

# National Indigenous Housing Centre Procurement Information Session

January 24, 2024

# Session objectives – Public Procurement Overview

Help proponents understand:

- ✓ The competitive nature of applying for CMHC opportunities.
- ✓ The main elements of the **Request for Proposal (RFP)** and what is required.
- ✓ How proposals will be evaluated and how the winning proponent will be selected.

*Note: proponent may also be called a vendor, supplier, service provider, or contractor in other documentation outside of CMHC.*

# The National Indigenous Housing Centre

- On December 13, 2023, the Government of Canada announced it will launch an open and transparent RFP in early 2024, for Indigenous partners to be considered to lead the establishment of a National Indigenous Housing Centre ("the Centre").
- The Centre will be **Indigenous** led. Proponents to provide proof of Indigenous certification in good standing by time of contract execution.
- The procurement process will be led by CMHC and will reflect the government of Canada's procurement strategy for Indigenous business, the [Procurement Strategy for Indigenous Business \(PSIB\)](#).

# Public procurement principles

All procurement activities must be conducted in a **competitive, open, fair** and **transparent** manner.

- **Competitive** – Aims to get the best value for Canadians while enhancing access and fairness.
- **Open** – Provides all qualified proponents the opportunity to submit their proposals.
- **Fair** – All proponents are treated equally.
- **Transparent** – Provides proponents with equal access to information on procurement opportunities, processes and results.

# What is an RFP?

- A **request for proposal** is the method used in a competitive procurement process to announce and describe a need for goods or services and request proposals from potential proponents who can address the need.
- Uses **defined evaluation criteria** to evaluate all proposals equally.
- Results in the awarding on an agreement or **contract** for purchase.

*Note: this RFP announcement is being shared widely beyond CanadaBuys to ensure that we are not only reaching Indigenous businesses currently on the vendor list, but also Indigenous governments, Indigenous housing and service providers and Indigenous organizations involved in urban, rural, and northern housing.*

# Proponent eligibility

- The procurement activity in this RFP has been set aside under the federal government's **Procurement Strategy for Indigenous Business (PSIB)**.
- In order to be considered, a Proponent must **certify or be certified prior to execution of an agreement**, that it qualifies as an Indigenous business as defined under PSIB and that it will comply with all requirements of PSIB.
- Proponents will provide confirmation of Indigenous certification, or commitment to provide, by **signing Schedule A** – Submission Requirements in the RFP.

For more information on how to become certified, please refer to the following websites:

<https://services.sac-isc.gc.ca/REA-IBD?lang=eng>

[https://canadabuys.canada.ca/en/how-procurement-works/policies-and-guidelines/supply-manual/chapter-9-annexes#\\_9-4](https://canadabuys.canada.ca/en/how-procurement-works/policies-and-guidelines/supply-manual/chapter-9-annexes#_9-4);

[Canadian Council for Aboriginal Business \(ccab.com\)](https://ccab.com);

<https://camsc.ca/>

# Code of Conduct for this RFP

Proponents must not:

- at any time directly or indirectly **communicate with the media** in relation to this RFP.
- in relation to this RFP engage directly or indirectly in any form of **political or other lobbying**.
- engaging in **conduct that compromises**, the integrity of the open and competitive RFP process or render that process non-competitive or unfair.

Proponents are asked to follow the code of conduct while doing business

<https://assets.cmhc-schl.gc.ca/sites/cmhc/about-cmhc/corporate-reporting/transparency/procurement/cmhc-vendor-diversity-program/vendor-code-conduct-en.pdf>

# RFP submission: should I bid on this opportunity?

When deciding whether to bid on an opportunity, consider:

- Am I/my team capable of offering the service or product requested?
- Can I/my team meet the evaluation criteria?
- Am I/my team willing to accept all the terms and conditions?
- Am I/my team prepared to accept the basis of payment or pricing method?
- Should I/my team partner with another proponent?



