



A1. CONTRACT ADVISOR

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REQUEST FOR INFORMATION (RFI)

Comments

Vendor/Firm Name and Address

A2. TITLE Building Automation Systems in Canadian Missions Abroad	
A3. REQUEST FOR INFORMATION (RFI) No 21-180991	A4. DATE December 23, 2020
A5. RFI DOCUMENTS 1. Request for Information (RFI) title page 2. General Instructions (Section "I") 3. Description of Services (Appendix "A") 4. Questions to suppliers (Appendix "B")	
A6. RESPONSE DELIVERY In order for the response to be valid, it must be received no later than 14:00 EST (Eastern Standard Time) on February 2, 2021 referred as the "Closing Date". Only electronic copies will be accepted and received at the following email address: realproperty-contracts@international.gc.ca Attention to: Angela Quan RFI #: 21-180991 Respondents should ensure that their name and RFI number are in the email subject/title.	
A7. REVIEWING THE RESPONSES Since this RFI is not a bid solicitation and since no contract will be awarded solely because of this RFI, Canada reserves the right to open and review the responses upon receipt, if Canada wishes to be able to consult the Respondents before the closing date.	
A8. ENQUIRIES All enquiries or issues concerning this RFI must be submitted in writing to Contract Advisor no later than five (5) business days in order to allow sufficient time to provide a response. Please note, since this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all Respondents.	
A9. LANGUAGE Responses must be submitted in French or English only.	



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SECTION “I” – GENERAL INSTRUCTIONS

1. Background and Purpose of this Request for Information

(a) Background

The Department of Foreign Affairs, Trade and Development Canada (DFATD), specifically the Physical Resources Bureau, is the designated custodian of real property outside Canada that supports diplomatic and consular services. DFATD is also the common service organization providing accommodation services abroad to other Canadian partners.

(b) Objectives

Department of Foreign Affairs, Trade and Development Canada (DFATD) is requesting industry feedback regarding an initiative to standardize its design, construction and maintenance models for Building Automation Systems in “smart” buildings in Canadian missions abroad and a possible future solicitation of services associated to these models. The purpose of this Request for Information (RFI) is to seek feedback from potential service providers and exploring industry interests and possible options to meet DFATD Background and Purpose of this Request for Information.

This RFI seeks industry’s feedback to:

- i. Identify solutions and potential approaches to meet DFATD’s requirements;
- ii. Obtain industry’s feedback on the proposed Description of Services found in Appendix “A” that contains a preliminary description of the requirement;
- iii. Obtain input that will help DFATD develop functional requirements which would improve facilities security, reduce costs and simplify the maintenance and support model worldwide; and
- iv. Realign DFATD’s expectations with industry capacity and experience.

2. Nature of Request for Information

This is not a bid solicitation. This RFI will not result in the award of any contract. As a result, 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. Nor will this RFI 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 with respect to the matters described in this RFI.

3. Legislation, Trade Agreements, and Government Policies

The following is indicative of some of the legislation, trade agreements and government policies that could impact any follow-on solicitation(s):

- (a) Canadian Free Trade Agreement (CFTA);
- (b) World Trade Organisation-Agreement on Government Procurement (WTO-AGP);
- (c) Canada Korea Trade Agreement (CKTA);
- (d) Canada-Chile Free Trade Agreement;
- (e) Canada-Colombia Free Trade Agreement;
- (f) Canada-Honduras Free Trade Agreement;
- (g) Canada-Panama Free Trade Agreement;
- (h) Canada-Peru Free Trade Agreement;



- (i) Canada-European Union Comprehensive Economic and Trade Agreement (CETA);
- (j) Federal Contractors Program for Employment Equity.

4. Nature and Format of Responses Requested

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 are also invited to provide comments regarding the content, format and/or organization of any draft documents included in this RFI. Respondents should explain any assumptions they make in their responses.

5. Response Costs

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

6. Treatment of Responses

- (a) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or the requirements contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.
- (b) **Review Team:** A review team composed of representatives of Canada will review the responses. Canada reserves the right to hire any independent consultant, or use any Government resources that it considers necessary to review any response.
- (c) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the [Access to Information Act](#).
- (d) **Follow-up Activity:** Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

7. Contents of this RFI

The documentation contained in this RFI remains a work in progress and respondents should not assume that new clauses or requirements will not be added to any bid solicitation that may ultimately be published by Canada. Nor should respondents assume that none of the clauses or requirements will be deleted or revised.

8. Format of Responses

- (a) **Cover Page:** If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the RFI number, the volume number and the full legal name of the respondent.
- (b) **Title Page:** The first page of each volume of the response, after the cover page, should be the title page, which should contain:
 - i. the title of the respondent's response;
 - ii. the name and address of the respondent;
 - iii. the name, address and telephone number of the respondent's contact;
 - iv. the date; and
 - v. the RFI number.



