

Toronto Community Housing

RFVQ 19080

**Request For Vendor Qualifications
For
CCTV/Access Control/Intercom - Capital Projects
at Various TCHC Locations**

Information Session (Optional):

March 29, 2019, 11:00 AM-12:00 PM

Meeting Room 3A/B, Unit 3, 35 Carl Hall Rd., Toronto, ON



Info Session Agenda

- What TCHC is looking for
- Online Submission Instructions
- Stages of Evaluation
- Stage I – Mandatory Requirements
- Rectification Period
- Stage II – Rated Criteria
- RFVQ Timetable



What TCHC is looking for:

- This RFVQ seeks to pre-qualify competent contractors for existing and future capital upgrades to CCTV, Access Control, Intercom systems and associated infrastructure in residential buildings throughout the TCHC building portfolio. TCHC will use this RFVQ as a method to develop and maintain a list of qualified vendors who meet the minimum standards to be considered for any subsequent requirements issued as invitational Requests for Quotes (“RFQ”) to the list of prequalified vendors as part of the next competitive stage.
- Proponents who qualify will be on the roster for two (2) years with TCHC having the sole option to renew for additional three (3) one-year terms. The roster will be subject to periodic review and refresh pursuant to sections 3.6.6 and 3.8.
- Ref: Main Document, Sec. 1.1



Proposals must be submitted through Ontario Tenders Portal by BravoSolution:

Proposals must be submitted **online only**:

At <https://ontariotenders.bravosolution.com> before the Submission Deadline.

Proposals submitted after the Submission Deadline will not be accepted by the portal.

Proponents must submit/upload one (1) electronic copy in the prescribed format, with ALL sections completed in full. To submit online, each Proponent must:

a. Register its company with Ontario Tenders Portal

<https://ontariotenders.bravosolution.com> as all online submissions will only be accepted through this portal.

b. Download and carefully read all RFVQ documents.

c. Complete the required information in the RFVQ documents and upload necessary documents.

d. Save the RFVQ files (adding company name to the end of the file name)

Example: "RFVQ Requirements ABC Company Inc.doc"

Upload the RFVQ documents to the Ontario Tenders Portal.

For Technical Support contact eTenderhelp_CA@bravosolution.com or Toll Free 866 722 7390 | Direct 484 335-4586

Any inquiries related to RFVQ should be directed via email to the following address: TCHProcurement@torontohousing.ca

Ref: Main Document, Sec 2.1.2



Stages of Evaluation

TCHC will evaluate Proposals in two (2) stages:

Stage I – Mandatory Requirements (by Procurement/Evaluation Panel)

- Procurement opens online Qualification Envelope only; Procurement does not access online Technical Envelope. Verification of submission of Rated Criteria is based on Proponent's response to the respective question in online Qualification Envelope. Proponents who do not the Mandatory Compliance Requirements will be disqualified at Stage I.

Stage II – Rated Criteria (by Evaluation Panel)

- Evaluation Panel evaluates submissions included in online Qualification Envelope and Technical Envelope. Proponents who do not obtain minimum threshold will not be pre-qualified.



Stage I - Mandatory Requirements

- Submission Form A – Proponent Acknowledgements (in online Qualification envelope only)
- Submission Form B –Mandatory Compliance Requirements (in online Qualification envelope only)

Note: Only those Proponents that fully comply with the Mandatory Compliance Requirements by answering “Yes” in all line items will be considered for evaluation at Stage II: Evaluation of Rated Criteria. Proponents responding “No” in any Item of Submission Form B will not be considered further.

