



Environment Canada Environnement Canada

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

August 9, 2013

**Solicitation number K8A45-12-0009**

**PROJECT TITLE: Economic Study of Costs Associated with Amendments to the  
New Substances Notification Regulations (Organisms)**

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 August 30, 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 **K8A45-12-0009** 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: [shawn.davis@ec.gc.ca](mailto:shawn.davis@ec.gc.ca)**

Yours sincerely,

Shawn Davis  
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 (Shawn Davis) 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)

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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>
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**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.

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Signed

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Date

## **REQUEST FOR PROPOSAL and TERMS OF REFERENCE**

### **Economic Study of Costs Associated with Amendments to the *New Substances Notification Regulations (Organisms)***

#### **1.0 Mandatory Requirements**

The following Mandatory Requirements must be met in order to have your proposal considered:

M1. The Bidder must hold a valid Designated Organization Screening (DOS), with approved document safeguarding at the level of PROTECTED B issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) at the time of response to this request for proposal. In order to demonstrate this requirement, the bidder must provide a copy of the confirmation letter from CISD for the DOS with Document Safeguarding – PROTECTED B registration.

M2. 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.

M3. The Bidder shall have a minimum of three years professional work experience in conducting economic studies;

M4. The bidder must provide three references for whom the bidder has carried out an economic study related to incremental administrative and compliance costs, including costs associated with meeting regulatory requirements which has been delivered within the last 3 years. Information to be provided includes the name of the company or organization(s); contact names, telephone numbers and e-mail addresses.

M5. The Bidder must have successfully carried out two similar projects within the past 5 years. To be considered similar, the projects must have been economic impact analysis studies within the science sector.

M6. At least one member of the team proposed by the Bidder shall have a university science or engineering degree in Biology, Veterinary Science, or Molecular Biology. Proof of degree must be provided upon request;

M7. At least one member of the team proposed by the Bidder shall have, as a minimum, a Master's degree in economics or related discipline. Proof of degree must be provided upon request;

M8. At least one member of the team proposed by the Bidder shall be capable of communicating in both official languages (English and French);

## **1.1 Intellectual Property**

Environment Canada has determined that any intellectual property arising from the performance of the work under this Contract will be vested in Canada on the grounds that the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination (section 6.4.1 of the Treasury Board of Canada Secretariat *Policy on Title to Intellectual Property Arising under Crown Procurement Contracts*).

## **2.0 OBJECTIVE**

The objective of this study will be to estimate the incremental costs of the proposed amendments to the *New Substances Notification Regulations (Organisms)* [NSNR (Organisms)] versus the current NSNR (Organisms). This information is needed in order for Environment Canada to develop the Regulatory Impact Analysis Statement necessary for publishing the proposed amendments in the *Canada Gazette*. In order to determine the costs associated with the proposed regulatory amendments it will be necessary to first gather the metrics and data needed to do so. This will involve researching and gathering economic data and information on research and development (R&D) activities in the academic and private sectors that deal with both new higher organisms that are genetically modified (i.e. vertebrates and invertebrates but excluding plants) and micro-organisms used in agricultural field trials. The study will provide the New Substances (NS) program at Environment Canada with data and meaningful estimates of compliance and administrative costs for regulatees and the regulator.

## **3.0 BACKGROUND**

The NSNR(Organisms) exempts new higher organisms from notification prior to import or manufacture when these organisms are used for R&D and meet the criteria as outlined in ss.2(4). These criteria require that the R&D activity involving these organisms fully contain the live organism, its genetic material and any product from the organism that may be toxic to the environment or human health. This is a very stringent requirement for researchers to meet and at times may be open to interpretation. Currently, there is no requirement for the

researcher to inform (i.e. report to) the NS program that they are using the exemption

Following several multi-stakeholder consultations, Environment Canada and Health Canada are proposing regulatory amendments to: 1) improve the clarity of the exemption criteria, 2) require appropriate containment for the organism and 3) require regulatees to report their determination that the exemption criteria are met. These changes will have the effect of requiring the R&D sector to be more explicitly and transparently involved in managing their research animals and their potential risks. Wherever possible, the use of existing reporting systems should minimize impacts on regulatees. This approach will provide regulatees with explicit duties (reporting) which will not only re-enforce and encourage “self-management” of potential risks but also enhances the Government’s understanding of the types of activities that are taking place in Canada and provides for an opportunity to intervene should that be necessary.

In addition to the above proposed amendments, Environment Canada and Health Canada are proposing to add a number of new schedules under which importers or manufacturers of new higher organisms can notify. By doing so, notifiers will now have the option to notify under a Schedule with information requirements tailored to their activity (for example, field trials or a release under confined conditions).

