

Parliamentary Protective Service  
Procurement Services  
155 Queen Street, #500  
Ottawa ON, K1A 0B8



PARLIAMENTARY PROTECTIVE SERVICE  
SERVICE DE PROTECTION PARLEMENTAIRE  
CANADA

Service de protection parlementaire  
Services d'approvisionnement  
155, rue Queen, #500  
Ottawa ON, K1A 0B8

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**PPS-RFI-2020-066**

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

<p>DIRECT ENQUIRIES TO:</p> <p><b>Jonathan Kealey</b> <b>Manager, Procurement</b></p> <p>E-MAIL: <a href="mailto:proposals-soumissions@pps-spp.parl.gc.ca">proposals-soumissions@pps-spp.parl.gc.ca</a></p> <p>DATE: <b>November 20, 2020</b></p>
<p>RETURN YOUR RESPONSE BEFORE:</p> <p><b>2:00:00 p.m. Eastern Time</b> <b>on December 4, 2020</b></p>

**PURPOSE:**

The Parliamentary Protective Service is issuing this Request for Information (RFI) as a mean of gathering information on the availability of a Close Quarters Combat (CQB) facility, 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 the availability of a Close Quarters Battle (CQB) facility that meets 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 The Parliamentary Protective Service is seeking information from Respondents in response to this RFI.
- 4.2 It is understood and agreed that the 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 The 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 the Parliamentary Protective Service will review the responses received. The 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:** The 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

The 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, the 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 the Parliamentary Protective Service or their families. The Respondent has the responsibility to report to the Parliamentary Protective Service any attempts by employees of the Parliamentary Protective Service or their families to obtain such favors.

## CONTINUATION

### PREFACE - INFORMATION FOR RESPONDENTS

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#### 9. RECEIPT OF RESPONSE

9.1 Respondents should submit their response in accordance with the following instructions:

9.1.1 Responses must be submitted electronically to the email address listed below. No hard copies will be accepted:

Parliamentary Protective Service Contact:  
Jonathan Kealey  
E-mail: [proposals-soumissions@pps-spp.parl.gc.ca](mailto:proposals-soumissions@pps-spp.parl.gc.ca)

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

9.3 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 address noted above in 9.1.1 no later than 12:00:00 (noon) on December 4, 2020.

10.2 The 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 Buy and Sell.

## 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 Parliamentary Protective 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 PPS 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 Director executes his or her mandate under the joint general policy direction of the Speaker of the Senate and the Speaker of the House of Commons. The Speakers of both Houses, being responsible for PPS, and the Minister of Public Safety and Emergency Preparedness have entered into an arrangement to have the RCMP lead the physical security operations of the Parliamentary Protective Service.

Close Quarters Battle (CQB) is a tactical concept that involves a physical confrontation between several combatants. Because enemies, hostages/civilians, and fellow operators can be closely intermingled, close-quarters combat demands a rapid assault and a precise application of lethal force. The operators need great proficiency with their weapons, and the ability to make split-second decisions in order to minimize accidental casualties.

#### 2. **REQUIREMENT**

The Parliamentary Protective Service is seeking a CQB facility that can meet the following requirements:

- 2.1 Approximately 6500 sqft. modular CQB / scenario / shoot house training area (SIM rounds);
- 2.2 Mezzanine overlooking the scenario training area;
- 2.3 Sufficient space to perform static vehicle tactics indoors or outdoors;
- 2.4 Approximately 300 sqft. Of matted floors for defensive tactics / ground control / grappling, Jiu-jitsu, Muay Thai;
- 2.5 1 main classroom and boardroom;
- 2.6 2 to 3 modular classrooms;
- 2.7 Wi-Fi;
- 2.8 Ample free parking; and
- 2.9 Basic kitchen onsite (w/ fridge/microwaves/eating area).

#### 3. **PRICING**

Respondents are asked to provide pricing for the daily/weekly rental of their facility. Pricing should include all costs, labour, material, overhead, general and administrative expenses and profit, but be exclusive of the Goods and Services Tax (GST) (or other applicable Federal Tax), and must be quoted in Canadian dollars.

## **CONTINUATION**

### **SECTION A – STATEMENT OF REQUIREMENTS**

<b>Deliverable Description</b>	<b>Price</b>
<b>Daily Rental Rate for CQB Facility</b>	<b>\$</b>