**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:
	1. comply with all the requirements of the bid solicitation;
	2. meet all mandatory technical evaluation criteria; and
	3. 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:*

Total Cost / Total Technical Score = 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**

**ANNEX A**

**Statement of Work**

**1. Title**

K-9 Dogs

**2. Objective**

The Department of International Objects (DIO) has a requirement to procure 25 K-9 dogs.

**3. Background**

The DIO 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.

The DIO 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 DIO 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 border agencies since January 1, 2013

**6. Constraints**

Once at the DIO 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 DIO 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 International Objects, 9287 Burrard St. Vancouver, BC. V9E 0P9

**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 International Objects 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 – *bid must include a letter of confirmation from an employer, documentation confirming the creation date of your business or any other documentation that can attest to your years of experience*  | 0 to 12 months | 0 |  |
| 13 to 36 months | 5 pts |  |
| 37 to 60 months  | 7 pts |  |
| 61 months and more  | 10 pts |  |
| 2.2 Number of dogs sold to border agencies as working dogs since January 1, 2013. – *bid must include invoices or contracts that can attest to the number of dogs sold to border agencies.*  | 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 |