



Environment
Canada

Environnement
Canada

Assets, Contracting and Environmental Management
Corporate Services Branch
351 Saint-Joseph Boulevard
Gatineau, Quebec
J8Z 1T3

July 5, 2013

Solicitation number K1A12-13-9011

**PROJECT TITLE: A STUDY TO CHARACTERIZE THE REGULATORY
PARAMETERS DETERMINING THE COSTS OF ADMINISTRATIVE ACTIVITIES FOR
REGULATED INDUSTRY IN CANADA**

Dear Madam/Sir:

Environment Canada has a requirement for the services described in the attached "Terms of Reference". We are, as a result, soliciting proposals to perform this work.

If you are interested in providing these services, you must submit **three (3) copies of your technical proposal, two (2) copies of your completed signed Offer of Service, and two (2) copies of the former public servant certification** no later than **15:00 (local time) on July 26, 2013** to the following office:

**Environment Canada (BIDS)
Mailroom
171 Jean-Proulx
Gatineau, Quebec
J8Z 1W5**

in accordance with the following procedures:

1. Identify the solicitation number **K1A12-13-9011** on the outside of all proposal/courier envelopes.
2. Include the following in your proposal, in sufficient detail for evaluation purposes:
 - (a) a brief statement indicating your understanding of the work;
 - (b) a summary of your related experience;

- (c) a listing of staff (professional, technical, administrative, sub-contractors) who will be assigned to the work, and their respective personal résumés;
 - (d) an explanation of the intended approach and/or methodology; and
 - (e) contingency plans to be implemented in the event assigned staff become unavailable during the period of the contract.
3. Environment Canada requests that bidders provide their bid in separately bound sections as follows:

SECTION I: SUBMIT THREE (3) HARD COPIES OF YOUR TECHNICAL PROPOSAL;
SECTION II: SUBMIT TWO (2) SIGNED HARD COPIES OF THE OFFER OF SERVICE (WHICH REPRESENTS THE FINANCIAL BID).
SECTION III: SUBMIT TWO (2) SIGNED HARD COPIES OF THE FORMER PUBLIC SERVANT CERTIFICATION.

Prices must appear in the Offer of Service (Financial Bid) only. No prices must be indicated in any other section of the bid. Offer of Service must be signed.

Bids must be submitted only to Environment Canada's Mailroom by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted to Environment Canada by facsimile or e-mail will not be accepted.

All questions concerning this project shall be submitted in writing by e-mail: David.Anderson@ec.gc.ca

Yours sincerely,

David Anderson
Procurement and Contracting Officer
Materiel and Contract Management Branch

Attachments:

Offer of Service
Former Public Servant Certification
Mandatory Proposal Instructions
Terms of Reference
Evaluation Grid

MANDATORY PROPOSAL INSTRUCTIONS

- 1. Receipt** The specified office will receive the sealed proposals (including the Offer of Service) or revisions up until the time and date specified in the letter of invitation.

Environment Canada shall no longer accept the Offer of Service/technical portion of the bidders' proposals by facsimile or by electronic mail.
- 2. Unacceptable Proposals** Proposals received after the closing date and time will not be considered **and will be returned unopened.**

Proposals **NOT** submitted with duly completed Offer of Service forms in the format specified by the Department will not be accepted.

Incomplete proposals will be considered non-responsive and rejected.

Any Offer of Service that exceeds the stated ceiling or maximum price, if any, shall be considered non-responsive and rejected.

Any Offer of Service not signed in accordance with the letter of invitation shall be considered non-responsive and rejected.
- 3. Acceptance** The Department will not necessarily accept the lowest or any of the proposals submitted.
- 4. Completion** The Offer of Service form must be completed and submitted in the format presented by the Department.

Proposals must be submitted in accordance with these instructions and those contained in the letter of invitation.

It is the proposer's responsibility to ensure his/her complete understanding of the requirements and instructions specified by the Department. Enquiries concerning this solicitation must be submitted in writing to the contracting authority (David Anderson) no later than five (5) working days prior to the bid closing date specified herein to allow sufficient time to provide a response.
- 5. Reference** The Department of Environment reserves the right, before awarding the Contract, to require the Contractor to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the contractor.



