

**RETURN BIDS TO:  
RETOURNER LES  
SOUMISSIONS À:**

April Campbell  
Contracting Authority  
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**LETTER OF INTEREST  
LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Science and Software Systems Procurement  
Directorate / Direction de l'acquisition  
de travaux scientifiques  
10 Wellington Street / 10, rue Wellington  
4th Floor / Étage 4th Floor,  
Immeuble Terrasses de la Chaudière  
Gatineau, Québec K1A 0S5

<b>Title-Sujet</b> Gender Equality and Gender-Based Violence Research in Canada	
<b>Solicitation No. - N° de l'invitation</b> 1W001-180192/A	<b>Date</b> 2 November 2018
1W001-18-0192	
<b>File No. - N° de dossier</b> 075ss. 1W001-180192	
<b>Solicitation Closes – L'invitation prend fin</b> <b>At 2:00 PM</b> <b>on 15 November 2018</b>	<b>Time Zone Fuseau horaire</b>  Eastern Standard Time EST
<b>F.O.B. – F.A.B</b>  Plant-Usine : <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> April Campbell	<b>Buyer Id – Id de l'acheteur</b> 075ss
<b>Telephone No. - N° de téléphone</b> 613-858-9485	<b>FAX No. - N° de FAX</b> 819-997-2229
<b>Destination of Goods, Services and Construction:</b> <b>Destinations des biens, services et construction :</b>  Specified Herein Précisé dans les présentes	

**Instructions : See Herein**  
**Instructions : voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein – Voir aux présentes	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>     <b>Telephone No. - N° de telephone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b>  _____	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de</b> <b>l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>     _____	
<b>Signature</b>  _____	<b>Date</b>  _____

**LETTER OF INTEREST (LOI)**  
**Gender Equality (GE) and Gender-Based Violence (GBV) Research in Canada**

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## 1. PURPOSE

This Letter of Interest (LOI) seeks information from industry, academia, not for profit entities and special interest groups on its interest, capacity and ability to perform the services detailed under article 3, Requirement and to inform bidders of the planned procurement.

In addition, the goal of this LOI is to seek interested individuals qualified in fields relevant to Gender Equality or Gender-Based Violence to evaluate proposals that will be received through the call. Due to conflict of interest rules, these third party evaluators will not be able to submit a proposal to this planned procurement.

## 2. BACKGROUND

Status of Women Canada (SWC) mobilizes partners and promotes equality between women and men by proactively engaging with individuals and institutions and with international, local and national partners. SWC increases awareness of gender equality and enables federal organizations to systematically incorporate gender-based analysis into federal policies and programs. SWC also assists other partners and institutions, through its expertise, contribution to research and knowledge development on issues of women and leadership, women and the economy and gender-based violence, and funding to community initiatives, to improve women's social and economic well-being.

## 3. REQUIREMENT

SWC is seeking knowledge synthesis and/or research proposals in two Research Areas:

- 1) Gender-based violence (GBV), including, but not limited to, the following themes, identified through engagement with stakeholders -
  - Prevention of GBV
  - Supports to Survivors and Families
  - Promotion of Responsive Justice Systems
  
- 2) Gender equality (GE), specifically in the following domains -
  - Economic participation and prosperity
  - Leadership and democratic participation
  - Education and skills development
  - Poverty reduction, health and well-being
  - Access to justice

For knowledge synthesis proposals, contractors will analyse and synthesize information, identify knowledge gaps and needs, and propose innovative responses on how to fill the knowledge gaps and needs through research. Knowledge synthesis proposals may also include proposals for further research for consideration of funding. Canada may, at its sole discretion, execute the option to support the proposed research.

Research proposals could include qualitative or quantitative methods, or a combination of both approaches (mixed-methods). Research proposals involving clinical trials are not eligible.

Proposals must fill knowledge gaps in support of key populations, which could include: Indigenous Peoples; women and girls; men and boys; lesbian, gay, bisexual, transgender and non-binary individuals, queer, two-spirit (LGBTQ2) individuals; visible minorities; those living in northern, rural, and remote communities; people with disabilities; newcomers; children and youth; and seniors.

Proposals must end no later than 31 March 2020.

SWC also has special interest in accepting Indigenous-led and/or co-created research proposals related to the research areas that meets needs identified by Indigenous communities.

#### **4. VOLUNTEER EVALUATORS**

Volunteer evaluators willing to participate in the proposal evaluation are requested to demonstrate their interest by submitting the form provided at Appendix 1 to this LOI along with a curriculum vitae demonstrating their qualifications. It is the intention of Canada to align Bidders' proposals with the specific expertise of the third party evaluator.

Canada will not compensate volunteer evaluators for participating in evaluation activities, including training and other teleconferences or meetings.

Third party evaluators will be required to confirm in writing that they are a) not in a conflict of interest with the Bidder (once known) as per Appendix 3; and be willing to sign the non-disclosure agreement at Appendix 2.

#### **5. ACQUISITION STRATEGY**

Canada may release a competitive Call for Proposal (CFP) for the required work. Following the CFP process, it is intended to award multiple contracts in accordance with the process defined in the CFP. The period of the resulting contract will be from date of contract award to 31 March 2020 with two option periods of one year each.

#### **6. REVIEW OF THE LOI**

Canada reserves the right to request additional information for clarification during the review of the responses to this LOI.

