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CALL FOR PROPOSAL

GENDER EQUALITY and GENDER-BASED VIOLENCE RESEARCH in Canada

Toll-free number: 1-877-413-4790
Conference ID: 453 729 4

Bidders' Conference
December 2018



Government
of Canada

Gouvernement
du Canada

Canada

WELCOME

Good Afternoon and Welcome to the Bidders' Conference to discuss the Call for Proposal seeking Gender Equality and Gender-Based Violence Research in Canada. I would like to direct you to the published Agenda as it represents the structure of this meeting as well as the key discussion points.

We ask that you mute your phones (*6). Given the number of people who registered for today's session, we will only take questions over Webex chatbox.



AGENDA

- INTRODUCTION of PANEL
- OVERVIEW of REQUIREMENT
- OVERVIEW of the CALL FOR PROPOSAL (CFP)
- REVIEW of the CALL FOR PROPOSAL for GENDER EQUALITY (GE) and GENDER-BASED VIOLENCE (GBV)
- PUBLICATION of the BIDDERS' CONFERENCE
- CLOSING REMARKS



INTRODUCTION OF PANEL

Representing Status of Women Canada:

Pierre Turcotte, Manager, Research

Beth Dunning, Senior Research Analyst

Public Works and Government Services Canada:

Jonathan Vinet, Manager, Life and Earth Sciences

April Campbell, Contracting Authority



OVERVIEW OF REQUIREMENT

- Knowledge synthesis and/or research related to gender equality or gender-based violence research in Canada.
- 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.

OVERVIEW OF REQUIREMENT

- **Research Area 1: GBV** – including but not limited to the following themes:
 - Prevention of GBV
 - Supports to survivors and families
 - Promotion of responsive justice systems
- Linked to the pillars of *It's Time: Canada's Strategy to Prevent and Address Gender-Based Violence* .
- Recognizing there are research gaps outside these pillars, Canada will accept proposals on other themes specific to GBV.

OVERVIEW OF REQUIREMENT

- **Research Area 2: GE** –limited to the following domains:
 - Economic participation and prosperity
 - Leadership and democratic participation
 - Education and skills development
 - Poverty reduction, health and well-being
 - Access to justice
- Linked to the pillars of Canada’s Gender Results Framework.
- Given their comprehensive nature, proposals **must** be related to one of these domains.

OVERVIEW OF REQUIREMENT

Indigenous-led and/or Co-Created Research

SWC has a special interest in Indigenous-led and/or co-created research related to the GE and GBV research areas.

- Proposed research must meet the needs identified by Indigenous communities.
- Bidders must address the evaluation criteria specific to Indigenous proposals.

OVERVIEW OF REQUIREMENT

Optional Services

- Based on the results of the initial contract, Contractors may, at the **sole** discretion of Canada, conduct additional work to further support the knowledge synthesis or research completed.
- Bidders are encouraged to identify any additional support options as part of their proposal.
- Additional services identified in the proposal will not be evaluated.

OVERVIEW OF REQUIREMENT

Deliverables

- Deliverables will take the form of a report or study that will include, but is not limited to, the approach taken by the Contractor, the scope and methodology, the results and analysis.
- Copyright in anything conceived, developed, or produced under the Contract will belong to the Contractor.
- SWC may share the report, study or research results internally or with other government departments; and will publish the synopsis of the research on SWC's website (ex: Knowledge Centre).

OVERVIEW of the CALL FOR PROPOSAL (CFP)

- The CFP is a competitive, multi-stage solicitation that seeks detailed ideas, methods & approaches (solutions) to address pre-defined priorities and gaps.
- Potential solutions are presented by industry / organizations by submitting proposals responding to the CFP and the priorities / gaps.
- One or more contracts maybe awarded for the same priority / gap based on the potential merits of similar or different solutions proposed by bidders.

