

**ATTACHMENT 1 TO PART 4 – MANDATORY EVALUATION CRITERIA**

NOTE: It is the responsibility of the Offeror to ensure that they meet and demonstrate the requirements of the RFSO. If Offerors do not understand any or part of the requirements, they should ask questions as identified in **PART 2, ARTICLE 2.3 - ENQUIRIES - REQUEST FOR STANDING OFFERS**.

| ITEM No. | MANDATORY CRITERIA  | SUBMISSION REQUIREMENTS   | OFFERORS RESPONSE | PAGE No. (reference in Offeror's offer) |
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| <b>1</b> | <b>Certification of Capability</b>  |   |                   |   |
| 1.1      | <p>The Offeror must identify all the locations amongst the 60 possible locations for which they have the ability to perform the full scope of the work described in <b>Annex A - Statement of Requirement</b>.</p> <p>In order to be compliant, the Offeror must have the ability to perform the work for at least ten (10) of the following thirteen (13) critical Canadian Armed Forces (CAF) Bases:</p> <ol style="list-style-type: none"> <li>1. CFB Halifax, Nova-Scotia</li> <li>2. CFB Esquimalt, British-Columbia</li> <li>3. 8 Wing Trenton, Ontario</li> <li>4. 17 Wing Winnipeg, Manitoba</li> <li>5. CFB Gagetown, New-Brunswick</li> <li>6. CFB Petawawa, Ontario</li> <li>7. CFB Kingston, Ontario</li> <li>8. CFB Valcartier, Québec</li> <li>9. CFB St-Jean, Quebec</li> <li>10. CFB Edmonton, Alberta</li> <li>11. CFB Borden, Ontario</li> <li>12. CMR Kingston, Ontario</li> <li>13. Connaught Range – Ottawa</li> </ol> <p>and at least eight (8) of the following thirteen (13) critical Correctional Services (CSC) Institutions:</p> <ol style="list-style-type: none"> <li>1. Dorchester Penitentiary (Min/Med), New Brunswick</li> <li>2. Donnacona Institution, Quebec</li> <li>3. Port-Cartier Institution, Quebec</li> <li>4. Archambault Institution (Min), Quebec</li> <li>5. Beaver Creek Institution (Min), Quebec</li> <li>6. Bath Institution (Med), Ontario</li> </ol> | <ol style="list-style-type: none"> <li>a. The Offeror must also identify all of the locations, including the mandatory ten (10) CAF bases and eight (8) CSC institutions.</li> <li>b. The Offeror must certify that they have the ability to perform the full scope of the work described in <b>Annex A - Statement of Requirement</b> for each of these locations by providing a certification statement.</li> <li>c. For each proposed location, the Offeror must also certify that they have the ability to provide premade meals, as defined in <b>Annex A - Statement of Requirement</b>, within a 5 calendar day notice for all the proposed critical CAF bases and the critical CSC Institutions, and within a 10 calendar day notice for all the additional proposed CAF bases and CSC Institutions. The Offeror must provide a certification statement.</li> </ol> |                   |   |

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|          | <p>7. Grand Valley Institution for Women (Multi), Ontario</p> <p>8. Saskatchewan Penitentiary (Max/Med), Saskatchewan</p> <p>9. Stony Mountain Institution (Min/Med), Winnipeg</p> <p>10. Grande Cache Institution (Med/Min), Alberta</p> <p>11. Regional Psychiatric Centre (Multi-level), Saskatchewan</p> <p>12. Matsqui Institution (Med), British Columbia</p> <p>13. William Head Institution (Min), British Columbia</p>   |   |   |  |
| 1.2      | <p>The Offeror must submit a company profile which demonstrates that they have the ability to perform the full scope of the work described in <b>Annex A - Statement of Requirement</b>, for the locations identified by the Offeror under item 1.1 above.</p>  | <p>The company profile must address each of the following items:</p> <ul style="list-style-type: none"> <li>a. Brief company history;</li> <li>b. Ability to provide the following prepared meals to the locations identified by the Offeror: <ul style="list-style-type: none"> <li>1) Standard meals;</li> <li>2) Flight meals; and</li> <li>3) Individual box/cold meals.</li> </ul> </li> <li>c. Ability to provide the following types of meals to the locations identified by the Offeror: <ul style="list-style-type: none"> <li>1) Regular;</li> <li>2) Vegetarian;</li> <li>3) Vegan;</li> <li>4) Kosher; and</li> <li>5) Halal.</li> </ul> </li> <li>d. Kitchen locations; and</li> <li>e. Order management and tracking system.</li> </ul> |   |  |
| <b>2</b> | <b>Corporate Experience</b>   |   |   |  |
| 2.1      | <p>The Offeror must have been in business completing projects similar in scope and scale as described in <b>Annex A - Statement of Requirement</b>, within the last two (2) years from RFSO closing date.</p> <p>Projects that are similar in scope and scale include the preparation and delivery of a minimum of 1,000 meals within a period of two (2) weeks or less, fresh and/or frozen, to multiple locations.</p> <p>At least one (1) of the two (2) projects must include the provision of Kosher and/or Halal meals.</p> | <p>The Offeror must submit details of two (2) projects, clearly addressing items a) to f) for each project as follows:</p> <ul style="list-style-type: none"> <li>a. Client name and valid contact information;</li> <li>b. Project dates;</li> <li>c. Description of the scope;</li> <li>d. Type of meals prepared and delivered;</li> <li>e. Number of locations meals where delivered to, including number of provinces; and</li> <li>f. Number of meals prepared and delivered.</li> </ul>  | <p><b>Project 1:</b><br/>(*Completed within 2 years from RFSO closing date)</p> <p><b>Project 2:</b><br/>(*Completed within 2 years from RFSO closing date)</p> |  |

