



REQUEST FOR PROPOSALS (RFP)

Services required for the maintenance of the monitoring network and data acquisition in the Black Brook Watershed

At: The Potato Research Centre in Fredericton, NB

Proposals **must** be received by 02:00 p.m., Eastern Standard Time

On December 10th, 2013 at the following address:

Agriculture and Agri-Food Canada
Corporate Management Branch
Assets Management Team – Eastern Service Centre
TENDER RECEPTION OFFICE
2001 University, Suite 671-TEN
Montreal, QC
H3A 3N2

**Note: Proposals received at a location other than the one
stated above will be rejected.**



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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into six (6) parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Instructions to Bidders: provides the instructions, site visit, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Appendixes include:

- Appendix "A" AAFC General Conditions
- Appendix "B" Statement of Work
- Appendix "C" Basis of Payment
- Appendix "D" Evaluation Procedures and Basis of Selection
- FORM A, FORM B, FORM C and FORM D
- Articles of Agreement

2. Summary

Agriculture and Agri-Food Canada is seeking the services for monitoring network maintenance and data acquisition and processing of the Black Brook Watershed at the Potato Research centre in Fredericton.

PART 2 - INSTRUCTIONS TO BIDDERS

2.1 Acceptance of Terms and Conditions

The Minister of Agriculture and Agri-Food Canada will only consider tenders, which accept Agriculture and Agri-Food Canada's terms and conditions.

The General Conditions attached in Appendix "A" and those set out in Part 6 of this RFP shall form part of any resulting contract.

Definitions:

"BID", "TENDER", "OFFER", "PROPOSAL" means an offer to provide services or supply goods as a result of a solicitation.

"BIDDER", "PROPOSER" means the person or entity submitting a bid in response to the RFP.

"CANADA," "CROWN," "HER MAJESTY," "THE GOVERNMENT," "AGRICULTURE AND AGRI-FOOD CANADA" or



“AAFC” means Her Majesty the Queen in Right of Canada, as represented by the Minister of Agriculture and Agri-Food;

“CONTRACT” mean the written agreement between Agriculture and Agri-Food Canada and the Contractor, comprising the General Conditions (set out in Annex “A” of this RFP) and any supplemental general conditions specified in this RFP and every other document specified or referred to in any of them as forming part of the Contract, all as amended by agreement of the Parties from time to time;

“CONTRACTING AUTHORITY” or “AUTHORIZED REPRESENTATIVE” means the AAFC representative identified in PART 6 section 4.1 of this RFP, responsible for the management of the Contract. Any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor is not to perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned AAFC official;

“PROJECT AUTHORITY” means the AAFC representative identified in PART 6, Section 4.2 of this RFP, who is responsible for all financial matters related to the Contract. This official is responsible for approving the payment of all invoices submitted. He/she is the authority who approves changes to the Contract and who requests the official modification of the Contract by the Contracting Authority

“CONTRACTOR” means the person or entity whose name appears on the signature page of the Contract and who is to supply goods or services to Canada under the terms of the Contract;

“MINISTER” means the Minister of Agriculture and Agri-Food Canada or anyone authorized to act on his behalf;

“MORAL RIGHTS” has the same meaning as in the Copyright Act, R.S.C. 1985, c. C-42;

“WORK” means the whole of the activities, services, materials, equipment, software, matters and things required to be done, delivered or performed by the Contractor in accordance with the terms of this RFP.

2.2 Submission of Bids

DELIVERY: Bids MAY **ONLY** be delivered to the address specified hereinafter.

Agriculture and Agri-Food Canada
Corporate Management Branch
Assets Management Team- Eastern Service Centre
TENDER RECEPTION OFFICE
2001 University, Suite 671-TEN
Montreal, Quebec H3A 3N2

Due to the nature of this RFP, electronic transmission of bids by such means as electronic mail or facsimile to the Department of Agriculture and Agri-Food is not considered to be practical and therefore will not be accepted.

Notice: BIDS SUBMITTED BY FACSIMILE OR OTHER ELECTRONIC MEANS WILL NOT BE ACCEPTED.

SOLICITATION CLOSING DATE AND TIME: Bids, as well as amendments to bids, will only be accepted by AAFC if they are received at the Tender Receiving Unit no later than **2:00 p.m., EST, on December 10th, 2013.**

RESPONSIBILITY RELATED TO THE DELIVERY OF BIDS: The Bidder has sole responsibility for delivering its bid to AAFC by the specified deadline.

LATE SUBMISSION: Bids received after the specified date and time will be automatically rejected and returned to the sender without being opened.

BID VALIDITY PERIOD: Bids will remain open for a period of sixty (60) days from the closing date and time.

Where the words “MUST”, “SHALL” or “WILL” or “HAVE TO” appear in this RFP, the clause is to be considered as a mandatory requirement.



2.3 Enquiries - Bid Solicitation

To ensure the integrity of the contracting process for the RFP, enquiries and other communications related to this RFP, from the date on which the RFP is published on Buyandsell.gc.ca until the RFP closing date, are to be directed ONLY to AAFC's Contracting Authority named below.

Enquiries and other communications may not be addressed to ANY other person in the government. Non-compliance with this condition may (for that reason alone) result in disqualification of a bid.

Enquiries must be made IN WRITING and sent to the Contracting Authority identified below, either by e-mail, fax or mail:

Carol Rahal
Agriculture and Agri-Food Canada
2001 University, Suite 671-L,
Montreal, Quebec H3A 3N2
Email: carol.rah@agr.gc.ca
Tel.: (514) 315-6143 Fax: (514) 283-3143

Enquiries must be received no less than five (5) calendar days before the RFP closing date to allow sufficient time to provide a response. Enquiries received after that time may not be answered prior to the closing date

2.4 Bid Preparation Costs

The costs incurred by the Bidder for the preparation of a bid and/or the negotiations related to the awarding of a Contract, including travel costs and security clearance fees, will not be reimbursed by AAFC.

