

Aboriginal Community Safety Planning Initiative Facilitator Application Guide

The following document does not replace or supersede the requirements and terms and conditions of the Request for Standing Offer. Following the below suggested instructions in no way guarantees that an offer will be comply with the Request for Standing Offer that Public Safety Canada has Published on www.buyandsell.gc.ca. You must download the Request for Standing Offer to confirm that your offer meets all of the requirements before submitting.

Public Safety Canada published a Request for Standing Offer (RFSO) on <https://canadabuys.canada.ca/>

Interested parties (referred to as “offerors” or “suppliers”) should respond by preparing a proposal (referred to as a “offer”) that indicates how they qualify and what their costs are. This RFSO will be a mandatory “set-aside” reserved for Indigenous businesses through the Set-Aside Program for Indigenous Business.

The Optional Offeror Engagement Sessions will be held via Microsoft TEAMS on **April 3rd, 2024 at 2:00PM (EDT)**. If you would like to participate please contact contracting@ps-sp.gc.ca .

Getting Started

A lot of what you need to apply to the RFSO can take a while to get. It can take time to set up a business or organization, to register for Industry Canada’s Indigenous business directory, and to get letters of support. So, it is better to start early.

Below is a checklist of some of the documents you will need. It is listed in order of how long it may take to get. The first item could take the longest to get, while the last item could take the shortest to get. However, this list is just a suggestion and it is your responsibility to download the RFSO, confirm that your offer meets all of the requirements, and plan enough time to get each item.

Please note: The RFSO may be updated. This could change some or all of the below requirements. You will have to download the amendments to make sure you keep up to date.

1. Download the RFSO from <https://canadabuys.canada.ca/>. You can find the RFSO and any future amendments or questions and answers on this website. []
2. Make sure that you are an employee or owner of a business or organization. If necessary, you can start your own business or organization. This website will help you do that: <https://www.canada.ca/en/services/business/start.html> []
3. If you are Indigenous, make sure that the business or organization is registered with Industry Canada’s Indigenous business directory. You can confirm that the business or organization is registered by searching for its name in the directory. <https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658> []
4. Make sure that the business or organization has any legal documents needed to prove that it qualifies for the Set-Aside Program for Indigenous Business. You can find out more about what documents are needed here: <http://www.aadnc-aandc.gc.ca/eng/1100100033060/1100100033061#chp6> []
5. Get a minimum of one (1) letter of support from leadership of Indigenous communities, ideally two (2) or (3), that show your Indigenous community development experience and cultural appropriateness. []
6. Write a list of workshops or training sessions that you have run which includes dates and locations and type of delivery (in-person or virtual). At least two must have run a minimum of two consecutive days. []
7. Write a summary that outlines how you **build relationships with Indigenous communities**. []

8. Have an up-to-date resume.

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Please be sure to download the actual Request for Standing Offer from <https://canadabuys.canada.ca/> to make sure that you have not missed anything. The RFSO will outline all of the specific information needed and will describe the way you need to submit your offer.

What do you need to apply?

To apply for the RFSO, you have to prepare an offer that shows that you meet the RFSO's evaluation criteria. The actual RFSO document contains all of the evaluation criteria and you must download it from the Buy and Sell website to make sure you have the most up to date criteria. The list below may be updated through an amendment. It is your responsibility to make sure that you have downloaded the amendments as well.

If there are any differences between the items below and the actual RFSO, the criteria contained in the RFSO or any amendments will take precedence.

To show that you meet the evaluation criteria you need:

1. An up-to-date resume;
2. One (1) letter of support from leadership of an Indigenous community that show your experience in Indigenous community development;
3. One letter of support from leadership of an Indigenous community that shows your ability to be culturally appropriate when building relationships with Indigenous communities;
 - a. One of the letters showing your Indigenous community development experience can be used to show your cultural appropriateness, but only if it can show both.
4. A list of workshops or training sessions you have delivered. We are looking for a minimum of four sessions; each must have been for two (2) consecutive days for in person and cumulative for two (2) days duration for virtual. You are encouraged to provide all training or workshops you are offering, but at least four of those **must** meet the 2 days criteria for in person or virtual workshops or training sessions; and
5. A short summary (no more than two pages) that outlines how you build relationships **with Indigenous communities**.

Additionally, you do not need to be part of an Indigenous business or organization to apply. When the offer is submitted, each business or organization will propose a "resource". This resource is the facilitator. Whenever Public Safety Canada requests work to be done, it is these resources that will do the work on behalf of their business or organization.

If you are not currently part of an Indigenous business or organization, you can still apply. You just have to start your own business or organization. There are many different types of organizations or business that can be easily started by individuals and used to apply to the RFSO. You can become an incorporated individual or you can set up a sole proprietorship, limited company, co-operative, or partnership. This website will help you start and register your business or organization: <https://www.canada.ca/en/services/business/start.html>.

What is a standing offer?

A standing offer is an agreement between a supplier and the Government of Canada. It allows government departments such as Public Safety Canada to request and purchase services from a verified supplier as they are needed.

A standing offer is only valid for a specific period of time and guarantees the supplier some amount of work. A standing offer is **not** a contract. It outlines the work that can be requested of the supplier. The pricing for this work is determined by the supplier and outlined in their proposal.

Public Safety Canada will use the work described in the standing offer and the supplier's prices to request and purchase the supplier's services. These requests are called call-ups. Each time a call-up is made, a separate contract is formed between the supplier and Public Safety Canada. This contract brings into effect the work outlined in the standing offer and

the prices outlined in the supplier's proposal.

What is Canada Buys?

Buy and Sell (<https://canadabuys.canada.ca/>) is the website where the Government of Canada, including Public Safety Canada, publishes tender documents, such as Requests for Standing Offers. Buy and Sell is free of charge and does not require you to register. Public Safety Canada will post its Request for Standing Offer on this website.

To get started on the Buy and Sell website, please visit:
<https://buyandsell.gc.ca/procurement-data/tenders/get-started>