



Environment Canada Environnement
Canada Canada

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

October 4, 2013

Solicitation number K8A42-13-9008

PROJECT TITLE: Characterization of Coking Coal, Coke and Coke By-Products for the Purpose of Developing Updated Carbon Dioxide Combustion Emission Factors

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 October 29, 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 **K8A42-13-9008** 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>
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2.2 Administrative Expenses:

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

\$ _____

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 K8A42-13-9008

Characterization of Coking Coal, Coke and Coke By-Products for the Purpose of Developing Updated Carbon Dioxide Combustion Emission Factors

INTELLECTUAL PROPERTY

The Crown has determined that any intellectual property arising from the performance of the Work under the Contract will vest in Canada, on the following grounds:

6.4 Where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is:

6.4.1 To generate knowledge and information for public dissemination;

Mandatory Criteria

The Project Manager must hold a relevant engineering or science degree. Only degrees in the following disciplines will be considered relevant: mechanical engineering, chemical engineering, environmental engineering, civil engineering, mining engineering, geological engineering, earth science, or environmental science from a recognized university. Proof of the degree must be provided upon request.

The Project Manager must demonstrate experience managing 2 projects relevant to the statement of work within the past 10 years. Only projects pertaining to the following areas will be considered relevant: the steel industry; greenhouse gases and/or air pollutants; emission factors; emission inventories; and data collection.

The Project Manager must demonstrate a minimum of 10 years' experience in each of the following three areas: industry analysis, coal or coal products and data analysis.

All members of the project team must have a relevant engineering or science degree. Only degrees in the following disciplines will be considered relevant: mechanical engineering, chemical engineering, environmental engineering, civil engineering, mining engineering, geological engineering, earth science, or environmental science.

At least one project team member must demonstrate a minimum of 2 years' experience developing estimates of GHGs, or other air emissions.

CONFIDENTIALITY

The parties anticipate that it may be necessary to transfer information relating to the Licensed Process, Patents, Trade-mark, Know-How or other information relating to this Agreement, of a confidential nature. The parties shall keep all such information confidential during and after the life of this Agreement.

Subject to the *Access to Information Act*, R.S. 1985, c.A-1, the parties agree that the terms of this Agreement are confidential and each party shall use the same degree of care to prevent disclosure of the terms of this Agreement to third parties as it uses to protect its own confidential information of similar nature.

The contractor will undertake to obtain individual non-disclosure agreements with all industry participants in this study.

OBJECTIVE

The purpose of this study is the development of new coke and coke by-products combustion CO₂ emission factors. The contractor will develop these emission factors using an approach that is consistent with the Intergovernmental Panel on Climate Change (IPCC) guidelines for National GHG inventories (where a Tier 3 facility level approach is preferred). The aim is to use the best information available and to be as rigorous as practicable within the budgeted level of effort.

In order to develop these emission factors, the study will, at minimum, evaluate the following factors and activities.

- Quantity, rank, carbon content and origin of coal charged to cokers
- Coking practices and technologies and determination of carbon content of coke and coke by-products produced and destined for combustion in Canada
- Carbon content of coke imported into Canada for combustion
- Types of combustion activities that use coke on an “as fuel” basis to determine impact on oxidation factor

The study will also evaluate the most accurate methods to apply these carbon content values. As such, it will need to consider the sources of annual coke data available to Environment Canada and how that data is reported. Of importance will be:

- A consideration of how masses of coke use are reported. This will involve, at a minimum, the following considerations.
 1. Whether coke is reported on a dry or wet basis. This is important to ensure that the correct mass is utilized - coke may

be stored in the open and mass will be affected by moisture content, which may be as great as 25% or more.

2. Whether “coke” mass includes other coke by-products. If reported masses include by-products, this will affect carbon content and it will be necessary to evaluate the type and typical percentages of by-products included in the reported “coke”.
- A consideration of regional differences in a) the base carbon content of cokes used and b) how masses of coke used are reported. If such differences are determined to be significant, the contractor will evaluate appropriate carbon contents for each region.

In addition, the contractor will attempt to ascertain the disposition of non-combustion carbon sources, such as coal tar, which are imported or leave the coker site. This will facilitate the development of an estimated carbon balance for coke and coke by-products used in Canada.