OVERVIEW of the CALL FOR PROPOSAL (CFP)

- Approaches, methodologies and technical expertise are specific to each solution offered.
- Proposals are evaluated from a broad perspective to allow for a diverse range of solutions / proposals.
- The solicitation process results in a Pre-Qualified Pool of proposals from which Canada *may* negotiate contracts.
- Selection for contract award is done based on parameters that are also very broad and structured to include the ability to exploit new or emerging issues
- The CFP does not guarantee award of a contract.

OVERVIEW of the CALL FOR PROPOSAL (CFP)

CALL FOR PROPOSAL

Suppliers are invited to submit proposals in response to defined priorities or knowledge gaps.

- Engagement (Letter of Interest / Feedback Report)
- Published a minimum of 40 days on buyandsell.gc.ca
- Bidders' Conference
- Solicitation amendments, questions and answers

EVALUATION

Proposals are assessed against the mandatory requirements and point rated criteria.

- Mandatory = Pass or Fail
- Minimum Pass Mark of 60%
- Results in a Pre-Qualified Pool of proposals
- List of Pre-Qualified proposals published on buyandsell.gc.ca

SELECTION

Proposals are further assessed by the Selection Committee against multiple published parameters.

- Aligned to Government of Canada departmental priorities
- Aligned with the ***"It's Time: Canada's Strategy to Prevent and Address Gender-Based Violence"*** or the **Gender Results Framework**
- Complements other initiatives being funded by Canada*
- Aligned with emerging operational and policy issues*

* May include other proposals submitted under the CFP; or, issues raised in the media, or by special interest groups; or, other government departments; all of which are unknown at time of publication of the CFP



OVERVIEW of the CALL FOR PROPOSAL (CFP)

CONTRACT AWARD PROCESS

Supplier must successfully complete this process prior to the expiry of the bid validity period. Lead by the Contracting Authority.

Step 1: Develop Statement of Work (SOW) based on research proposal – lead by the Project Authority (PA)

Step 2: Negotiate costs based on research proposal and refined SOW– lead by the Contracting Authority (CA)

Step 3: Obtain outstanding certifications and additional information (Part 6)
Determine need for additional terms and conditions (i.e., security, privacy) as appropriate
lead by the Contracting Authority (CA)

OVERVIEW of the CALL FOR PROPOSAL (CFP)

CONTRACT ADMINISTRATION

Execution and management of the contracts, including contract amendments

- Contract Award Notice published on buyandsell.gc.ca (CA)
- Optional Goods and Services clause (CA)
- Work Authorization (PA)
- Track and Monitor Expenditures (PA/CA)
- Accept / Reject Deliverables (PA)
- Publication of Synopsys on Status of Women website

Part 1 - GENERAL INFORMATION

- Individual proposal value must not exceed \$1,000,000.00, applicable taxes included;
- Total budget is \$5,000,000.00, applicable taxes included.
- Optional Goods/Services and Optional Periods not funded; funds committed only upon execution of the clause.
- Bidder must be Canadian; trade agreements do not apply.
- Bidders should identify if the work will take place within a Comprehensive Land Claim Area or Modern Treaty area.



Part 2 - BIDDER INSTRUCTIONS

- Bid Validity period extended from 60 days to six months.
 - Ensures bids remain valid while the contract award process is undertaken which can take several months.
- Proposals must be submitted as requested to PSPC Bid Receiving Unit detailed in the CFP; proposals submitted directly to Status of Women will be disqualified.
- Communications must only be with the Contracting Authority
 - Questions may be posed up to 10 business days before the closing date of the CFP.
 - Questions and Canada's response will be published on the buyandsell.gc.ca in both official languages.

Part 3 - PROPOSAL PREPARATION INSTRUCTIONS

- Determine how you will submit your bid: electronically through ePost or Paper Copy to Bid Receiving Unit.
- review **2003 Standard Instructions**, article 08 for details on how to submit your proposal.
- Proposals must provide sufficient information for the Evaluation Team to be able to evaluate the proposal.
- The Evaluation Team will only consider information provided in the proposal; hyperlinks will not be reviewed.
- Bidders should explicitly demonstrate, in sufficient detail, how all criteria are met.