Finally, amendments are also being proposed to exempt research activities involving the use of naturally occurring micro-organisms in agricultural field trials that currently require notification and assessment prior to import or manufacture under Schedules 3 or 4 of the NSNR (Organisms). The impact of these additional amendments will also need to be considered in the overall net estimates of compliance and administrative costs.

#### **4.0 STATEMENT OF WORK**

In order to assist the program with determining the administrative and compliance costs resulting from the proposed amendments, the contractor will research, gather and provide information and data requested below, and provide the results of its research to the DR in the form of a report.

**4.1 Survey: estimate the number of companies and organizations in the academic, government and industrial R&D sectors that may be affected by the proposed amendments. Also, include the size of their various research programs (number of persons involved and monetary value) and the type of organisms used (insects, mammals and fish are thought to be the most common types of animals; also include micro-organisms used in agricultural field trials for the second amendment)**

The contractor must provide a clearly designed approach for the identification and enumeration of organizations or companies in the various sectors and describe the method for generating these estimates. The contractor must then apply the agreed upon methodology in generating the estimates in the Preliminary Report (see section 4.2 for additional information).

#### **4.2 Estimate the incremental administrative and compliance costs associated with the amended NSNR (Organisms)**

The contractor must provide a clearly designed approach and methodology for the estimated incremental costs which should include, but is not limited to, both the administrative costs and the compliance costs, and the difference between these costs under the current NSNR (Organisms) and the amended NSNR (Organisms). The contractor may use methods that include, but are not limited to, interviewing a representative sample of regulatees in the various sectors which must reflect the diversity of organizations present in the various sectors and the diversity of organisms used in R&D activities involving genetically modified higher organisms and micro-organisms used in agricultural field trials. The contractor must then apply the agreed upon methodology in generating the estimates in the Final Report. The design and methods to be used for estimating the incremental costs must be approved by the DR before the start of the study.

A Preliminary Report must be submitted to the DR by the end of the 4<sup>th</sup> week of the contract. This preliminary report will include the results of the survey of the sector (see section 4.1 above) and highlight all progress made in the overall study. Any changes in the original proposed methodology must be described and justified in the preliminary report and will need the approval of the DR.

A draft of the Final Report must be submitted to the DR by the end of the 18<sup>th</sup> week of the contract. This draft Final Report must contain all necessary data (including the data provided in the preliminary report) and the economic analysis with clear and complete discussions and conclusions based on the findings.

A Final Report must be submitted by the end of the 24<sup>th</sup> week of the contract to the DR in two hard bound copies and one electronic copy. This Final Report must have addressed all feedback and questions provided by the DR following the draft of the Final Report and must contain all necessary data and analysis including clear and complete discussions and conclusions based on the findings.

Bidders shall be capable of writing all reports or documents to be submitted to the Departmental Representative (DR) in one of the official languages (either in English or French);

Bidders shall have working e-mail and Internet connection, along with working telephone and/or cellular phone, and a fax machine to facilitate the exchange of non-sensitive materials;

Bidders shall have a personal computer and the appropriate hardware and software to deliver all services as stated in the RFP and generate all reports in a format fully compatible with Microsoft Office 2003.

## **5.0 GENERAL INSTRUCTIONS**

The contractor is required to follow these general instructions:

1. In conducting the research, consult with and reference additional supporting data from various sources including, but not limited to;
  - Government reports
  - Interviews with industry representatives upon the DR's approval
  - Reports and studies from other relevant groups
  - Internet research
  - Other sources as identified during the course of this research.
2. Use of Canadian data should be prioritized over those from other sources.
3. The Contractor shall report all the sources of information.
4. All reports (either in draft or final form) shall be written in clear, concise, and logical fashion.
5. All supporting and underlying data (raw data) should be provided in MS Word, MS Access or MS Excel format.
6. Where it is necessary to identify trends, data and information are to be used from at least the last five years of availability.
7. All monetary values will be expressed in Canadian dollars, with the source year the most recent possible and readily visible. Instances of currency conversion will be identified and accompanied by an explanation of the exchange rate used. Units will always be clearly indicated, and converted for easy comparability whenever possible.
8. Where data gaps exist reasonable assumptions/estimations should be included to fill these gaps. These assumptions, and the basis for any estimates, should be clearly described and justified.

9. Regular feedback through email, and/or phone calls (approximately every 2 weeks to 3 weeks or earlier as required) shall be maintained between the Contractor and the DR.

10. The Contractor is encouraged and expected to provide any additional information discovered during the Contract period that is deemed relevant in fulfilling the objectives of this Contract.