# Key steps to finding the RFP and submitting your proposal

First time participating in an RFP? Here are the first steps:

- 1. Get the RFP directly from the CanadaBuys website without registering for an SAP Ariba account OR**
- 2. Create your SAP Ariba account** (web-based tool to allow you to see tender opportunities for the government of Canada) (optional)
- 3. Register your business** with CRA (as needed)
- 4. Find our RFP** – on CanadaBuys **and click “Follow this notice” to receive automatic updates**
- 5. Submit your proposal** - on E-bid and copy the procurement sourcing team at CMHC

# Registering your business with CRA

- Please access the following web link to register: <https://canadabuys.canada.ca/en/getting-started/preparing-sell-government>
- **Get a CRA business number:** you will need this if you win the contract.  
<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/register.html>

# Finding the request for proposal (RFP)

Search RFP on CanadaBuys either using:

- keywords (e.g. U.R.N.) or
- by putting in the specific RFP #: RFx002627

This is where you will find:

- The RFP including **evaluation criteria**
- Any **addenda** (changes) to the RFP
- Any **answers** to questions posed by you and other proponents

# Information on how to register for RFPs

## Ask PAC Anything

📅 Wednesday, January 31, 2024, 1:30 pm EST

📍 Canada-wide 🖥️ Online 🌐 Bilingual

Virtual drop-in sessions for discussions related to government procurement and more.



### Call us

Call our dedicated helpline at  
**1-888-247-4016**  
Monday to Friday  
7 am to 7 pm EST.



### Email us

Email our Service Desk with your questions.



### Chat with us

A Service Desk agent is ready to assist you  
Monday to Friday  
7 am to 7 pm EST.



### Resources

Search helpful how-to articles and info in our resource centre.

- **Resources:**

- <https://www.canada.ca/en/public-services-procurement/programs/pac/event-calendar.html#filteredEventsList>

# Submit your proposal (RFP)

Proposal submissions must be emailed to BOTH EMAIL ADDRESSES to CMHC's electronic bid submission system ("EBID")

Email Addresses:

[EBID@cmhc-schl.gc.ca](mailto:EBID@cmhc-schl.gc.ca) ("Submission Location") and

[procurementsourcingteam@cmhc-schl.gc.ca](mailto:procurementsourcingteam@cmhc-schl.gc.ca) (as a back-up)

## RFP timetable

<b>Activity</b>	<b>Deadline</b>
Issue Date of RFP	January 22, 2024
Info Session	January 24, 2024
Deadline for your Questions	February 12, 2024
Deadline for notification of any changes to RFP (Issuing Addendum)	February 19, 2024
<b>Submission Deadline for Proposals</b>	<b>March 4, 2024</b>
Evaluation Deadline	March 19, 2024
Presentations	March 11-15, 2024
Anticipated Execution of Agreement	June 3, 2024

# Overview of RFP document

## **Part 1 – Submission Instructions**

- Contains instructions, clauses and conditions applicable to the solicitation document.
- Provides proponents with instructions on how to prepare their proposal

## **Part 2 – Terms and Conditions of the RFP Process**

- Includes information about proponents' conferences, applicable laws, proposal challenge and recourse mechanisms.

## **Part 3 – Evaluation, Negotiation and Award**

- Describes the evaluation process and how the proponent will be selected (basis of selection).

# Overview of RFP document – mandatory requirements

## Appendix A – Submission Requirements Form

- Instructions on how to complete the Submission Requirements Form
- Submission criteria

## Appendix B – Pricing Form

- Instructions on how to complete the pricing form
- Evaluation of pricing
- Pricing Form

## Appendix C – RFP Specifications

- Part 1 - Statement of Work – including expected activities and deliverables
- Part 2 – Mandatory and Rated Criteria

*Note: any mandatory documents that are missing from Submission Requirements **can be resubmitted within 48 hours** of the submission deadline date.*



# Appendix A – submission requirements form

Each proposal must include a Submission Form completed and signed by an authorized representative of the proponent. Sections include:

- 1.1 Proponent information table
- 1.2 Indigenous Certification
- 1.3 Acknowledgment of Non-binding Procurement Process
- 1.6 Addenda
- 1.8 Conflict of Interest
- Privacy and Security Control Questionnaire – Exhibit 1 to APPENDIX A

# Appendix B – pricing form

## **Table 1 – Deliverables from the Statement of Work:**

- Proponents will set out their fees (defined as Operational funding) in Table 1 for the provision of deliverables in the Statement of Work.