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|          | <p>The project(s) must demonstrate experience delivering meals in at least three (3) different Canadian provinces in total.</p> <p><i>Remarks:</i></p> <p><i>Events catering or cafeteria services will not be deemed as acceptable projects for the purpose of this criteria.</i></p> <p><i>This is the company experience, not the individual experience.</i></p> |   |   |  |
| <b>3</b> | <b>Menus</b>  |   |   |  |
| 3.1      | The Offeror must submit a draft 7-day rotation menu for Standard meals only. The menu must comply with the requirements set in Appendix 1 to Annex A.   | The Offeror must provide a draft 7-day rotation menu for Standard meals only with their bid. The menu must include all of the elements identified in Appendix 1 to Annex A.   |   |  |
| <b>4</b> | <b>Facilities</b>   |   |   |  |
| 4.1      | The Offeror must be compliant and certify having a verifiable food safety management system in place that meets Canadian Food Inspection Agency (CFIA) requirements, implementing both the Codex Alimentarius General Principles of Food Hygiene and Hazard Analysis Critical Control Point (HACCP).  | <p>a) The Offeror must provide proof of their food safety management certification or a CFIA Safe Food for Canadians Regulations license with their bid.</p> <p>b) The Offeror must also provide a certification statement that they are compliant to this requirement.</p>   | I, _____ certify that we have a verifiable food safety management system in place that meets Canadian Food Inspection Agency (CFIA) requirements, implementing both the Codex Alimentarius General Principles of Food Hygiene and Hazard Analysis Critical Control Point (HACCP). |  |
| 4.2      | The Offeror and /or its subcontractor(s) must have a valid Food Premises Business License for the duration of the Standing Offer. The License(s) must be held by the entity responsible for preparing the premade meals.  | a) The Offeror must provide a proof of their license(s) with their bid.   |   |  |
| 4.3      | The Offeror must certify that they will have measures in place that meet current Public Health Agency of Canada (PHAC) guidance to protect food workers from contracting COVID 19 and to prevent exposure to or transmission of the virus.  | <p>a) The Offeror must provide their written operating procedures for managing COVID-19 that demonstrates that they will have or has measures in place that meet current Public Health Agency of Canada (PHAC) guidance to protect food workers from contracting COVID 19 and to prevent exposure to or transmission of the virus.</p> <p>b) The Offeror must provide a certification statement that certify that they will have measures in place that meet current Public Health Agency of Canada (PHAC) guidance to protect food workers from contracting COVID 19 and to prevent exposure to or transmission of the virus</p> | I, _____ certify that we will have measures in place that meet current Public Health Agency of Canada (PHAC) guidance to protect food workers from contracting COVID 19 and to prevent exposure to or transmission of the virus.  |  |

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| <b>5</b> | <b>Hygiene and Sanitation</b>   |   |   |
| 5.1      | <p>The Contractor will be required to have a hygiene and sanitation program in place that manages the risk of COVID-19 in the facility. This includes frequent cleaning and sanitization of high touch surfaces, high traffic areas, and food contact surfaces to prevent disease transmission and cross-contamination of food.</p>   | <p>a) The Offeror must provide a copy of their facility hygiene and sanitation plan that indicates specific changes made to manage COVID-19 risk.</p> <p>b) The plan must also include frequent cleaning and sanitization of high touch surfaces, high traffic areas, and food contact surfaces to prevent disease transmission and cross-contamination of food.</p>  |   |
| <b>6</b> | <b>Dietary requirement</b>  |   |   |
| 6.1      | <p>The Canadian Armed Forces (CAF) has the obligation to provide meals in accordance with the CAF policy on Religious and Spiritual Accommodation. Accordingly, the Contractor must provide, on request, Halal/Kosher/Vegan meals. These can be Standard Meals, Individual box/cold Meals or Flight Meals.</p> <p>The Offeror must certify that they have the ability to provide the following types of meals:</p> <ol style="list-style-type: none"> <li>1. Halal;</li> <li>2. Kosher; and</li> <li>3. Vegan.</li> </ol> <p>The Offeror must certify that the Halal and Kosher meal provider(s), either the Offeror or a sub-contractor, has/have a valid Halal and/or Kosher certification, as appropriate.</p> | <p>a) The Offeror must certify that they have the ability to provide the following types of meals:</p> <ol style="list-style-type: none"> <li>1. Halal;</li> <li>2. Kosher; and</li> <li>3. Vegan.</li> </ol> <p>b) The Offeror must certify that the Halal and Kosher meal provider, either the Offeror or a sub-contractor, has a valid Halal and/or Kosher certification, as appropriate.</p> <p>c) The Offeror must also provide a certification statement that they are compliant to this requirement</p> <p>d) The Offeror must certify that the vegan meal provider, either the Offeror or a sub-contractor, shall ensure that there are no animal or animal by-products in the vegan meals.</p> | <p>I, _____ certify we have the ability to provide the following types of meals:</p> <ol style="list-style-type: none"> <li>1. Halal;</li> <li>2. Kosher; and</li> <li>3. Vegan.</li> </ol> |