



**RETURN OFFERS TO:
RETOURNER LES
SOUSSIONS À :**
Public Safety Canada
Contracting and
Procurement Section
269 Laurier Avenue West,
Ottawa ON K1A 0P8
Attention: Melissa Gendron
contracting@ps-sp.gc.ca

**Request for Standing
Offer (RFSO)
Demande d'offre à
commandes (DOC)**

**DETAILS OF BIDDER
ENGAGEMENT SESSION
&
QUESTION & ANSWER
2**

Offer to: Public Safety Canada
We hereby offer to provide to Canada, as represented by the Minister of Public Safety and Emergency Preparedness Canada, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Instructions: See Herein
Instructions: Voir aux
présentes

Issuing Office – Bureau de
distribution
Public Safety Canada
Contracting and Procurement
Section
269 Laurier Avenue West
Ottawa ON K1A 0P8

Title – Sujet Request for Standing Offer – Workshop Delivery for the Indigenous Community Safety Development Program in CLCA regions	
Solicitation No. – N° de l'invitation 202304758	Date April 17th, 2024
Solicitation Closes – L'invitation prend fin At – à 2:00 PM On – le April 22nd, 2024	Time Zone Fuseau horaire EDT
Delivery Required – Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Melissa Gendron	
Telephone No. – N° de telephone	FAX No. – N° de FAX
Destination – of Goods, Services and Construction: Nunavut Public Safety & Emergency Preparedness Canada 269 Laurier Avenue West Ottawa ON K1A 0P8	
Security – Sécurité This Request for Standing Offer does not have any security requirements.	

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. – N° de telephone Facsimile No. – N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom due fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
_____	_____
Signature	Date



INTRODUCTION:

- Designated note taker
- Contracting Officer starts with brief synopsis of RFSO requirement
- Housekeeping: questions can be asked/answered verbally or in chat and posted after meeting; microphones on mute.
- Introduced Public Safety team member providing overview of program.

Client:

PS explains Aboriginal Community Safety Planning Initiative (ACSPI) mandate to provide Community Safety Planning (CSP) workshops supporting Indigenous communities across Canada. The CSP is a planning process designed to help identify strengths, assets, safety and wellbeing rolls to build safer communities for all. A core group of community members/staff are identified and through 3 planning sessions of 2 days, a safety plan will be completed with the help of a facilitator. Communities are identified through random engagement, referrals, word-of-mouth and come from across the country.

No Questions Raised at this Point.

Contracting:

Good afternoon, I will take this opportunity to go through the solicitation and share the original document so I can go through page by page so everyone is aware of how the document is set out and what is expected.

First page is general information on solicitation, summary and period of Standing Offer (SO) explained which is from SO award to August 31st. Important to understand an SO is not a contract or guaranteed amount of funds it is the mechanism that facilitates PS awarding call ups when requests received for community engagement. A call up is like a mini-contract where terms and conditions are pre-negotiated. Keep in mind for this



RFSO – there are specific requirements for going out into the different Modern Treaty areas as they each details and rules we have to follow. Have to follow those rules and regulations and they are all detailed in the Overview section of the solicitation and this RFSO excludes the Nunavut Modern Treaty area. No security requirements so security screening of providers not necessary. If anyone would like a debrief on results of the solicitation, details are in this section.

Communications notification, Intellectual Property – PS will provide info and any documents created under call ups are Canada/Public Safety's property.

Standard instructions that govern this process. Standard clauses can be clicked on for full details. Solicitation (prices/details) is valid for 150 days post bid closing. Any questions, we request we receive at a minimum of 5 days before solicitation closes otherwise we are not obliged to address questions.

If an extension is requested must also be 5 days before closing.

Details for Challenge and Resource explains how to proceed for grievances/issues to challenge.

Preparation instructions is very important to providing a compliant bid. If specific preparation instructions not followed it could result in a bid being deemed non-compliant even with necessary information in the proposal. Follow those instructions, 4 different sections that technical offers and financial offers are not combined, financial offers only opened after a bid has been deemed compliant. Very important if not followed the proposal is automatically non-compliant. Each section contains details of what is required and part 4 explains how we decide which bids are compliant and procedures to rate each point or deem mandatory or not.