OFFER OF SERVICE

1. **Offer submitted by:** (Print or type complete business or corporate name, address, telephone number, fax number)

Tel. No. _____ Fax. No. _____

E-Mail _____

2. I (We), the undersigned, hereby offer to Her Majesty the Queen in Right of Canada, as represented by the Minister of Environment, to furnish all necessary expertise, supervision, materials, equipment and other things necessary to complete, to the entire satisfaction of the Minister or his/her authorized representative, the work as described in the Solicitation package according to the terms and conditions of the Department's service contract for the following prices:



2.1 Professional Services:

The following is a breakdown of the Professional Services (show fee structure all-inclusive of profit and overhead).

<u>Category of Personnel</u>	<u>Per Diem Rates</u>	<u>Number of Days Assigned</u>	<u>Total</u>
------------------------------	-----------------------	--------------------------------	--------------



2.2 Administrative Expenses:

(Courier, long distance calls, reproduction, etc.).

\$ _____ N/A _____

2.3 Travel Expenses:

Reimbursable at cost in accordance with the attached Travel Directive, to a financial limitation of

\$ _____ N/A _____

My/Our estimate for travel expenses is based upon the following anticipated travel requirements:

**2.4 TOTAL PROPOSAL PRICE
(Canadian Currency)**

\$ _____
(Total of 2.1 + 2.2 + 2.3 above)

+ G.S.T. \$ _____

TOTAL: \$ _____



- 3. I (We) agree that the Offer of Service will remain firm for a period of one hundred and twenty (120) calendar days after the tender closing date.
- 4. Payment for professional services and associated costs will be effected upon completion of each phase, submission of invoices detailing the work completed to date and upon confirmation by the departmental representative of the services rendered/deliverables received.

Claims for travel and accommodation expenses will be reimbursed at cost, in accordance with the Travel Directive, after they have been submitted with the aforementioned invoices and supported by receipts, vouchers, or other appropriate documents.

- 5. I (We) agree to submit herewith the following:
 - (a) a PROPOSAL to undertake the work, indicating an understanding of the objectives and responsibilities, a methodology and a time schedule as it relates to the requirements;
 - (b) a CORPORATE RESUME indicating relevant experience, the proposed personnel for the work team including their curriculum vitae;
 - (c) a list, if applicable, of SUBCONTRACTOR(S) including full names and addresses, portion(s) of work to be subcontracted and relevant firm experience;
 - (d) a duly completed OFFER OF SERVICE, **in two copies (2)**.
 - (e) a duly completed former public servant certification, **in two copies (2)**.
- 6. It is a condition that during the term of the contract all persons engaged in the course of carrying out this contract shall conduct themselves in compliance with the principles of the Conflict of Interest and Post-Employment Code for Public Office Holders. Should an interest be acquired or seem to cause a departure from the principles, the contractor shall declare it immediately to the departmental representative.

OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT SHALL BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE AND SHALL BE REJECTED.

Dated this day of , 2013, at in the province of

by: (Signing Officer) Print & Sign

Title

Former Public Servant Certification – Competitive Requirement

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signed

Date

**TERMS OF REFERENCE
SOLICITATION K1A12-13-9011**

**TITLE: A STUDY TO CHARACTERIZE THE REGULATORY PARAMETERS
DETERMINING THE COSTS OF ADMINISTRATIVE ACTIVITIES FOR REGULATED
INDUSTRY IN CANADA**

MANDATORY CRITERIA:

At least one member of the project team is required to have a graduate degree in economics or a graduate degree in statistics or business administration with an appropriate specialization in economics. Proof of degree must be provided upon request.

The bidding firm must demonstrate in the proposal that it has successfully carried out at least one project relating to the impacts of regulatory requirements or policies within the past five (5) years.

SECURITY:

Each resource proposed by the bidder must hold a security accreditation to the level of Reliability at the time of response to this request for proposal. In order to demonstrate this requirement, each resource must be listed, along with their clearance level and the security clearance number or a confirmation letter from the issuing department.

INTELLECTUAL PROPERTY

The Crown will own the foreground intellectual property arising from work under this contract, in accordance with the Treasury Board of Canada Policy on Title to Intellectual Property Arising under Crown Procurement Contracts, including Section 6.5 of the Policy which states that, under a Crown Procurement Contract, the Crown may own the Foreground, where the Foreground consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

BACKGROUND

On October 1, 2012, the Government of Canada officially launched its Red Tape Reduction Action Plan, implementing a “One-for-One” Rule and a Small Business Lens to control the amount of administrative burden that federal regulations generate. The Rule introduces a new control to the federal regulatory system, as it has been deployed to curb and control administrative burden that Canadian regulations impose on

business. The purpose of the Lens is to generate better analysis of small business realities and consultation at the earliest stages of regulatory design and to consider risk-based alternate compliance approaches that minimize costs for small business.¹

As a result of the “One-for-One” Rule, federal government departments will need to review and reform their existing stock of regulations on an ongoing basis so they can provide business with administrative burden relief that is equal or greater to new burden imposed by regulatory changes. If new administrative burden costs result from the introduction of an entirely new regulation, departments will be required to not only offset those new administrative burden costs via existing regulations, but also to remove a regulation from their stock of existing regulations. Further, if an amendment (a change to an existing regulation) imposes new administrative burden costs on business, departments will be required to offset an equal amount of administrative burden costs on business from their existing stock of regulations within two years.

In the course of carrying out cost-benefit analyses associated with regulatory proposals with new administrative burden costs to business (i.e., INs), departments are required to use the Regulatory Cost Calculator to monetize the costs of the proposed administrative requirements. The assessment of the new administrative burden costs on business is based on estimating the direct incremental administrative burden that businesses face as a result of the regulatory change (i.e., that they would not otherwise face as part of usual business practices). The following definitions of administrative burden and administrative burden costs apply to these terms of reference:

Administrative burden: Administrative burden includes planning, collecting, processing and reporting of information, and completing forms and retaining data required by the federal government to comply with a regulation. This includes filling out license applications and forms, as well as finding and compiling data for audits and becoming familiar with information requirements. Appendix A provides an exhaustive list of administrative burden activities captured by the “One-for-One” Rule.

Administrative burden costs: The direct increase in costs (in Canadian dollars) to business resulting from a regulatory change that increases administrative burden as assessed against the baseline scenario (also referred to as the current situation or a business-as-usual scenario). These costs relate to the change in behaviour arising directly from the regulatory change itself. To determine the incremental increase in administrative burden costs, the proposed regulatory change must be assessed against existing requirements in guidance, policy, regulation or law, whether they are voluntary or mandatory.

¹ For the purposes of these terms of reference, a small business will be defined as any business, including its affiliates, that has fewer than 100 employees or between \$30 000 and \$5 000 000 in annual gross revenues. These two alternative definitions of “small” business in Canada are based on those employed by Industry Canada and Statistics Canada, respectively.

OBJECTIVE

The objective of this study is to improve the determination of administrative burden that regulations place on business, through the creation of a model that will enable the federal Department of the Environment (Environment Canada) to better characterize the main regulatory parameters and drivers that determine the costs of administrative activities required by federal regulations. This work will contribute towards regulatory planning within Environment Canada, as well as towards analysis in support of Environment Canada's Regulatory Impact Analysis Statements published in the *Canada Gazette*.

STATEMENT OF WORK

1. Description of work

The Contractor will develop a model that will enable Environment Canada to make more realistic assumptions regarding the costs imposed on regulated communities in Canada as a result of administrative activities required by regulations. The Contractor will also present the analysis of that model. This model will be based on available and relevant evidence, and it will characterize the principal regulatory parameters and drivers that determine the costs of administrative activities incurred by Canadian industry.

This model will categorize and define parameters or drivers such that, given a specific regulation and a knowledge of the regulated community of interest, it will be feasible for Environment Canada to use the model to input data into the Regulatory Cost Calculator and arrive at an estimation of administrative burden costs for new regulatory proposals. Specifically, this model will characterize the factors or variables that affect the time required to perform the administrative activities listed in the methodology section below.

2. Methodology

The Contractor will deliver the methodology, analysis and presentation of a model designed to reasonably estimate the administrative burden associated with proposed regulations. The model will include, but need not be limited to, the administrative activities contained in the Regulatory Cost Calculator. The administrative activities contained in the Regulatory Cost Calculator resulting in new administrative burden costs are listed below:

- i. learning about information requirements of regulated administrative activities;
- ii. application / permission (this activity relates to applications for authorization or permission to carry out activities or applications for exemption from activities);
- iii. notification (this activity relates to businesses having to notify Environment Canada of specific activities);
- iv. record keeping and reporting related to regulations;
- v. inspections and audits mandated by the regulations (informing and assisting officers who carry out inspections of or auditing work for a business, or who visit a business in connection with the enforcement of regulations); and
- vi. any other administrative activities resulting from regulations (see Appendix A for more details).

Tasks:

1. Using information provided by Environment Canada and from other sources, through the use of spreadsheets, the Contractor will generate a model (with realistic and well-documented assumptions to be included in a supporting study) of the parameters and drivers that determine the cost of administrative activities.
 - a. The model will use the definitions of administrative burden and administrative burden costs provided by the Treasury Board of Canada Secretariat in *Controlling Administrative Burden That Regulations Impose on Business: Guide for the "One-for-One" Rule*, and also found above in the background section of these terms of reference.
 - b. The model will contain, but need not be limited to, the administrative activities contained in the Standard Cost Model and the Regulatory Cost Calculator outlined above.
 - c. The modelling of the parameters or drivers will characterize the factors or variables that determine the magnitude of administrative burden costs such as, but not limited to: the size of firm; the affected occupational groups; information content; the number of pages; the amount of administrative

requirements (e.g., reports); and the relative complexity of the regulations or requirements in question.

- d. The model will include estimates, founded on reasonable and evidence-based assumptions, regarding the impact of each parameter or driver on administrative activities, and it will allow Environment Canada to classify a given regulation as potentially having either a low, medium or high impact with respect to the level of administrative burden costs.
2. The Contractor will produce a study describing the methodology of the aforementioned model, as well as the rationale and evidence-based assumptions behind the inclusion of administrative activities and parameters. This supporting study will account for how the parameters and drivers may differ owing to factors such as firm size (small; medium/large) and sector or subsector, and any other factors that may be appropriate.

Notes:

- The final spreadsheets and supporting study will include, but will not be limited to, the information required for the tasks above.
- The information requirements provided may not be exhaustive. The Contractor is expected to provide any additional information discovered during the course of this work that is relevant in fulfilling the objective mentioned above.
- Use of information related to Canadian regulations should be prioritized over the use of information related to regulations of other countries. Some international statistics may be accepted depending on the availability of Canadian statistics, or if used for comparative purposes.

GENERAL INSTRUCTIONS

All documentation (either in draft or final form) shall be organized and written in a clear and logical fashion.

- i. The Contractor shall report all sources of information.
- ii. All electronic copies of reports and studies shall be provided in Microsoft Word format (version 2003 or later), and all supporting and underlying data and spreadsheets shall be provided in Microsoft Excel format (version 2003 or later).

DELIVERABLES

The deliverables of the work are as follows:

Deliverable 1. The Contractor will provide the study methodology, work plan and timelines to the Departmental representative for review.

Deliverable 2. The Contractor will provide to the Departmental representative for review a draft version of the model and supporting study, following the methodology, work plan and timelines specified in Deliverable 1, as amended during the review process.

Deliverable 3. The Contractor will provide to the Departmental representative the final version of the model and supporting study, which will be based on the draft version, as amended during the review process.

Deliverable 4. The Contractor will provide on-going support, as defined below, to the Departmental representative for the duration of this contract.

The Contractor will be responsible for the delivery of all the deliverables outlined above to the Departmental representative. In addition to the draft and final versions of the model and supporting study, the Contractor will provide the Departmental representative, upon request, with hard and electronic copies (in Microsoft Word and Excel formats, version 2003 or later) of all notes, text, graphics, surveys, raw data and spreadsheets used for the delivery of this contract.

All deliverables shall be provided 13 weeks after the first day of contract or no later than March 31, 2014.

PROJECT SCHEDULE

As soon as possible following the awarding of the contract, a project kick-off meeting or teleconference will be arranged with the Contractor and the Departmental representative in order to clarify the terms of reference, and the expectations of both Environment Canada and Contractor.

The Contractor will participate in a project kick-off meeting or teleconference with the Departmental representative within one week of the contract start date.

The Contractor will submit deliverable 1 to the Departmental representative for review within five weeks of the project kick-off meeting.

The Contractor will submit deliverable 2 to the Departmental representative for review within nine weeks of the project kick-off meeting.

The Contractor will submit deliverable 3 to the Departmental representative within thirteen weeks of the project kick-off meeting.

ON-GOING SUPPORT

Regular feedback through e-mail or telephone calls shall be maintained between the Contractor and Environment Canada.

When required, and when deemed by the Contractor and Environment Canada to be mutually convenient, the Contractor shall attend teleconferences during this contract. The number of these events requiring Contractor attendance shall not exceed four. At these events, the Contractor may be responsible for the following:

- Presenting the results of individual tasks undertaken pursuant to this contract.
- Describing the methodology employed and defending assumptions made during the completion of any individual task defined by this contract.
- Providing comments, based on the Contractor's experience, of any technology-related issues that require clarification.

QUALITY ACCEPTANCE CRITERIA

All documents and correspondence produced by the Contractor will be subject to review in draft form by the Departmental representative or other designated persons. All work is to be performed to the satisfaction of Environment Canada. Sufficient flexibility is required of the Contractor to respond to changing schedules and unforeseen developments.

CONFIDENTIALITY

It is understood and agreed that the Contractor shall, during and after the effective period of the ensuing contract, treat as confidential and not divulge, unless authorized in writing by the Departmental representative or another designated person, any information obtained in the course of the performance of the ensuing contract.

Subject to the *Access to Information Act* (R.S.C., 1985, c. A-1), the parties – the Contract Authority (Environment Canada) and the Contractor – agree that the terms of this contract are confidential and each party shall use the same degree of care to prevent disclosure of the terms of this contract to third parties as it uses to protect its own confidential information of similar nature. Any failure of the Contractor to respect the confidentiality obligations is a default of the Contractor for which the Minister of the Environment may terminate the contract.

TERMS OF PAYMENT

This contract has a maximum price of \$35 000 with payments tied to project deliverables, as follows:

- Following the submission of Deliverable 2 to Environment Canada and its acceptance by the Departmental representative, 50% of the bidder's price becomes payable to the Contractor.
- Following the submission of Deliverable 3 to Environment Canada and its acceptance by the Departmental representative, the other 50% of the bidder's price becomes payable to the Contractor.
- Following the receipt of an invoice accepted by the Departmental representative, each payment will be made to the Contractor within 30 days by Environment Canada.

TRAVEL

No travel expenses will be associated with this contract.

MAXIMUM BUDGET FOR CONTRACT

Environment Canada has established a maximum budget for this project of \$35 000.00 (taxes extra, as applicable).

BASIS OF SELECTION AND EVALUATION OF PROPOSALS

The Contractor selection will be based on the highest combined rating of technical evaluation (as per Table 3) and price proposal. The evaluation will be based on the highest responsive combined rating of technical evaluation criteria and pricing scores. The ratio will be 70% for the technical evaluation criteria score and 30% for the pricing score.

The overall technical evaluation criteria score for each responsive bid will be determined as follows: the total number of points obtained divided by the maximum number of points available multiplied by 70. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and multiplied by 30. For each responsive bid, the technical evaluation criteria score and the pricing score will be summed to determine its combined rating.

The responsive bid with the highest combined rating of technical evaluation criteria and pricing scores will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by the abovementioned ratio of technical evaluation criteria and pricing scores. In this example, the total number of points available equals 77 and the lowest evaluated price is \$30 000.

Environment Canada reserves the right to not award this contract.

Table 1. Example of Basis of Selection

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	69 / 77	59 / 77	63 / 77
Bid Evaluated Price	\$35 000	\$33 000	\$30 000
Calculations			
Technical evaluation criteria Score	$69 / 77 \times 70 = 62.7$	$59 / 77 \times 70 = 53.6$	$63 / 77 \times 70 = 57.3$

Pricing Score	$\$30\,000 / \$35\,000 \times 30 = 25.7$	$\$30\,000 / \$33\,000 \times 30 = 27.3$	$\$30\,000 / \$30\,000 \times 30 = 30$
Combined Rating	88.4	80.9	87.3
Overall Rating	1 st	3 rd	2 nd

The proposals submitted will be evaluated in accordance with the criteria identified in Tables 2 and 3, and based on best value for the Crown. Bidders are advised to address these requirements in the identified order and in sufficient depth in their proposals to enable a thorough review. Environment Canada's evaluation will be based solely on the information contained within the proposal. Environment Canada may confirm information or seek clarification from Bidders.

Proposals MUST meet the mandatory criteria of Table 2 and MUST achieve the minimum scores identified in Table 3. Proposals must also achieve the minimum overall score for technical evaluation criteria of 47 out of 67 in Table 3. Proposals not meeting the minimum requirements on either the Mandatory or the Point Rated criteria will be deemed non-compliant and given no further consideration.

Table 2. Mandatory Evaluation Criteria

	Mandatory Criteria	Met/Not Met
M1	At least one member of the project team is required to have a graduate degree in economics or a graduate degree in statistics or business administration with an appropriate specialization in economics. Proof of degree must be provided upon request.	
M2	The bidding firm must demonstrate in the proposal that it has successfully carried out at least one project relating to the impacts of regulatory requirements or policies within the past five (5) years.	
M3	Each resource proposed by the bidder must hold a security accreditation to the level of Reliability at the time of response to this request for proposal. In order to demonstrate this requirement, each resource must be listed, along with their clearance level and the security clearance number or a confirmation letter from the issuing department.	

Table 3. Technical Evaluation Criteria (67 total possible points)

	Point Rated Criteria	Maximum Score	Score
1. UNDERSTANDING OF THE REQUEST FOR	R1. Does the proposal indicate a clear and logical understanding of the objectives	Max. 12 points	

<p>PROPOSAL (MAX. 12 POINTS) MINIMUM REQUIRED: 8 POINTS</p>	<p>and the statement of work?</p> <p>Demonstrated understanding of the following project elements (no partial points will be awarded):</p> <ul style="list-style-type: none"> a) administrative activities undertaken by regulated parties b) the concepts of administrative burden and administrative burden costs c) the possible parameters characterizing the variables that could determine the magnitude of administrative burden costs resulting from regulatory requirements or policies 	<p>4</p> <p>4</p> <p>4</p>	
<p>2. APPROACH, METHODOLOGY, WORKPLAN (MAX. 35 POINTS) MINIMUM REQUIRED: 26 POINTS</p>	<p>R2. Are the approach and methodology logical, thorough and well defined for each of the following tasks in the statement of work?</p> <p>a) <i>Generating a model of the parameters and drivers that determine the cost of regulated administrative activities</i></p> <p>The approach is logical and well defined (e.g., easy to follow); the steps in the methodology are logical and clearly identified; and challenges are identified and addressed.</p> <p>The approach is logical and defined; steps are logical and identified; and challenges have been identified but not addressed.</p> <p>The approach is identified; steps are identified with some information missing in their description; and challenges are identified but not addressed.</p> <p>The approach is vague; steps are identified but not well defined; and challenges are either not identified or not addressed.</p> <p>The approach is vague; steps are</p>	<p>Max. 30 points</p> <p>15</p> <p>12</p> <p>9</p> <p>6</p> <p>3</p>	