No payment will be made for costs incurred in the preparation and submission of a response to the LOI. Costs associated with preparing and submitting a response, as well as any costs incurred by the respondent associated with the evaluation of the LOI, are the sole responsibility of the respondent.

## 7. NO OBLIGATION

The issuance of this LOI does not create an obligation for Canada to issue a subsequent bid solicitation and does not bind Canada legally or otherwise, to enter into any agreement or to accept any suggestions from industry.

This consultation process is not a bid solicitation and a contract will not result from this request. Canada will not reimburse any person or entity for any cost incurred in responding to this consultative process.

Potential respondents are advised that any information submitted to Canada in response to this consultation process may be used by Canada in the development of a subsequent competitive CFP. However, Canada is not bound to accept any expression of interest or to consider it further in any associated documents such as a CFP.

## 8. CONTRACTING AUTHORITY

All enquiries and other communications related to this LOI shall be directed to the Contracting Authority as follows:

April Campbell  
Contracting Authority  
Public Works and Government Services Canada  
Acquisitions Program  
Science and Software Systems Procurement Directorate  
Terrasses de la Chaudière, 4th Floor  
10 Wellington Street  
Gatineau, Quebec K1A 0S5

Telephone: 613-858-9485  
E-mail: [april.campbell@tpsgc-pwgsc.gc.ca](mailto:april.campbell@tpsgc-pwgsc.gc.ca)

## 9. ENGAGEMENT

The questions contained in the Sections below are intended to elicit feedback of interest to Canada. It is not expected that all questions will elicit a response, neither should submissions be constrained by the questions.

Respondents are encouraged to submit a response to the Engagement Questions in electronic format (MS Word or Adobe PDF preferable as long as copy/paste or printing of text functions are not restricted in any way) by the LOI closing date.

### 9.1 Response Format

The Respondent's name, company, address, and contact information and the LOI number should be clearly visible in the response.

The response is to be submitted by e-mail to the Contracting Authority at the following address: april.campbell@tpsgc-pwgsc.gc.ca.

The inclusion of general marketing material is discouraged unless used to provide specific information relevant to a response. In this instance, it is requested that supporting text cross-reference the marketing material to the appropriate area of the LOI.

Responses will not be returned.

## **9.2 Language of Response**

Responses may be in English or French, at the preference of the Respondent.

## **9.3 Response Parameters**

Respondents are reminded that this is an LOI and not a CFP and, in that regard, Respondents should feel free to provide their comments and concerns with their responses. Canada reserves the right to seek clarifications from a Respondent for any information provided in response to this LOI, either by telephone, in writing or in person.

## **9.4 Confidentiality**

Respondents are requested to clearly identify those portions of their response that are company confidential or proprietary in nature. The confidentiality of each Respondent's response will be maintained. Items that are identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the respondent do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all interested parties.

## **10. QUESTIONS**

### **SECTION 1: Project Details**

- 1.1 Are any aspects of the Project unclear?
- 1.2 Do the Project Details have enough information for Bidders to submit a quality bid? What, if any, additional information would you need to see included in the document?

### **SECTION 2: Evaluation and Basis of Selection**

- 2.1. Is it clear how Canada proposes to evaluate the bids?
- 2.2 Is it clear what information you must provide in your proposal to obtain the maximum points?
- 2.3 Are there any elements you believe should be included in the evaluation?
- 2.4 Are there any elements that you believe do not add value to the evaluation process?
- 2.5 Will you be able to achieve the minimum required score?
- 2.6 Provide any suggestions that, in your opinion, could improve the evaluation process or contractor selection methodology.

**SECTION 3: Contract Terms**

- 3.1 Do you understand the contractor obligations?
- 3.2 Did you review the referenced general conditions? Are they acceptable?
- 3.3 Do you understand the option to extend the contract process?

**SECTION 4: Other**

- 4.1 Please identify any other issues, concerns, recommendations not addressed above.
- 4.2 Will you submit a proposal for this requirement? If not, why?

**APPENDIX 1  
VOLUNTEER EVALUATORS**

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Name Title

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Organization

---

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Address

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Telephone Email

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Area of Expertise  Academic  NGO  Commercial

SWC is also interested in third party evaluators who self-identify as indigenous (First Nations, Inuit, or Métis). Do you identify as:

First Nations  Inuit  Métis

**APPENDIX 2**  
**NON-DISCLOSURE AGREEMENT**

*[ to be signed by each individual with access to the proposals ]*

I, \_\_\_\_\_ [ *name* ], recognize that I may be given access to information by or on behalf of Canada in connection with the evaluation of bids, pursuant to Call for Proposal 1W001-180192/C between Her Majesty the Queen in right of Canada, represented by the Ministers of Public Works and Government Services Canada (PWGSC) and Status of Women Canada, and Bidders to be named later. This may include information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Bidders.

For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the work.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the evaluation and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the evaluation and the Request for Proposal detailed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

### **APPENDIX 3 CONFLICT OF INTEREST**

In addition to the Non-Disclosure Agreement, the following criteria will be used to determine whether a real or perceived conflict of interest exists in the context of the review of proposals.

A conflict of interest will be deemed to exist when an evaluator:

- is a relative or close friend, or has a personal relationship with a bidder;
- is in a position to personally gain or lose financially/materially from the award of a contract;
- has been a supervisor or a trainee of a bidder; and/or;
- has collaborated, published or shared funding with a bidder, or has plans to do so in the immediate future.

Volunteer evaluators will be required to sign a statement declaring they do not have a conflict of interest at time of evaluation.