax machine;			
MT5	The Bidder must provide a reception area for use only by the IRB personnel. One (1) room/area that includes the following: a) One (1) table 30" by 48" minimum; b) One (1) chair; c) One (1) hand sanitizer station;			
MT6	The Bidder must have one (1) Security Room that includes the following: <ul style="list-style-type: none">Between 15-30m2One (1) tableThree (3) chairs; andAllow IRB to set up security camera system and panic button system, all provided by IRB			
MT7	The Bidder must have Information Technology (IT) support available between 08:00 and 17:00 Monday to Friday EST to attend to any technical issues with equipment in the room, such as WiFi and/or Polycom equipment.			
MT8	The Bidder must confirm that they will permit the IRB dedicated security guards to be present in the hallway and other rooms, areas and workspaces provided under the Contract, when require by the IRB.			

Rated Criteria

Item	Rated Technical Criteria	Maximum Available Points	Bidder's Self Score
RT1	The Bidder's room(s) should be located on the ground floor, Mezzanine/Concourse, or all on the same floor	10 points per room to a maximum of 70 points for Ground Level 5 points per room to a maximum of 50 points for Mezzanine/Concourse	



		2 points per room to a maximum of 20 points for all rooms on the same floor Maximum of 70 points	
RT2	The Bidder should have up to five (5) additional rooms that meet MT3.	10 points per additional room to a maximum of 50 points	
RT3	The Bidder's room(s) should have secure access* for IRB staff that is not accessible by the general public. *Secure access is defined as separate entrance to the building from the main public access entrance.	5 points	
RT4	The Bidder should have a waiting/reception area that can accommodate up to ten (10) people safely, adhering to Canadian Public Health physical distancing guidelines.	5 points	
RT5	The Bidder's room(s) should have a minimum construction rating of STC 45 or higher.	20 points	
RT6	The Bidder should be able to provide Polycom solutions in each room.	5 points per room to a maximum of 35 points	
RT7	The Bidder should have cleaning staff to disinfect the rooms after every use (IRB Session) with products that are approved by Health Canada to be effective against COVID-19.	20 points	
RT8	The Bidder should have a kitchen including sink, microwave, and fridge, to be used by IRB staff when on site.	20 points	
Total Points Available:		225	
Bidder's Points:			



3. Part 1, 1.2 Summary:

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Due to COVID-19, the Immigration and Refugee Board of Canada requires additional space in the City of Hamilton to hold hearings while being able to adhere to current Public Health recommendations of physical distancing. The present space allocation does not allow for these temporary accommodations and as a result the IRB has an interim requirement to rent additional space to hold hearings.

The rental timeframe is for approximately one (1) year beginning fall 2020, with the option of adding additional rooms and/or extending the end date of the agreement at IRB's discretion, subject to availability.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Colombia Free Trade Agreement (CCoFTA) and the Canada-Peru Free Trade Agreement (CPFTA).

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

4. Annex "A", Statement of Work, Part A3 Location:

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The location of the building must be in the City of Hamilton within 300m of a public transit stop. All rooms must be in the same building, preferably on the ground floor.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED