

Canadian Forces Morale   
and Welfare Services

Request for Information (RFI)

Insert name of Base/Wing/Unit/HQ

Insert Name of Goods or Services

Issue Date (mm/dd/yyy): Select Date

Bid Submission Date and Time: Click or tap to enter a date

RFI #: Insert divisional numbering

Contracting Authority: Insert name

Inquiries: Insert name

Insert contact info

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# **CONFIDENTIAL INFORMATION**

## Information

All material, data, information, or any item in any form supplied by [CFMWS/Base/Wing/Unit] or derived from any data ("Confidential Material") which the participant may have acquired in connection with this RFI:

1. Is the property of [CFMWS/Base/Wing/Unit] and must be treated as confidential (remove if not applicable); and
2. Is not to be used for any other purpose other than replying to this RFI and the fulfillment of any subsequent agreement.

## Vendor’s Response

[CFMWS/Base/Wing/Unit] will consider all responses submitted to this RFI as confidential.

Throughout the entire RFI process, all questions from industry, exchanges of information and all of the industry feedback shall be provided in writing to the OPI. In accordance with and subject to the Access to Information Act, R.S., 1985, c. A-1, and any other legislative or legal requirement, all information which is provided by a participant and which is clearly marked as "Proprietary" will not be released or disclosed.

The submission of the response will be deemed to be consent by the vendor:

1. To the disclosure of the response to such individuals or other parties as may be required for the purpose of reviewing the response;
2. To allow [CFMWS/Base/Wing/Unit] to make copies of the response received for the review of the response or the administration of the RFI; and
3. To the retention of the response by [CFMWS/Base/Wing/Unit].

# **PROJECT INTRODUCTION**

[CFMWS/Base/Wing/Unit] is seeking information on the potential supply of insert goods/services required .

[CFMWS/Base/Wing/Unit] reserves the right at any time prior to the Closing Date to do all or any of the following, without liability, cost or penalty to [CFMWS/Base/Wing/Unit]:

1. Alter the date and/or time specified as the Closing Date;
2. Alter any other dates in this RFI; and
3. Reissue this RFI.

The vendor hereby acknowledges that it shall be a condition of the RFI that all of the statements, claims, information and documents required to be made by the company pursuant to the terms of this RFI are be true at the time of Closing, as though then made.

## Introduction to Canadian Forces Morale and Welfare Services (CFMWS)

Canadian Forces Morale and Welfare Services (CFMWS) is responsible for administering Non-Public Property (NPP) on behalf of the Chief of Defence Staff (CDS) through Bases/Wings, and for delivering selected public and non-public property morale and welfare programs, services, and activities to Canadian Armed Forces (CAF) members, veterans and their families. Several CAF units also provide morale and welfare programs/services to their members such as canteens, kit shops, messes and other types of social activities, all within the NPP accountability framework.

NPP is a special form of Crown Property that is distinct from Public Property. The Chief Executive Officer, in his capacity as the Managing Director of NPP, is responsible for the daily administration of NPP.

## Purpose of RFI

[CFMWS/Base/Wing/Unit] objective with respect to this RFI is to seek information from participants to insert statement explaining what this RFI is intended to do.

## Project Background

Insert a concise description of your division and the needs for this project.

Your business has been short listed to participate in our RFI. Here is an overview of the project:

Insert a brief description of all the components of the RFI.

# **INSTRUCTION TO VENDORS**

This is a Request for Information (RFI), not an order. No cost can be charged to [CFMWS/Base/Wing/Unit] for any reason. The RFI shall not be construed as a request or authorisation to perform work. Any work performed by a participant will be at the participant’s own discretion and expense. This RFI does not represent a commitment to purchase or lease. There is no guarantee that [CFMWS/Base/Wing/Unit] will submit a Request for Proposal (RFP).

## Submission of Responses

It is requested that the following guidelines be adhered to when submitting the information:

1. The information is to be submitted to the Office of Primary Interest (OPI) at the location as indicated below or by email:

|  |  |
| --- | --- |
| Office of Primary Interest (OPI) | |
| Attention: | Insert OPI name |
| Address: | Insert mailing address |
| Email: | Insert OPI email address |

1. Information will be accepted by [CFMWS/Base/Wing/Unit] up to the submission closing date and time indicated on the cover page of this RFI;
2. Responses are to be organized as follows:

A one- page covering letter on the official letterhead submitted electronically and to include the following:

A reference to the RFI title and RFI number;

The primary contact person with respect to this RFI: the individual’s name, title, phone number and email address; and

The vendor is requested to provide information to the questions listed in Annex A.

1. Information contained in the RFI is to be considered “Proprietary Information” and the vendor is not to disclose this information to any party other than the vendor’s employees or agents participating in the response to this RFI, without the expressed written consent of [CFMWS/Base/Wing/Unit] (remove if not applicable);
2. If there are deviations from the requirements, or any requirements that cannot be satisfied, the participant is requested to clearly identified these; and
3. All responses, once delivered, become the property of [CFMWS/Base/Wing/Unit].

## Inquiries

Any written requests for clarification on this RFI should be aggregated and sent to the OPI shown on the cover page. [CFMWS/Base/Wing/Unit] will respond as quickly as possible. It is requested that all queries be received by the OPI at least 3 days before the submission Closing Date. (remove the last sentence, if not applicable)

In the event that it becomes necessary to revise any part of the RFI as a result of any inquiry or for any other reason, an addendum will be provided to each vendor to whom [CFMWS/Base/Wing/Unit] has issued this RFI.

During information reviews, [CFMWS/Base/Wing/Unit] may wish to contact or meet with any individual vendor in order to obtain clarification of its response or to gain insight into the quality and scope of relevant services. [CFMWS/Base/Wing/Unit] will not necessarily meet with any or all companies for this purpose.

## Legislative & Licensing Requirements

All companies and responses must comply with any law, including all legislation and regulations that may be applicable to this RFI and the services to be provided.

Attachments:

Annex A- RFI- Vendor Response