I will now go over the Mandatory and Rated criteria to give an idea of what is needed to submit a successful proposal. It also gives a chance to ask questions or flag if criteria is unclear.



MANDATORY CRITERIA:

MT1: The Offeror must propose a minimum of one resource and, if applicable, clearly identify which categories the resource is being proposed for. Please see Appendix 3 in Annex A, Statement of Work, for the Categories that are included. The Offeror must submit an up to date resume of the proposed resource's experience.

Each resource will be evaluated separately so if 5 resources are proposed 3 may qualify and 2 don't it doesn't mean you are excluded completely, only the resources that don't qualify will not be eligible under the SO.

MT2: The Offeror must demonstrate that the proposed resource has experience conducting a minimum of one (1) community development processes*** in Indigenous communities or for Indigenous organizations within the last ten years. (the processes must be in person.) This must be demonstrated through a formal letter of support from one community leadership**or management. The letter must fully name the resource and describe the resource's experience and when it occurred.

To clarify, the last 10 years if from the date of bid closing and must be in-person. What is meant by date of bid closing? Example: not any time in 2014 would qualify, it would be as of the bid closing date which is set as April 22nd so as of that date. If something finished on April 1st 2014 it wouldn't count? Exactly, thanks for clarifying. This must be demonstrated through a formal letter of support from 1 community leadership or management and letter must fully name resource and describe the experience and when it occurred, including dates.

MT3: The Offeror must demonstrate that the proposed resource has the ability to be culturally appropriate**** in building relationships with Indigenous communities or Indigenous peoples. This must be demonstrated through a formal letter of support from



community leadership**or management that attests to the resources ability. This letter must name the resource.

To meet MT2 and MT3 the same letter can be used as long as it hits all criteria. You don't need separate letters, if you want to provide multiple letters, you can but if you only have 1 and it meets all criteria for both MT2 and MT3 a single letter will be accepted.

MT4: The Offeror must confirm in writing that the proposed resource will attend the Mobilization/Community Safety Planning workshop training to be administered by Public Safety Canada.

Before any resource can work on any of the call ups, they must attend the mandatory training before they are authorized to start. As long as you confirm attendance, it will be deemed as met, it can be a statement saying “yes, we confirm that this resource will attend the training.

MT5: The Offeror must demonstrate that the resource has experience or training facilitating training through an online platform (e.g. MS Teams, Google Hangouts, Zoom).

Context for what leadership means when talking about the letters of support: leadership refers to Chief and Council for First Nation communities, Chairperson for Metis communities, Mayor for Inuit communities or executive level for a community based agencies are some examples.

Community development is a structured intervention that gives communities greater control over conditions that affect their lives.

As noted each facilitator/resource will be evaluated individually.

RATED CRITERIA:

Now for the Rated Criteria, this is different from the mandatory criteria, in the rated criteria there is a minimum pass mark to consider. Out of the total possible 60 points, a minimum of 25 points need to be achieved to have a complaint bid.

No questions raised at this time.

RT1: The Offeror's proposed resource should submit a short written summary detailing the proposed approach to building a relationship with an Indigenous community. The written summary should not exceed two typed pages.

Important, it is about building a relationship with a community and not Public Safety. Ideally it would be a separate letter for each proposed resource. There are different points available 20 points for excellent, 15 points for good, 10 points for acceptable, 5 points for poor and 0 points for no written summary. Definition for points provided on page 21 of the RFSO. Written letter should not exceed 2 typed pages, not firm but ideally 2 pages or less.

RT2: The Offeror should demonstrate that the proposed resource has experience administering formal (in person or virtual) training sessions or workshops with a minimum two (2) day duration per session for in person and cumulative to two (2) day duration for virtual, in the last three (3) years from the bid closing date.

Again the bid closing date is April 22, 2024. To help determine when training was given, and how long they were, please provide dates to support. Different levels of points for each 2-5 gives 5 points, 6-10 gives 10 points, 11 or more gives 15 points with 5



additional points for 3 virtual sessions (cumulative) and 5 additional points if 3 training sessions/workshops delivered to Indigenous communities.

To demonstrate training was to an Indigenous community provide location or who training was for.