- (c) Numbering System:** Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.
- (d) Number of Copies:** Canada requests that respondents provide their response in one electronic copy, in Portable Document Format (.pdf) software application files or Microsoft office version 2003 or greater files.
- (e) Format:** Where possible, Respondents should provide the information in the format and as many of the questions found in Appendix "B".

Respondents should follow the specifications format instructions described below, during the preparation of their response:

- Minimum type face of 10 points.
- All material be formatted to print on 8.5" x 11" or A4 paper.

Responses may be modified or resubmitted only before the RFI Closing Date and Time, and must be done in writing. The latest response received will supersede any previously received responses.

Canada will take no responsibility if a response is not received on time because the e-mail was refused by a server for the following reasons:

- The size of attachments exceeds 10 MB.
- The e-mail was rejected or put in quarantine because it contains executable code (including macros).
- The e-mail was rejected or put in quarantine because it contains files that are not accepted by DFATD server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf, .exe., etc.

Links to an online storage service (such as Google Drive™, Dropbox™, etc.) or to another website, a File Transfer Protocol (FTP) service access, or any other means of transferring files, will not be accepted. All documents submitted must be attached to the e-mail.

It is strongly recommended that Respondents confirm with the Contract Advisor that their complete response was received. For this same reason, it is recommended that in cases where more than one e-mail containing documents comprising the response is submitted, the emails be numbered and the total number of emails sent in response to the RFI also be identified.

9. Enquiries

All enquiries and other communications related to this RFI must be directed exclusively to the Contract Advisor. This is not a bid solicitation; therefore, Canada will not necessarily respond directly to enquiries in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding this RFI may direct their enquiries to:

Mrs. Angela Quan
Procurement Specialist
Real Property - Projects
Mission Procurement
Telephone: 343-203-8283
Email: realproperty-contracts@international.gc.ca



Canada may summarize the feedback received and inform suppliers on www.buyandsell.gc.ca regarding how industry's questions, ideas, solutions, etc., have been considered.

10. Submission of Responses

- (a) A point of contact for the Respondent should be included in the package.
- (b) Changes to this RFI may occur and will be advertised on the Government Electronic Tendering Service System. Canada asks Respondents to visit Buyandsell.gc.ca regularly to check for changes, if any.

11. Closing date for this RFI

- (a) Response to this RFI is to be submitted to the Contract Advisor identified above on or the date and time indicated in A6. Response Delivery.
- (b) Responsibility for Timely Delivery: Each respondent is solely responsible for ensuring its response is delivered on time to the correct address.



APPENDIX “A” – DESCRIPTION OF SERVICES

1. Background

The Department of Foreign Affairs, Trade and Development Canada (DFATD), specifically the Physical Resources Bureau, is the designated custodian of real property outside Canada that supports diplomatic and consular services. DFATD is also the common service organization providing accommodation services abroad to other Canadian partners.

2. Objectives

The primary objective of this RFI is to modernize DFATD’s policy for design, implementation and ongoing support of Building Automation Systems (BAS) in Canada’s missions abroad. Canada has over 150 locations with a wide scale of BAS to support Chanceries or Annexes. BAS is becoming more integrated with Information Technology and this RFI hopes to incorporate the latest available technologies in policy development and a strategy for the next 10+ years. It is important that DFATD put in place solutions that not only respects all security protocols, but facilitates maintenance for facility managers, improves reporting to DFATD’s Physical Resource Bureau and reduces costs by allowing for general efficiencies and budget planning.

3. Scope

The resulting Scope of Work from this RFI is still largely unknown. The RFI itself will allow DFATD’s subject matter experts to gain the relevant information to bring forth an updated model to BAS at missions abroad. This scope could include one or many of the following:

- Design, supply and installation of BAS in new DFATD island site missions;
- Design, supply and integration of BAS in new DFATD multi-tenant building missions;
- Upgrading existing BAS in DFATD missions;
- Support and maintenance of existing BAS in DFATD missions;
- Design of a global solution for DFATD missions’ BAS systems;
- Upgrade and modify BAS systems in existing offices to improve security.

DFATD currently has a variety of Building Automation Systems across the globe. The solution proposed will have to be flexible for the integration of these systems. One of the following manufacturers/sub-branches is typically used at missions:

- Siemens
- Johnson Controls
- Schneider Electric
- Honeywell
- Tridium
- KMC
- Trane
- Delta Controls
- Carrier Controls
- Reliable Controls
- Automated Logic



4. Contractor's Resources

The contractor's resources are to be determined in a subsequent solicitation based on an established scope to be determined following this RFI. That scope may require that:

- The contractor have an international footprint with resources able to support systems in all Canadian missions around the globe.
- The contractor have the expertise of Mechanical, Electrical and Computer Engineers with specific expertise in Building Automation Systems and Cyber Security.
- Local resources in countries abroad that are tasked with maintaining BAS would hold a "Secret" level personnel clearance.