	<p>missing; and challenges are neither identified nor addressed.</p> <p>The approach and methodology are not presented.</p>	0	
	<p><i>b) Producing a supporting study describing the methodology of the abovementioned model</i></p> <p>The approach is logical and well defined (e.g., easy to follow); the steps in the methodology are logical and clearly identified; and challenges are identified and addressed.</p>	15	
	<p>The approach is logical and defined; steps are logical and identified; and challenges have been identified but not addressed.</p>	12	
	<p>The approach is identified; steps are identified with some information missing in their description; and challenges are identified but not addressed.</p>	9	
	<p>The approach is vague; steps are identified but not well defined; and challenges are either not identified or not addressed.</p>	6	
	<p>The approach is vague; steps are missing; and challenges are neither identified nor addressed.</p>	3	
	<p>The approach and methodology are not presented.</p>	0	
	<p>R3. Does the work plan identify objectives and how the contractor will achieve them?</p>	Max. 5 points	
	<p>The proposal clearly identifies the objectives, timelines and deliverables for all of the requirements in the statement of work.</p>	5	

	<p>The proposal is missing information related to the objectives, timelines and deliverables for some of the requirements identified in the statement of work.</p> <p>The proposal is missing information related to the objectives, timelines and deliverables for many of the requirements identified in the statement of work.</p> <p>The proposal is missing information related to the objectives, timelines and deliverables for the requirements identified in the statement of work.</p>	<p>3</p> <p>1</p> <p>0</p>	
<p>3. PROJECT TEAM EXPERIENCE (MAX. 20 POINTS)</p> <p>R4: MINIMUM 4 POINTS REQUIRED AND A MINIMUM OF 2 POINTS MUST BE FROM A SINGLE TEAM MEMBER</p> <p>R5: MINIMUM 2 POINTS REQUIRED</p>	<p>R4. Does the Project Team’s cumulative experience make it well suited to complete the assignment?</p> <p>How many combined years of project experience has the Project Team accumulated in the study of the impacts of regulatory requirements or policies since January 2004? Experience must be clearly described in the proposal.</p> <p>To pass R4, a minimum of two (2) points must be contributed by a single team member. If this condition is not met, the proposal will be deemed non-compliant.</p> <p>One (1) point is awarded per year per person.</p> <p>R5. Does the Project Manager have the appropriate experience and skill set to manage projects of this nature?</p>	<p>Max. 10 points; min. 4 points; and min. of 2 points must be from a single team member</p> <p>Max. 10 points Min. 2 points</p>	

	<p>How many years does the Project Manager have since January 2004 (in the capacity of Project Manager) on projects related to the impacts of regulatory requirements or policies? Experience must be clearly described in the proposal.</p> <p>One (1) point is awarded per year per person.</p>		
<p>TOTAL POSSIBLE POINTS</p>		<p>67 (minimum overall score required: 47/67)</p>	

Appendix A: List of Activities Considered to Be Administrative Burden

The following list includes administrative burden activities captured by the “One-for-One” Rule:

1. **Returning and reporting or submitting information:** In cases where compliance with an information obligation requires the submission of information on the business, the information must be sent to the federal government.
2. **Authorizations:** Completing an application seeking permission for or exemption from the federal government from activities, including applications for authorization to carry out activities. In general, this does not include pre-market approval processes (e.g., pharmaceuticals, medical devices, pesticides, telecommunication devices and other goods) because the costs associated with these processes are generally considered to be compliance costs.
3. **Notification of activities:** This relates to businesses having to notify the federal government of activities.
4. **Familiarization with the information obligation:** The resources spent by businesses to familiarize themselves with a given federal government information obligation. This would apply only to regulatory changes that represent a strong deviation from current practice.
5. **Information retrieval:** Retrieving the relevant figures and information needed to comply with a given federal government information obligation.
6. **Calculation, assessment and checking:** Performing the necessary calculations, assessment of information and checking of calculated figures to ensure that the information is accurate.
7. **Meetings:** Includes meetings held internally between the various personnel groups involved in complying with the information obligation. Also includes external meetings held in cases where compliance with the information obligation requires meetings with an auditor, lawyer or the like.
8. **Copying, distribution, filing, etc.:** In some cases, the report is copied, distributed or filed in order to comply with a federal government obligation.
9. **Enforcement, audits and inspections:** This relates to informing and assisting federal government inspectors who carry out inspections of or auditing work for a business, or who visit a business in connection with enforcement of a regulation. This should be calculated only if the requirements (e.g., number of inspections per year) are included in the regulation.