For the purposes of this study, coke and coke by-products include coke produced by Canadian cokers and sold or supplied to commercial entities not situated at coker site, coke breeze and other “waste” products of the coker sold or supplied to commercial entities not situated at coker site, coal tar sold or supplied to commercial entities not situated at coker site and any coke imported into Canada for the purposes of combustion.

BACKGROUND

Coke and coke by-products are a known source of combustion GHGs. Carbon dioxide emissions from the combustion of coke are currently being estimated using an emission factor which has become out-of-date. The method used by Environment Canada for calculating this factor, was established in 1992, and relied on IPCC approximations, based on the European steel/coke industry, which are not applicable to Canadian circumstances. The quantity of imported coke has increased substantially over the last 20 years, and the exact combustion properties of this source are unknown.

The Government of Canada is required under the United Nations Framework Convention on Climate Change (UNFCCC) to report annually an accurate inventory of emissions and removals of GHGs. There is also a mandate to implement continuous improvements to the methodologies associated with this inventory. This study will update the inventory estimation methods to reflect current use and properties of coke in Canada.

STATEMENT OF WORK

The tasks set out in the following Statement of Work will proceed as outlined below. The work is presented in a sequential fashion herein; however, the

Contractor is free to suggest in the project proposal any sequence of steps that would be most efficient.

- **Task 1 – Project Management and Client Liaison**

Management of this contract will reside with Environment Canada (EC), but will be done in close consultation with industry. The Contractor must maintain open communication with EC technical experts throughout the project with scheduled progress/review meetings and informal consultations as requested. Brief monthly progress reports shall be submitted to EC technical representatives.

A meeting shall be conducted at the start of the project and another following the submission of the final draft report. The early meeting will introduce the study team to EC staff, raise any initial concerns or issues, and identify specific assistance that EC technical experts can offer. The later meeting will include a full presentation of the study results, a review of key elements of the draft report, and responses to any related questions by EC.

It is assumed that all meetings will either be conducted by teleconference or held in Gatineau, Quebec if the contractor is located in the national capital region.

- **Task 2 – Data Collection**

The contractor, in direct consultation with EC and all integrated steel manufacturers in Canada, will identify the specific coke and coke by-products used by consuming industries in Canada and on that basis develop a representative sample of coker inputs and outputs that accounts for all types of commercial coke and coke by-products sold or supplied in Canada.

The Contractor will then identify an appropriate data source and gather detailed information on carbon content of coke and coke by-products as detailed in the "Guidelines" section below.

A combination of approaches to collect data from industry may be considered for use for example; conference call, mail or email surveys.

- **Task 3 – Combustion Emission Factor Development**

Using data collected and obtained in Task 2, including oxidation factor documentation, the Contractor must develop combustion CO₂ emission factors for coke and coke by-products as detailed in the statement of guidelines below.

- **Task 4 - Quantification of Uncertainties in the Emission Factors**

In this task, the Contractor must compile uncertainty estimates for all data collected and emission factors developed using international standards such as the 2006 IPCC Guidelines for National GHG Emissions Inventories (<http://www.ipcc-nggip.iges.or.jp/public/2006gl/index.html>) procedures for combining data uncertainties in emission calculations and the aggregation of emission estimates.

The contractor must, at a minimum, undertake a Tier 1 analysis will be undertaken and inputs shall be provided, as well as the results of the uncertainty study. All raw data used in this study must be provided to EC, except where delivering the data is precluded by confidentiality or proprietary-ownership restrictions.

- **Task 5 - Preparation of Preliminary, Draft and Final Report**

Any databases, spreadsheets and reports must be MS Office 2010 compatible and reports must also be provided in Adobe Acrobat PDF format. All graphics, charts and figures shall be embedded directly in the word-processing document wherever practical to do so. This will allow easy distribution and use of the document by e-mail.

At a minimum, the information requested above must be provided by the Contractor, but innovation and initiative by the candidate firms is encouraged.

GUIDELINES

Using data from direct measurement and collected via surveys by the contractor, and without limiting the scope of work, the Contractor shall follow the subsequent guidelines as they apply and as described herein:

1. International Standards

The emission factors developed shall be prepared in accordance with the 2006 IPCC Guidelines for National GHG Emissions Inventories (<http://www.ipcc-nggip.iges.or.jp/public/2006gl/index.html>), and the United Nations Framework Convention on Climate Change (UNFCCC) reporting guidelines Inventories (http://unfccc.int/national_reports/reporting_and_review_for_annex_i_parties/items/5689.php).

Notwithstanding this, it is recognized that some methodological refinements may be required to deal with specific data gaps and data quality issues that become apparent as the actual work is performed. All noteworthy assumptions and approximations shall be clearly documented.

2. Breakdown of Coal Coke, Coke and Coke By-products

The Contractor should include any known significant sources not listed below.

The types of coking coal, coke and coke by-products to be considered shall include, but not be limited to:

- Coking coal imported to or produced in Canada
- Coke produced by Canadian cokers and used or sold for combustion purposes.
- Coke imported into Canada and used for combustion purposes.
- Coke breeze produced by Canadian cokers and used or sold for combustion purposes.
- Coal Tar produced in or imported to Canada for any purpose.

3. Quality Control / Quality Assurance

During the development of the inventory the Contractor shall undertake quality control checks in accordance with international guidelines such as that described in the 2006 IPCC Guidelines for National GHG Emissions Inventories (<http://www.ipcc-nggip.iges.or.jp/public/2006gl/index.html>). This will include efforts to minimize uncertainties in data and emission factors by focusing the budgeted resources on the areas of greatest potential contribution to uncertainty.

4. Report Preparation and Presentation

The contractor, having completed the tasks outlined in the statement of work, shall include a draft and final report (Deliverables #2 and #3) documenting, in detail, the methodology, assumptions, data sources, oxidation factors, emission factors, uncertainty estimates, references and QA/QC procedures used to produce all deliverables. The report shall include a table of contents, a list of figures, a list of tables, a general overview of the coke and coke by-products market in Canada, a glossary of key terms and acronyms, QA/QC and a complete bibliography. The report shall include an assessment of the completeness and accuracy of the data and emission factors. The report shall also include conclusions and recommendations for future improvements.

5. Record Keeping

As part of record keeping activities the Contractor shall maintain, except where precluded by confidentiality or proprietary-ownership restrictions, all relevant inventory information, including all disaggregated emission factors, activity data, and documentation on how these factors and data were generated. This information shall be detailed and organized in a manner that will allow reconstruction of the work by independent third parties down to a level of disaggregation unaffected by access to information issues, and enable estimates

of emissions to be traced back, where necessary, to the original disaggregated emission factors and activity data.

6. Uncertainty

A quantitative assessment of the uncertainties in the emission factor(s) proposed shall be prepared in accordance with the approach specified in the 2006 IPCC Guidelines for National GHG Emissions Inventories (<http://www.ipcc-nggip.iges.or.jp/public/2006gl/index.html>). This will include efforts to minimize uncertainties by focusing the budgeted resources on the areas of greatest potential contribution to this uncertainty. Facility operators will be asked to review preliminary data for their facilities and confirm agreement with them or provide corrections.

7. Government Statistics

Any information required from government agencies or industry associations will be made available to the Contractor at no cost. In all cases, confidentiality of data must be respected by the contractor.

GENERAL INSTRUCTIONS

All reports shall be written in English, and both draft and final reports shall be written in a clear and logical fashion and shall be submitted in a format compatible with Microsoft Word 2010. The consultant shall report all the sources of information. Key uncertainties should be identified and the source explained.

The tasks above are not necessarily exhaustive. The consultant is encouraged to provide any additional information discovered during the course of this work that is deemed relevant in fulfilling the objectives of this contract.

SCHEDULE, DELIVERABLES & REPORTING FORMAT

All deliverables and successful completion of the project are subject to the acceptance and/or approval of the project authority. Table 1 outlines the schedules, deliverables and formats required for completion of this contract.

Progress Updates

Throughout the duration of the contract, the Contractor shall advise the Scientific Authority via email or telephone, on a monthly basis, of the status of the work currently underway. This may include the progress to date on the elements of the Statement of Work, any expected or unforeseen delays, challenges encountered, and ability to meet the timelines and schedule proposed.

Teleconference Calls

After each deliverable identified below in Table 1, a conference call will be arranged for the Contractor and the Departmental Representative to discuss the information provided and the questions and feedback provided by the Scientific Authority. The teleconference call should occur within ten (10) calendar days of the delivery of a document.

Project Budget

Environment Canada has established funding for this project at a maximum amount of \$20,000 excluding GST/HST and covering the period from date of award to 31 March 2014 broken down as follows:

Deliverable Payment

20% of the total professional fees will be paid following completion, delivery and acceptance of Deliverable #1.

40% of the total professional fees will be paid following completion, delivery and acceptance of Deliverable #2.

40% of the total professional fees will be paid following completion, delivery and acceptance of Deliverable #3.

PROJECT SCHEDULE

Table 1 – Schedule, Deliverables & Reporting Format for Completion of Project

Item	Description of Deliverable	Schedule
	<i>Phase I Deliverables – Coke & Coke By-products Emission Factors</i>	
1.	<i>Kick-off Meeting via Conference Call</i>	No later than ten (10) business days after award of this contract.
2.	<i><u>Deliverable #1: Draft Outline of Project Report, and Progress Report on Data Collection</u></i> A proposed draft outline of the project report, and draft structure of the final database. Preliminary data collection results. Areas needing more work must be highlighted. The report is required for review and comment by EC with any suggestions to	8 weeks from date of contract award

Item	Description of Deliverable	Schedule
	be incorporated in later deliverables.	
3.	<u>Deliverable #2: Draft report and draft data tables</u> A draft report and a draft database are required which include <u>all</u> elements of the Scope of Work and incorporation of all comments from Deliverable #1. EC will review and provide comments. EC comments will be prepared and delivered to the Contractor for inclusion in final documentation within 3 weeks of receipt of the drafts.	12 weeks from date of contract award
4.	<u>Deliverable #3: Final Report & Final Data Tables</u> Submit final report and final database. The final report and database must incorporate all EC comments from both Deliverables #1 and #2.	20 weeks from date of contract award

ACCEPTANCE

All reports, presentations and correspondence produced by the Contractor will be subject to review by the Departmental Representative. All work is to be completed to the satisfaction of the Departmental Representative.

SUBMISSION OF PROPOSALS

Proposals should be concise and should address, but not necessarily be limited to, the Statement of Work and Evaluation Criteria. It is suggested that these criteria be addressed in sufficient depth in the proposals. Simply repeating the statements contained in the Statement of Work is not sufficient; the proposals must explain and demonstrate the bidder's knowledge on issues relevant to the study, that the work requirements have been understood, how they will be carried out and any proposed changes.

Both professional and estimated travel fees per face-to-face and consultation meeting are to be specified and included in project costs.

Schedule

- The proposal should include a detailed schedule with a breakdown showing time allocated for specific tasks as well as the resources assigned to each task.

EVALUATION OF PROPOSALS – Scoring Worksheet

All proposals will be evaluated based on mandatory and point rated criteria. All proposals must demonstrate that mandatory requirements are fully met. An evaluation team composed of representatives of Canada will evaluate the bids.

If no acceptable bids are received, Environment Canada reserves the right to not award this contract.

Mandatory Criteria

Failure to meet any of the mandatory requirements listed below will render the proposal non-compliant and no further consideration will be given.

Table 2 – Mandatory Criteria

Item	Description	Met	Not Met
MT1	The Project Manager must hold a relevant engineering or science degree. Only degrees in the following disciplines will be considered relevant: mechanical engineering, chemical engineering, environmental engineering, civil engineering, mining engineering, geological engineering, earth science, or environmental science from a recognized university. Proof of the degree must be provided upon request.		
MT2	The Project Manager must demonstrate experience managing 2 projects relevant to the statement of work within the past 10 years. Only projects pertaining to the following areas will be considered relevant: the steel industry; greenhouse gases and/or air pollutants; emission factors; emission inventories; and data collection.		
MT3	The Project Manager must demonstrate a minimum of 10 years' experience in each of the following three areas: industry analysis, coal or coal products and data analysis.		
MT4	All members of the project team must have a relevant engineering or science degree. Only degrees in the following disciplines will be considered relevant: mechanical engineering, chemical engineering, environmental engineering, civil engineering, mining engineering, geological engineering, earth science, or environmental science.		
MT5	At least one project team member must demonstrate a minimum of 2 years' experience developing estimates of GHGs, or other air emissions.		

Table 3 – Point Rated Criteria

For a proposal to be technically acceptable it must receive a minimum score of 65%.

	Criteria	Max Score
EXPERIENCE OF FIRM AND PROPOSED RESOURCES The proposal should identify resources to be assigned to the project, experience in relevant work, relevant company experience, and familiarity with and established contacts in regulatory, industry-based partner organizations required for execution of the project.		
<u>PR1 – Bidding Firm Experience</u>		28
a.	<i>Number of projects related to GHGs, or other air emissions</i> – the bidding firm should provide a list of the projects with a brief description of the work that was done by the firm (6 points for steel industry, 3 points for other projects, maximum of 12 points)	12
b.	<i>Emission measurement and/or estimation programs</i> – the bidding firm should list the types of steel industry, manufacturing or energy industry facilities where emission measurement and/or estimation programs have been conducted by the firm (less than three facility types = 5 points, three or more facility types = 10 points)	10
c.	<i>Development of emission inventory or emission factors methodology</i> – the bidding firm should briefly describe any emission inventory methodology or emission factors developed by the firm for any industry (2 points per method, maximum of 6 points)	6
<u>PR 2 – Proposed Project Team’s Combined Experience</u>		22
a.	<i>Experience in developing an industrial or energy industry emissions inventory</i> – the bidder should identify manufacturing, steel industry and/or energy industry emissions inventories that the proposed resources for this project have worked on (6 points for each steel and/or GHG inventories and 3 points for other air emissions inventories, maximum of 12 points)	12

b.	<i>Experience in quantifying uncertainty</i> – the bidder should identify any experience of the proposed resources in quantifying uncertainty of industrial data such as emission factors, fuel consumption information, combustion equipment, etc. (5 points per instance, maximum of 10 points)	10
<u>PR 3 – Experience with the Steel Industry’s Emission Sources and Emission Factors</u> The Contractor should clearly demonstrate their experience in projects containing the following elements and pertaining to the steel industry: (3 points per project, maximum of 15 points)		45
a.	emission factor development or analysis	15
b.	data collection	15
c.	GHG or other air emissions sources	15
METHODOLOGY PROPOSED The proposal will be evaluated based upon the technical approach and methodology presented to achieve the identified project objectives within the timelines indicated.		
<u>PR 4 – Emission Factor Methods</u> The methodology will be evaluated based on its potential to fulfill the study objectives and obtain the required information as follows: (Rating guide: 0-unsatisfactory, 3-poor, 6-satisfactory, 9-good, 12-excellent)		84
a.	suitability of methods for measuring carbon content of coke and coke by-products for use in developing fugitive emission factors	12
b.	suitability of method to gather relevant information from the steel and other industry sources and government agencies	12
c.	suitability of methods for gathering facility specific information and/or data for use in determining relevant emission factors	12
d.	suitability of Canadian sources of information including facility specific information and/or measurements for use in developing emission factors and uncertainty estimates	12
e.	quality of literature proposed for review and/or sources of reference material for such things as emission factors, etc.	12
f.	provisions for unforeseen circumstances	12

PR 5 – Work Breakdown Structure		8
The proposal will be evaluated upon the work breakdown structure presented. (Rating guide: 0-unsatisfactory, 0.25-poor, 0.5-satisfactory, 0.75-good 1.0-excellent)		
a.	work plan identified	1.0
b.	proposed resources allocation, role and level of effort	1.0
c.	schedule identified	1.0
d.	major milestones addressed	1.0
e.	identification of key steps in the project	1.0
f.	identification of key activities	1.0
g.	prioritization of pre-assessment activities	1.0
h.	deliverables identified	1.0

Scoring

A maximum of 187 points is available.

Basis of Selection

To be declared responsive, a bid must:

- (a) Comply with all the requirements of the bid solicitation; and
- (b) Meet all mandatory technical evaluation criteria; and
- (c) Obtain the required minimum of 65% overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

Table 4 - Rating Guide

Excellent	The consultant's qualifications or proposal on this factor are exceptional and should ensure extremely effective performance on this aspect of the contract.
Good	The consultant's qualifications or proposal on this factor are above the average needed for satisfactory performance on this aspect of the contract.
Satisfactory	The consultant's qualifications or proposal on this factor meet the minimum needed for adequate performance on this aspect of the contract.
Poor	The consultant's qualifications or proposal on this factor are inadequate in certain areas and are likely to be ineffective in performing this aspect of the contract.
Unsatisfactory	The consultant's qualifications or proposal on this factor are insufficient for the effective performance of this aspect of the contract.