11. The report will include, but not be limited to, the information identified above. If a particular requirement for information, or aspect thereof, cannot for any reason be fulfilled, an explanation in writing, to the satisfaction of the DR, is required.

## **6.0 RETURN/DESTRUCTION OF INFORMATION**

The information and documentation provided to the Contractor are to be used for the purpose of this Contract only and shall not be used for other purposes unless duly authorized by the DR. The information should be destroyed in a manner deemed appropriate by the DR upon request.

## **7.0 SCHEDULE AND DELIVERABLES**

- The major deliverables are identified as:
  - One Preliminary Report
  - One Draft Final Report
  - One Final Report
- Regular feedback through Email, phone calls and/or meetings shall be maintained between the contractor and the DR.
- A progress report shall be submitted every 2 weeks, to inform the department of the progress on the project.

<b>Deliverables and Milestones</b>	<b>Time from Contract signing</b>	<b>Environment Canada Review period</b>
Contract signing	Day 1 of Contract	
Kick-off meeting	Week 1	
Outline and Approval of Methodology	Week 1	1 week
Preliminary Report	Week 4	1 week
Draft Report	Week 18	2 week

Final Report	Week 24	2 week
Project termination	Week 26	

	Proposed timelines			
	Week 1-4	Week 5-17	Week 18-23	Week 24-26
Submit Outline of Methodology for approval	<input checked="" type="checkbox"/>			
Industry and Government Survey	<input type="checkbox"/> <input checked="" type="checkbox"/>			
Submit Preliminary Report	<input checked="" type="checkbox"/>			
Data Gathering		<input checked="" type="checkbox"/>		
Analysis and Report-writing		<input checked="" type="checkbox"/>		
Submit Draft Report			<input checked="" type="checkbox"/>	
Submit Final Report				<input checked="" type="checkbox"/>

- The contractor shall submit two hard bound copies and one electronic copy of the final report. The contract starts on signature.
- The Preliminary Report shall be provided no later than the last day of the 4<sup>th</sup> week of the project and all other deliverables shall be provided no later than the last day of the 24<sup>th</sup> week of the project.
- In addition to the final report, the Contractor will provide the DR with:
  - Hard and electronic (Microsoft Word and Excel, version 7.0 or later) copies of all notes, text, graphics, surveys, raw data, and spreadsheets used for the delivery of this Contract.
  - No copies (hard or electronic) of documents/information provided by Environment Canada are to be retained by the Contractor.

## 8.0 ACCEPTANCE

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



The contract may not be awarded if only one acceptable bid is received.

## **9.0 PROJECT BUDGET**

Funding for this project has been established at a maximum of \$35,000, excluding applicable taxes.

## **10.0 METHOD OF PAYMENT**

The contractor will be paid for professional services upon completion, submission and acceptance of deliverables:

30% of the total cost on the delivery of the Preliminary Report;  
30% of the total cost on the delivery of the Draft Report;  
40% of the total cost on the approval of the Final Report.

## **11.0 OTHER REQUIREMENTS**

### Travel

No travel is anticipated during the course of this contract.

## **12.0 Evaluation Criteria**

The criteria contained in Tables 3 and 4 below will be used by Environment Canada to evaluate each proposal. Bidders are advised to address these requirements in the 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, with the exception of the rated evaluation criteria identified in Table 4 relating to the information obtained from the references identified by the Bidder. Environment Canada may confirm information or seek clarification from Bidders.

Proposals **MUST** meet all of the mandatory criteria specified in Table 3 and **MUST** achieve the minimum overall score of 70% in the rated criteria specified in Table 4; proposals not meeting all of the mandatory criteria or not meeting the minimum score (73 out of 105) on the rated criteria will be given no further consideration.

The following are recommended:

- (a) Proposals be concise, but sufficiently detailed to fully demonstrate the bidder's capacity, qualifications, experience and competence for all service requirements as stated in this Request for Proposal (RFP);
- (b) All criteria in the RFP be properly and sufficiently addressed in the proposal, and each of the Mandatory criteria must be presented in the same order and using the same numbering system (i.e.M1, M2,) as in the RFP;
- (c) A proposal not be submitted unless the bidder fully demonstrates compliance with all of the Mandatory Requirements;
- (d) In compliance with the Mandatory Requirements, proposals shall include all supporting documentation as appropriate.
- (e) Bidders provide a brief outline of the proposed strategy to gather the necessary information and to conduct the economic analysis needed to fulfill parts 4.1 and 4.2 of the Statement of Work in this RFP;
- (f) Bidders provide an estimate of the number of potential individuals (stakeholders or regulatees) that may be contacted by the Bidder in gathering the information required to fulfill parts 4.1 and 4.2 of the Statement of Work for this RFP;