## **Table 2 – Optional Deliverables:**

- Proponents are welcome to identify any other key operational activities they feel would advance the Centre's vision and objectives.

# Appendix C – RFP specifications

## **Part 1 – Statement of Work:**

- Definitions
- Purpose
- Background
- Scope of Work, including eligible activities
- Activities and Deliverables
- Reporting Requirements

## **Part 2 – Mandatory Technical and Rated Criteria**

- Table 1 Mandatory Criteria
- Table 2 Rated Criteria

# Proposal evaluation criteria - Mandatory

The first step is to determine whether you meet the mandatory criteria

- **Mandatory Criteria** – the key criteria that must be met
- **Only proponents who meet mandatory criteria will move to the next step**
- Examples of mandatory criteria may include requirements around insurance, IT capacity, proof of Indigenous identity, security clearance, etc.

# Proposal evaluation criteria - Rated

There are different **rated criteria** used in the evaluation process:

- **Response to Statement of Work**
- **Presentation** – Qualified proponents will present their proposals to the Evaluation Committee and will have an opportunity to demonstrate how they have met the requirements set out in the Statement of Work. The Presentations will be scored as a separate category in the evaluation process.
- **Financial or Pricing Proposal** – the methodology used to evaluate the proponent's pricing proposal is based on the formula described in Part 2, Section 2.1.2 (b) of the RFP . Points will be assigned based on this formula.

## Reviewing the RFP - tips

- Be sure that all required registrations or certifications for **eligibility** are completed.
- Look for the **submission deadline date**, time and acceptable submission methods in the Bid Preparation Instructions.
- Review the **Statement of Work** all submissions requirements and criteria to determine if you have the qualifications to respond.

## Reviewing the RFP - tips

- Review the basis of selection and **evaluation criteria including weighted scores** for each required component.
- Understand the **pricing structure** and basis of payment.
- **Make sure you have signed the submission requirements form (Appendix A)** and include Pricing Form (Appendix B) and response to criteria (Appendix C).
- Assemble your bid document and ensure it is in a **fixed form**.

# Reviewing the RFP - tips

- **Don't be late.** It is recommended to make your submission well ahead of the submission deadline (March 4<sup>th</sup> – 2pm Eastern Standard time).
- **Confirmation:** E-bids will provide an automatic confirmation of receipt – **if you do not receive this, please contact the Procurement Officer.**
- Check for **amendments** (addenda), including amendments to the closing date, before the submission deadline.
- **Proposals that are submitted late will not be evaluated.**



# Reviewing the RFP - tips

**Ask questions - before the *deadline for questions* on *February 12, 2024*.**

- Your **only** point of contact is Christine Brown, Senior Procurement Advisor as indicated in the RFP document.
- Ask questions **as much as you need to** in an effort to understand the request. Submit questions in writing to Christine Brown.
- Answers to questions received will appear within 2 business days as **amendments** on the RFP notice page on CanadaBuys.
- **Questions and responses will be seen by all proponents.**
- Your name will not be attached to the questions in the Q&A amendment – no one will know it was you who asked.
- No questions will be answered after this date.

# For more information

- Contact the Contracting Authority:
  - Christine Brown, Senior Procurement Advisor:
  - email to [ccbrown@cmhc-schl.gc.ca](mailto:ccbrown@cmhc-schl.gc.ca) and
  - [procurementsourcingteam@cmhc-schl.gc.ca](mailto:procurementsourcingteam@cmhc-schl.gc.ca) (as back-up)
  
- Other Resources:
  - [How to Register Your Business](#)
  - [Step-by-Step Guide on How to Register your Business](#)
  - [Checklist to prepare the information needed for registering.](#)
  - [CanadaBuys Tender Opportunities](#)
  - [CanadaBuys How to Prepare a Bid](#)