Part 3 - PROPOSAL PREPARATION INSTRUCTIONS

- Bidders must following the instructions exactly.
- The Financial Proposal must be submitted in a separate document.
- Financial information should be aligned to the Work Breakdown Structure identified Part 4.
- Bidders are encouraged to review **1031-2 Contract Cost Principles** for a description of allowable costs.
- Certifications should be submitted separately.
- Compliance Table added to Part 4 to aid in proposal submission requirements.

Part 4 – EVALUATION PROCEDURES

- Evaluation Team will be composed of representatives of Canada and external experts.
- Mandatory Requirements are assessed on a pass/fail basis.
- If any Mandatory Requirement is failed, bidders are disqualified from further evaluation.
- If Mandatory Requirements passed, bidders will proceed to the point rated criteria and assessed as stipulated.
- Proposals must achieve a score of 60 out of a possible 100 points.

Part 4 – EVALUATION PROCEDURES

- Financial Proposal will be reviewed to determine
 - if the maximum budget has been exceeded;
 - If there are costs that are deemed disallowable under 1031-2 Contract Cost Principles
- If Maximum Budget exceeded, Proposal is disqualified from further consideration.
- Clarification may be sought on costs identified
- Proposals will be ranked by technical score until the \$5M overall budget is allocated, forming the Pre-Qualified Pool of Proposals.

Part 4 – EVALUATION PROCEDURES

- Selection Committee will be composed of representatives of Canada.
- Selection Committee will assess proposals against pre-defined criteria:
 - Alignment with Government of Canada Priorities
 - Alignment with the *It's Time: Canada's Strategy to Prevent and Address Gender-Based Violence* or the pillars of the forthcoming Gender Results Framework
 - Complements other initiatives funded by Canada
 - Alignment to emerging operational and policy issues
 - May include alignment with other proposals submitted

Part 4 – BASIS OF SELECTION

- Top ranked proposals will undergo the Contract Award Process.
- No guarantee of a contract.
- Failure to complete the Contract Award Process will render the proposal non-compliant and given no further consideration.
- Contracts may be awarded until the \$5M budget is allocated.

Part 6 CERTIFICATIONS & ADDITIONAL INFO

- Three certifications to be submitted with the Proposal:
 - Integrity – Declaration of Criminal Offenses (if applicable)
 - Canadian Bidder
 - Canadian Content 80%
- Certifications to be submitted precedent to contract award will be required during the contract award process
- Additional Information:
 - Procurement Business Number (no contract without a PBN)
 - Applicable Laws (bidders' choice)
 - Legal Representative
 - Location of Services

Part 7 DRAFT RESULTING CONTRACT

- Represents the articles of agreement that may form the contract.
- Specific clauses will be determined only once the proposal is known and additional requirements identified.
- Negotiated as part of the Contract Award Process.
- Statement of Work template provided for illustrative purposes.
- Basis of Payment to be determined based on the Proposal, Financial proposal and refined Statement of Work.
- Canada may accept the proposal in whole or in part.

PUBLICATION OF BIDDERS CONFERENCE

- The Presentation delivered today will be published on the buyandsell.gc.ca website as an attachment to the Call for Proposal.
- Questions and answers will also be published as a solicitation amendment to the Call for Proposal.
- If there is any discrepancy between what is said today and the written documentation to follow, the written document takes precedence.
- Documentation will be published in both official languages.

QUESTIONS

Additional questions, comments or concerns?

Please contact:

april.Campbell@pwgsc-tpsgc.gc.ca



REFERENCES

Summary Report of Feedback

<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-18-00854149>

1031-2 Contract Cost Principles

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6>

Supply Manual, Chapter 10, Cost and Profit

<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/10>

2003 – Standard Instructions, Goods or Services – Competitive Requirements

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23>



CLOSING REMARKS

On behalf of Public Works and Government Services Canada, we thank you for your participation today and look forward to your proposals.