**Table 3: Mandatory Evaluation Criteria**

<b>Evaluation Criteria</b>	<b>Met/Not Met</b>
<p>M1. The Bidder must hold a valid Designated Organization Screening (DOS), with approved document safeguarding at the level of PROTECTED B issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) at the time of response to this request for proposal. In order to demonstrate this requirement, the bidder must provide a copy of the confirmation letter from CISD for the DOS with Document Safeguarding – PROTECTED B registration.</p> <p>M2. 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.</p>	

<p>M3. The Bidder shall have a minimum of three years professional work experience in conducting economic studies;</p> <p>M4. The bidder must provide three references for whom the bidder has carried out an economic study related to incremental administrative and compliance costs, including costs associated with meeting regulatory requirements which has been delivered within the last 3 years. Information to be provided includes the name of the company or organization(s); contact names, telephone numbers and e-mail addresses.</p> <p>M5. The Bidder must have successfully carried out two similar projects within the past 5 years. To be considered similar, the projects must have been economic impact analysis studies within the science sector.</p> <p>M6. At least one member of the team proposed by the Bidder shall have a university science or engineering degree in Biology, Veterinary Science, or Molecular Biology;</p> <p>M7. At least one member of the team proposed by the Bidder shall have, as a minimum, a Master's degree in economics or related discipline;</p> <p>M8. At least one member of the team proposed by the Bidder shall be capable of communicating in both official languages (English and French);</p>	
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**Table 4: Technical Rated Evaluation Criteria**

Evaluation Criteria	Maximum Score
<p><b>Qualification and Expertise of the Bidding Firm</b></p> <p><b>R1:</b> Bidding firm's years of experience conducting economic impact analysis studies over the 3 year minimum experience.</p> <ul style="list-style-type: none"> <li>• 1 point per year of experience demonstrated in the proposal, over and above the 3 year minimum required to apply, up to a maximum of 5 points</li> </ul> <p><b>R2:</b> Bidding firm's years of experience related to the R&amp;D biotechnology community</p> <ul style="list-style-type: none"> <li>• 1 point per year of experience demonstrated in the proposal, up to a maximum of 5 points</li> </ul> <p><b>R3:</b> References identified in M4 were satisfied with both the quality of work delivered and found the working relationship to be a positive one</p> <ul style="list-style-type: none"> <li>• 10 points if all 3 references indicated respond yes to the following question "were you satisfied with the quality of work delivered by the bidder for the related project and did you have a positive working relationship with the bidder?";</li> <li>• 6 points if 2 of 3 references indicated they were both satisfied with the quality of work delivered and had a positive working relationship;</li> <li>• 3 points if 1 of 3 references indicated they were both satisfied with the quality of work delivered and had a positive working relationship;</li> <li>• 0 points if none of the references indicated they were both satisfied with the quality of work delivered and had a positive working relationship;</li> </ul> <p><b>R4:</b> The two similar projects identified in M5 were satisfactorily completed and were on budget and on schedule</p> <ul style="list-style-type: none"> <li>• 5 points if both projects were on schedule and on budget;</li> <li>• 3 points if only one project was on schedule and on budget;</li> <li>• 0 points if neither project was on schedule and on budget;</li> </ul> <p><b>R5:</b> The two similar projects identified in M5 were within the biotechnology sector</p> <ul style="list-style-type: none"> <li>• 5 points if both projects within the biotechnology sector;</li> <li>• 3 points if only 1 project was within the biotechnology sector;</li> <li>• 0 points if neither project was within the biotechnology sector;</li> </ul> <p style="text-align: right;"><b>Sub-total:</b></p>	<p style="text-align: center;">5</p> <p style="text-align: center;">5</p> <p style="text-align: center;">10</p> <p style="text-align: center;">5</p> <p style="text-align: center;">5</p> <p style="text-align: center;"><b>30</b></p>

<b>Qualification and Experience of the Team Members</b>	
<p><b>R6:</b> The Team Leader demonstrates experience in leading and successfully achieving economic studies related to incremental administrative and compliance costs associated with an amendment to a regulation</p> <ul style="list-style-type: none"> <li>• 1 point per study led by the team leader up to a maximum of 5 points</li> </ul>	<b>5</b>
<p><b>R7:</b> The combined experience of the top two key personnel on the team related to experience with the R&amp;D biotechnology community</p> <ul style="list-style-type: none"> <li>• 1 point per year of demonstrated combined experience to a maximum of 10 points</li> </ul>	<b>10</b>
<b>Sub-total:</b>	<b>15</b>