5. Guidelines

- The solution shall utilize BACnet/MSTP, BACnet/IP, and BACnet/SC where possible. All shall be BTL compliant.
- In order to comply with Government of Canada policies on emanation security (EMSEC), the solution shall allow for the BAS to be zoned and prevent copper cabling from crossing those zones. Supervisory devices can communicate with the server/cloud by connecting to a DFATD network/LAN.
- No communication protocol gateway or drivers shall be required for communication of the BAS at the controller, supervisory or server/computer level.
- Manufacturers shall have a worldwide presence and dealer network.
- The solution shall incorporate IT Security measures, concepts, mitigation strategies as described in ITSG-22 (<https://cyber.gc.ca/en/guidance/baseline-security-requirements-network-security-zones-government-canada-itsg-22>).



APPENDIX “B” – QUESTIONS TO SUPPLIERS

1. Company

- (a) Describe in brief detail how your company’s vision for DFATD’s solution to deploying, managing and maintaining Building Automation Systems worldwide?
- (b) What is your company’s ability to integrate the systems from companies listed in Appendix “A”?
- (c) What is your company’s model for preventative maintenance of BAS by providing schedules and task lists?

2. Experience

- (a) Describe your experience with Building Automation Systems (BAS) in buildings of 5 to 300 employees or a 400 m² to 7000 m² gross area.
- (b) Describe your experience with mission critical building systems.

3. Personnel security clearances

- (a) Do you currently have facilities and/or personnel security clearances and if so, to what level and to which countries standards?
- (b) Are you in the process of obtaining facilities and/or personnel security clearances, and if so, to what level and to which countries standards? When do you anticipate the clearances to be completed?
- (c) If you don’t have facilities and/or personnel security clearances are you willing to undergo the process with DFATD sponsorship? Details concerning navigating the Canadian security screening process, including learning how to obtain the required security screening for your organization, appointing a company security officer, and getting security screening for your personnel can be found here: <https://www.tpsqc-pwgsc.gc.ca/esc-src/enquete-screening-eng.html>
- (d) Do you have experience working internationally in a classified environment requiring personnel security clearances? If so, what kind international footprint do you have with personnel having or able to obtain security clearances?

4. Services provided

Describe your ability in which services you are able to provide (yourself or via subcontractor):

- (a) Service, repair or replace and provide training on various BAS platforms such as those detailed in Appendix “A”;
- (b) Training and certification your programmers, installers and maintenance technicians possess for the systems outlined in Appendix “A”;
- (c) Any available training on smart building technology;
- (d) Solutions for the integration and monitor of mission critical / life safety systems;
- (e) Solutions for the integration of smart green or LEED certified technology (e.g., metering/sensors, solar systems, etc.);



- (f) Installation and operations support worldwide;
- (g) Support and response to operational issues within a 24-hour period of notification in an international context;
- (h) Any cloud based or hybrid (combination of on-premises and cloud) BAS application services (BAS SAAS) solutions. Where are these solutions hosted (geographic location)?

Do they meet any of the Government of Canada's Security Control Profile for Cloud-based IT Services (<https://www.canada.ca/en/government/system/digital-government/digital-government-innovations/cloud-services/government-canada-security-control-profile-cloud-based-it-services.html>)?

- (i) Meet the requirements outlined in the Government of Canada Treasury Board Cloud-based GC Services up to Protected B should a cloud solution be required.
(<https://www.canada.ca/en/government/system/digital-government/digital-government-innovations/cloud-services/government-canada-security-control-profile-cloud-based-it-services.html>)

How your company's criteria for upgrading a BAS and, generally, what is the strategy used to upgrade the systems in Appendix "A" to the model you propose in 4 (i)?

- (j) Meet the requirements of the CCCS ITSG-33 on IT Security Risk Management;
(<https://cyber.gc.ca/en/guidance/overview-itsg-33>)

- (k) Warranty for new installations, upgrades and repairs for a BAS;
- (l) Software platform is available in English, French and any other languages.

5. Technical

- (a) How data accessibility (local on premise server, remote access, cloud) for DFATD missions could work based on maintaining the highest level of network security and data integrity?
- (b) DFATD maintains and supports all IP networks within a mission.
What is the best way to integrate a BAS to an existing zero trust network (LAN) at a mission?
- (c) DFATD has BAS systems installed that are aged and have proprietary controllers.
What would be the basic requirements to upgrade these systems and to improve their security to allow for remote access?
- (d) What is the anti-tampering protection for BAS system inputs (sensors) / outputs (relays)?
- (e) What are the fiber-optic solutions between supervisory devices or field controllers?
- (f) Describe any secure wireless technology that could be used in high threat environments if available.
- (g) How IP enabled or smart BAS components / controllers can be hardened to prevent malicious code or alien hardware in secure building environments?

6. Other

- a) Are there any suggestions or concerns you believe DFATD missions and the Government of Canada should be aware of in undertaking this requirement?