Firmness of dates: is a range ok or do exact dates/number of days must be included (example March 2020, 3 days training delivered sufficient) what level of detail is required? Doesn't have to be exact as long as we can verify it falls within the last 3 years with a minimum of month/year.

RT3: The Offeror should confirm that training for delivering culturally appropriate workshop has been completed, and indicate what type of training was done, including examples of what was taught. The training must have been taken within the last 3 years. The Offeror is to provide a completion certificate or other document(s) identifying they have fully completed the training.

An e-mail or attestation is acceptable. Cumulative training less than a day is 1 point, 2-4 days is 3 points and 5 days is 5 points.

RT4: The Offeror should indicate of which Modern Treaty Beneficiary list it belongs. This solicitation is giving priority for Modern Treaty and CLCA beneficiaries per rules and regulations for Modern Treaty areas. Example: if we are working in the James Bay area, if we have a beneficiary for the James Bay area that qualifies, that company would be given priority over that work per the Modern Treaty rules, if not then other companies that qualify would be given the opportunity.

If your company or facilitator(s) is a beneficiary of a Modern Treaty area please indicate for bonus 5 points.



RT5: The Offeror should confirm that it is registered in the Indigenous Business Directory (IBD) Indigenous Business Directory (sac-isc.gc.ca) OR The Offeror is registered in the Inuit Firm Registry (IFR) Inuit Firm Registry Database - Inuit Firm Registry Database (tunnngavik.com)

We are giving secondary priority to Indigenous Businesses and Inuit Business. If your company is on the Indigenous Business Directory or Inuit Firm Registry Database that also qualifies for 5 bonus points.

No questions raised at this time.

Details for financial criteria:

Offerors proposed average per diem rate for a resource across the 3 periods must not be more than 75% higher than the average per diem rate of all qualified resources. Hard to know amount ahead of time but chart is included as an example showing the formula of how the average rate is arrived at. The other main specification is for Administrative costs which are allowed but cannot be more than 50% of the all-inclusive per diem rate and would cover printing, administrative work, preparation etc.

Details the rest of the selection, minimum points, math for financial offers.

Table that is filled out for Professional Fees for each of the periods. Note that the rate does not have to be the same for all of the years, opportunity to increase rates to align with inflation.

Option year, one additional option year.

Administrative costs have a table that needs to be filled out, also travel component which is specified in the financial.



Also Part 5 – Certifications so it is important to fill out all of the forms: Former Public Servant, Integrity and sign off on all of them. The education experience, conflict of interest, agree that Canada owns Intellectual Property.

Part 6 details the rules that govern the SO - Be sure to read this section to be aware of what you are agreeing to by applying to this solicitation. These are what you are agreeing to when a call up is issued and it governs everything from the clauses, conditions, period of SO and submitting invoices are all outlined in this section. It also explains the refresh process that happens once a year. Once you have qualified, if you have new resources come to work for your company, once a year they can be qualified under your current SO.

Details of all of the different land claim agreements that are governing when working in those areas.

Details on the SO Authority, Project Authority will be noted on the final SO.

Different models are explained, call up procedures followed when we are issuing a call up, helps us choose Offeror everyone should review this information to be familiar.

Statement of Work describes how we work, it contains definitions to clarify terminology, background given at the beginning and the objective which is to have facilitators that will support communities by performing 2 main tasks: deliver CSP process and coach/mentor core group throughout process including within and outside of the workshop sessions.

Workshop content is described along with the different models, types of sessions. Community delivery which is the traditional method where the facilitator goes to community; Train the Champion model where the community chooses a representative

to be trained by the facilitator to take over roll within the community; and Train the Training which allows us to use the experienced facilitators to train new facilitators to help bolster number of trained facilitator.

Mandatory facilitator training – All facilitators must be certified by Public Safety before a call up is issued to provide CSP to a community.

All tasks and deliverables that go with each: workshops, written reports etc.

Adding new facilitators once per calendar year can be added to existing SO. Any new resources must meet all mandatory/rated criteria to qualify.

Explanation on travel, work location, language and how performance is measured. During or after call ups performance is evaluated using a report, explains the consequences of non-compliance. Explains remedial issues and coaching to help improve by providing feedback.

Best fit category can be used if you think they will be beneficial for certain communities. Basis of payment explains how we paying travel expenses and invoices.