### **Workplan and Methodology**

<p><b>R8:</b> Detail and completeness of the Workplan</p> <ul style="list-style-type: none"> <li>• The approach is logical, well-defined and detailed. The proposal clearly identifies the milestones, timelines and deliverables (5 points)</li> <li>• The approach is logical, defined and detailed. The proposal identifies the milestones, timelines and deliverables (3 points);</li> <li>• The proposal does not identify all the milestones, timelines and deliverables, or is inconsistent with the requirements of this RFP (0 points)</li> </ul>	<b>5</b>
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<p><b>R9:</b> Staff assignment to major tasks and sub tasks</p> <ul style="list-style-type: none"> <li>• The workplan outlines major tasks and sub tasks and demonstrates a logical staff assignment to each, with contingency planning (5 points)</li> <li>• The workplan outlines major tasks and demonstrates a logical staff assignment to each (3 points)</li> <li>• The workplan does not outline major tasks, does not assign staff to tasks, or the staff assignment is not consistent with staff experience, skills and/or knowledge (0 points)</li> </ul>	<b>5</b>
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<p><b>R10:</b> Data Gathering-Estimation of the number of companies and organisations in the academic, government and industrial R&amp;D sectors for all higher organisms (excluding plants) and for micro-organisms used in agricultural trials.</p> <ul style="list-style-type: none"> <li>• Methodology proposed is thorough and sound (5 points), methodology proposed is uncertain (3 points), or methodology proposed is inadequate (0 points);</li> <li>• Data sources are identified and of high quality (5 points), or data sources are poorly identified (3 points), data sources are inadequate or not identified (0 points);</li> <li>• Possible problems and challenges are identified (5 points), or problems and challenges are poorly identified (3 points), or not identified (0 points);</li> <li>• Sound and innovative solutions to problems and challenges are identified (5 points), solutions to problems are poorly described, (3 points) or inadequate or no solutions are provided (0 points);</li> </ul>	<b>20</b>
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**R11:** Data Gathering-incremental administrative and compliance

costs to sector and regulator

20

- Methodology proposed is thorough and sound and includes a solid justification for the estimated number of potential stakeholders contacted (5 points), methodology proposed and justification is uncertain (3 points) or methodology proposed and justification are inadequate (0 points);
- Data sources are identified and of high quality (5 points), or data sources are poorly identified (3 points), data sources are inadequate or not identified (0 points);
- Possible problems and challenges are identified (5 points), or problems and challenges are poorly identified (3 points), or not identified (0 points);
- Sound and innovative solutions to problems and challenges are identified (5 points), solutions to problems are poorly described (3 points) or inadequate or no solutions are provided (0 points);

**R12: Evaluation and Analysis**

- The Bidder demonstrates a detailed structured methodology to proceed with the analysis (10 points)
- The Bidder presents a methodology which lacks details and/or important information (5 points)
- The Bidder has no methodology for evaluation and analysis, or the methodology is inadequate (0 points)

10

**Sub-total**

**60**

<b>TOTAL SCORE</b>	<b>105</b>
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**CONTRACTOR SELECTION METHOD**

Note that the request for proposal does not guarantee that this contract will be awarded to any bidder. The Bidder with the highest combined rating for the technical component (70%) and price (30%) will be recommended for contract award. The combined rating (i.e., total points) will be determined using Equation 1 below.

Equation 1:

$$TotalPoints = \frac{Bidder'sRatedScore}{HighestBidder'sRatedScore} \times 70 + \frac{LowestBidderPrice}{Bidder'sPrice} \times 30$$

Example:

Bidder	Bidder's Rated Score	Bidder's Price excluding applicable taxes	Points for Technical/ Management Components	Points for Price	Total Points
Bidder A	73	\$25,000	$(73 \div 90) \times 70 = 56.8$	$(25,000 \div 25,000) \times 30 = 30.00$	$56.8 + 30.0 = 86.8$
Bidder B	90	\$30,000	$(90 \div 90) \times 70 = 70$	$(25,000 \div 30,000) \times 30 = 25.0$	<b><math>70 + 25.0 = 95</math></b>

Bidder	Bidder's Rated Score	Bidder's Price excluding applicable taxes	Points for Technical/ Management Components	Points for Price	Total Points
Bidder C	85	\$35,000	$(85 \div 90) \times 70 = 66.1$	$(25,000 \div 35000) \times 30 = 21.43$	$66.1 + 21.43 = \mathbf{87.53}$

\*In this example, Bidder B will be recommended for award of the contract.