- Submission Form F – Rated Criteria (*not rectifiable*) (in online Technical envelope only)
- Ref: Main Document, Sec 2.2.1



Rectification Period (Stage I only)

Rectification Period (not including section 2.4.4)

Proposals satisfying the Mandatory Requirements during the Rectification Period will proceed to Stage II. If any Stage I Mandatory Requirements are not satisfied, you will be notified and will be given the amount of time as stated in the RFVQ Timetable to rectify. If the Rectification Notice does not provide for a Rectification Period, then the Rectification Period shall be 3 Days. The Rectification Period will begin to run from the date and time that TCHC issues its Rectification Notice to the Proponent. Proposals failing to satisfy the Mandatory Requirements or rectify within the Rectification Period will be excluded from further consideration.

- **Section 2.4.4 - Submission Form F – Rated Criteria (non-rectifiable)**
- Ref: Main Document, Sec 2.5



Stage II - Rated Criteria, Part 1 of 2

Stage II: Rated Criteria (*in Technical Envelope*)

ITEM NO.	RATED CRITERIA	Weighting (Points)	Minimum Threshold
1	Company Experience and Qualifications	40 points	
2	Communication, Capacity and Scheduling	25 points	
3	Communication and Quality Control	25 points	
4	Health and Safety	10 points	
	TOTAL	100 points	65 points

- Proponents shall structure their Proposals as instructed in Submission Form F - Rated Criteria (the "Form") noting item number, title, and indexed and/or tabbed accordingly. Where information is requested in this Form, any response made should refer to the section number(s) of the Form where the request was made. Failure to provide required information or attachment in the corresponding section of the Rated Criteria may result in receiving zero points for the corresponding section, at the discretion of TCHC. TCHC reserves the right to decline to evaluate any information for Stage II - Rated Criteria which is not requested within the Form.
- Ref. Submission Form F – Rated Criteria



Stage II - Rated Criteria, Part 2 of 2

Submission Form F – Rated Criteria:

1. Please specify legal name of the Proponent.
2. Please use text boxes to provide your responses. For some sections, submission documents can be attached as appendices in online Additional Attachments Area. Please follow instructions provided in each section of the Rated Criteria.
3. Please make sure not to exceed the number of pages required (e.g. two pages per resume). Please follow the instructions provided in each section of the Rated Criteria.
4. The questions are intended for TCHC to understand and assess the current practices applied by your company. Your response should not show or reflect the process and practices that are currently used at TCHC.
5. Gantt chart: Please use a sample project you completed in the past. Do not provide generic project schedules.
6. Health and Safety: Provide Health & Safety Policy Statement. Please do not attach a copy of the Health and Safety Policy Manual.



RFVQ Timetable (Current)

Issue Date of RFVQ	Tuesday, March 19, 2019
Information Session (Optional)	Friday, March 29, 2019 @ 11:00 AM
Information Session Location:	35 Carl Hall Rd, Unit 3, Meeting Room 3A/B
Deadline for Questions	Thursday, April 04, 2019 @ 4:00 PM
Deadline for Issuing Addenda	Tuesday, April 09, 2019 @ 4:00 PM
Submission Deadline	Thursday, April 18, 2019 @ 2:00:00 PM
Rectification Period	Three (3) Days unless otherwise noted in a Rectification Notice.

The RFVQ Timetable is tentative and may be changed by TCHC at any time. Any changes to the RFVQ Timetable will be issued by way of Addenda, all of which will be posted online.



Questions

Questions:

Make sure to email all your questions to the TCHC Contact before the Deadline for Questions – **April 4th, 2019, 4:00 PM.**

TCHC will answer the questions by issuing an addendum that will be posted online (Ontario Tenders Portal/BravoSolution, Biddingo, and TCHC website)

TCHC will only accept questions received in writing by email to the TCHC Contact on or before the Deadline for Questions. TCHC reserves the right not to answer the questions received in a non-prescribed manner and/or after the Deadline for Questions.



Please:

- Make sure you have read all documents carefully
- Re-read them again.
- Check daily for addenda.
- Make sure you submit online everything that is required. Please check all the forms before submitting to make sure formatting is proper.
- Avoid submitting your proposal(s) at the last minute.
- Email your questions by the **Deadline for Questions.**

THANK YOU!