Additional Questions & Answers:

Q:	Is the Crown estimating 60 days of work for entire contract or is that an example?
A:	60 days is just an example
Q:	Does the Crown have any idea how much work would be within the facilitation?
A:	There is no fixed amount.



Q:	Can someone from the team expand on the response: How does the work come about? How do we decide when it happens? Who gets it? Where do we go?
A:	Unfortunately we cannot give a hard number as the work is dependent on the number of employees we have, amount of outreach with all of the communities across Canada. Last year we had approximately 25 call ups issued for training sessions - some were refresher CSPs so not as long. This process was started about 12 years ago so communities that completed the CSP at the beginning we have provided refresher sessions. The range of dollar value for individual call ups could be anywhere from \$35,000 to \$85,000 depending on the location of the community travelled to, the level of capacity in the community as the facilitator may need to spend more time with the core group. Our goal is to have 25 CSPs completed each year but it is not within our control as we respond to community needs so we plan but cannot be certain. For example, sometimes when we engage with a community all of the upfront work gets completed and then for reasons beyond their control the CSP process becomes less of a priority, resources get shifted and the process stops. It is a fluid process and dependent on the community and their capabilities. We do not target CLCA communities so we are not aware of how many might be under this RFSO, we have engaged with some communities but the numbers provided are for across Canada including the Nunavut RFSO and Indigenous set aside RFSO and this one.
Q:	Is this exclusive to CLCAs or can it be used anywhere?
A:	This RFSO was set up to ensure program is able to bolster number of facilitators to be able to work across Canada so if a company is qualified under this RFSO they are able to ability to work across Canada and not only in CLCA areas. If there are fewer requests in CLCA areas this will help the team by having more facilitators able to provide services to communities.



Q:	Are you able to provide an average amount per fiscal year being spent?
A:	It fluctuates year over year as it is dependent on uptake but the bulk of our budget is earmarked for the CSP process so there is money to support the need. The low number of facilitators currently with SOs, with high need and limited staff, there is a lot of work that goes into it, there is potential to spend more than last year but hard to give a firm number. We do want to work with everyone but don't have the capacity at this time.
Q:	Why is the Trade Agreement piece in this RFSO as it wasn't in the previous RFSO? How does it relate to the land claims?
A:	The Trade Agreements apply in this case is because of the nuance related to CLCA areas as it not considered an official set aside. We can't put it as an traditional set aside because the beneficiaries under certain land claim areas are not necessarily registered Indigenous businesses. Because of that, if we put it as a set aside, beneficiaries could be excluded or not able to apply under the set aside agreements. As it is not a set aside, automatically the Trade Agreements do apply. Wording at the beginning under Summary states: This procurement will give priority to beneficiaries of the Comprehensive Land Claims Agreements identified and Second priority will be to indigenous businesses listed on the Indigenous Business Directory.
Q:	If a beneficiary is from another country and works there, priority will be given to them?
A:	If they are a beneficiary of a land claim area even if they live in a different country, if they are a certified beneficiary under that land claim agreement they would get priority. That is based on rules set out by the Modern Treaties as beneficiaries have the right of first priority along the lines of right of first refusal. They can choose to pass on a call up if they don't have the capacity and it would pass to another vendor.
Q:	Section 9.2 Training new facilitators - throughout the year a contractor can



	<p>have another facilitator participate during a call up for the purpose of training in the CSP process. Costs incurred are the responsibility of the contractor and Public Safety will not reimburse cost of training and written notice is required. How much notice is written notice is required? If we are successful in this RFSO and want to train additional resources, how much notice has to be given to the project authority?</p>
A:	<p>Best case scenario is to notify when the project authority contacts a contractor to discuss the call up. Proposal would be for qualified facilitators time and effort and the new resource would accompany but not be on the call up. Doesn't have to be when SO is signed or even when first call up is issued it could be when a new resource joins the company.</p>
Q	<p>Does the trainee need to pre-meet the new facilitator requirement to be brought or can the training be used to meet the requirement of 9.2?</p>
A	<p>In order to qualify, mandatory criteria must be met. Requires demonstration of the resource being qualified did the process but if they only shadowed or assisted it would not qualify.</p>