

REQUEST FOR PROPOSAL (RFP) DOCUMENT

PART 1 – GENERAL INFORMATION

PART 2 – BIDDER INSTRUCTIONS

PART 3 – BID PREPARATION INSTRUCTIONS

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex C.

4.1.1.2 Point Rated Technical Criteria

Refer to Annex C.

4.2 Basis of Selection

4.2.1 Basis of Selection – Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

Formula:

$$\text{Total Cost} / \text{Total Technical Score} = \text{Cost Per Point}$$

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

PART 6 – RESULTING CONTRACT CLAUSES

ANNEX A – STATEMENT OF WORK

ANNEX B – BASIS OF PAYMENT

ANNEX C – EVALUATION CRITERIA

SAMPLE

ANNEX A

Statement of Work

1. Title

K-9 Dogs

2. Objective

The Department of Enforcement (DOE) has a requirement to procure 25 K-9 dogs.

3. Background

The DOE Detector Dog Service program has been in operation since 1978. At that time, Canada Customs responded to the identified need of providing front-line officers with a more effective method of detecting and interdicting narcotics and firearms. The program's reach has extended in recent years, with dogs being used to detect items other than drugs and firearms and to be used for apprehension services.

The DOE has very high standards for its dogs; each dog is submitted to a series of skill, ability and agility evaluation processes to determine if it will be accepted into the program.

4. Scope

The DOE has a requirement to procure 25 k-9 dogs to be delivered to Vancouver, BC on or before March 31, 2019.

5. Requirement/ Specifications

Dogs must be:

- 5.1 German Shepherd breed
- 5.2 10 to 24 months old in age
- 5.3 Weigh between 15-40kg
- 5.4 Able to respond to the commands: "sit" "lay down" "come" and "stay"

Supplier should have:

- 5.5 Experience in the training of K-9 dogs
- 5.6 Sold dogs to law enforcement agencies since January 1, 2013

6. Constraints

Once at the DOE Dog Service program, if, within 90 days, the dog doesn't meet the criteria of the Detector Dog Training Program mentioned above or doesn't demonstrate the capabilities to complete the detection work necessary to be certified as a DOE K-9 Dog, it is returned to the supplier and replaced or reimbursed by the supplier.

7. Delivery

Delivery must take place on or before March 31, 2019.

Delivery point:

Department of Enforcement, 9287 Burrard St. Vancouver, BC. V9E 0P9

SAMPLE

ANNEX C

Evaluation Criteria

Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

For each mandatory technical criterion, the bidder must indicate whether the dog proposed is compliant or not compliant by checking the appropriate box on the below table. A bid not meeting ALL of the mandatory criteria will be deemed non-compliant and the bid will be given no further consideration.

1. Evaluation of Mandatory Technical Criteria.

Department of Enforcement will purchase 25 dogs to fulfill this requirement. The dogs proposed must meet the following criteria:

Mandatory Technical Criteria				
Number	Mandatory Technical Criterion	Compliant	Not Compliant	Description/Reference
1.1	German Shepard breed			
1.2	10 to 24 months old in age			
1.3	Weigh between 15-40kg.			
1.4	Able to respond to the commands: "sit" "lay down" "come" and "stay"			

2. Evaluation of Point Rated Point Rated Technical Criteria

To be considered compliant, a bid must obtain the required minimum score on the point rated criteria of 5/20.

Point Rated Technical Criteria			
Technical Criteria	Scale	Points	Check Score
2.1 Number of months of experience in the training of K-9 dogs – <i>bid must include a letter of confirmation from an employer, documentation confirming the creation date of your business or any</i>	0 to 12 months	0	
	13 to 36 months	5 pts	
	37 to 60 months	7 pts	

<i>other documentation that can attest to your years of experience</i>	61 months and more	10 pts	
2.2 Number of dogs sold to law enforcement agencies as working dogs since January 1, 2013. – <i>bid must include invoices or contracts that can attest to the number of dogs sold to law enforcement agencies.</i>	0 dogs	0	
	1 to 5 dogs	3 pt	
	6 to 10 dogs	5 pts	
	11 to 15 dogs	7 pts	
	16 dogs or more	10 pts	
Total			/20

SAMPLE