2.5 Basis for Canada's Ownership of Intellectual Property

Agriculture and Agri-Food Canada has determined that any intellectual property arising from the performance of the Work under the Contract will vest in Canada, on the following grounds:

Canada has opted to own the intellectual property rights in any material subject to copyright that is created or developed as part of the work, with the exception of computer software or any documentation pertaining to such software.

2.6 Rights of Canada

Canada reserves the right to:

- Accept any Bids in whole or in part, without prior negotiation with the selected Bidder;
- Reject any or all Bids received in response to this RFP;
- Cancel and/or re-issue this requirement at any time;
- Ask the Bidders to substantiate any claim made in the Bid;
- Enter into negotiations with one or more Bidders on any or all aspects of their Bids;
- Award one or more contract;
- Retain all Bids submitted in response to this RFP.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Status of Bidders

Bids must be duly completed and signed by the Bidders or the Bidders's authorized representative. The Bidder's signature indicates acceptance of the terms and conditions governing the resulting contract as specified herein.



A bid submitted by a contractual **JOINT VENTURE** must be signed by all members of the joint venture or a statement must be provided to the effect that the signatory represents all parties of the joint venture. The Bidder must also provide the information listed below, as applicable:

- a) The Bidder represents that the bidding entity is/is not (delete as applicable) a joint venture in accordance with the definition in section 3.
- b) A Bidder that is a joint venture must provide the following additional information:
 - 1) type of joint venture (mark applicable choice).
 - incorporated joint venture
 - limited partnership joint venture
 - partnership joint venture
 - contractual joint venture
 - other
 - 2) Composition: (names and addresses of all members of the joint venture).
- c) Definition of joint venture

A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise. Joint ventures may be carried on in a variety of legal forms divided into three categories:

 - 1) the incorporated joint venture;
 - 2) the partnership venture;
 - 3) the contractual joint venture where the parties combine their resources in the furtherance of a single business enterprise without actual partnership or corporate designation.
- d) The joint venture team arrangement is to be distinguished from other types of contractor arrangements, such as:
 - 1) prime contractor, in which, for example, the purchasing agency contracts directly with a contractor (prime) who acts as the system assembler and integrator, with major components, assemblies and subsystems normally subcontracted;
 - 2) associated contractor, in which for example, the purchasing agency contracts directly with each of the major component suppliers and performs the integration tasks or awards a separate contract for this purpose.
- e) If the Contract is awarded to an unincorporated joint venture, all members of the joint venture must be jointly and severally responsible for the performance of the Contract.

3.2 Bid Preparation Instructions

Bids shall be submitted in sealed envelopes. The following information shall be clearly marked on the outside of the envelope:

- (i) Tender - Confidential,
- (ii) Name of the project and reference number: 01B46-13-0160
- (iii) Bidder's name and address.

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (1 original + 1 copy)
- Section II: Financial Bid (in a sealed envelope) (1 original + 1 copy)
- Section III: Certifications (1 original + 1 copy)



Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Section I: Technical Bid

In their technical bid, bidders should demonstrate they can carry out the Work described in **Appendix “B”**, as per the requirements identified in **Appendix “D”**.

Section II: Financial Bid

The Bidders shall submit their financial bid in a separate sealed envelope marked “FINANCIAL BID - CONFIDENTIAL” as well as the project reference number “01B46-13-0160”, the project title " **Services required for the monitoring network maintenance and data acquisition and processing of the Black Brook Watershed** " and the Bidder's name.

The Financial Bid is to be submitted in terms of Canadian currency. Do not bind the cost portion envelope into the proposal. List the individual(s) assigned to the project and their charge out rate(s). The cost shall be exclusive of the GST and HST.

These costs shall cover the work described in Appendix “B”, Statement of Work. The total amount shall represent the maximum obligation of AAFC in terms of the contract and shall therefore include all aspects of the services to be rendered, including all costs and expenses associated with full execution of the services as well as the usual risks, obligations and responsibilities of the bid, general costs and all other applicable expenses, as well as the profits.

Section III: Certifications

Bidders must complete and sign all the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be evaluated on the basis of the “Best Value for the Crown ”, as per the procedures detailed in Appendix “D”

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada may declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

- 1. Federal Contractors Program – Certification (FORM A)**
- 2. Work Force Reduction Program (FORM B)**
- 3. Subcontracting (FORM C)**



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 AAFC General Conditions

Refer to the attached Appendix "A".

6.2 Statement of Work

Refer to the attached Appendix "B".

6.3 Contract Value

The resulting contract will be in the total amount submitted by the Contractor in the financial portion of his proposal, covering all professional and administrative fees, direct and indirect costs, expenditures and profits that may be incurred under the project. No other costs, fees or expenditures will be refunded to the contractor under this contract.

6.4 Authorities

6.4.1 *Contracting Authority*

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority. The Contracting Authority is identified below:

Carol Rahal
Agriculture and Agri-Food Canada
2001 University Street, Suite 671-L,
Montreal, Quebec H3A 3N2
Email: carol.rah@agr.gc.ca
Tel.: 514 315-6143 Fax: 514 283-3143

6.4.2 *Project Authority*

The Project Authority for the Contract will be identified in the resulting contract:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5 Security Requirement

The Contractor must hold a valid organization security clearance with a reliability status level.

6.6 Basis of Payment

Subject to the terms of payment set out in Appendix "C" and in General Condition GC 13 of Appendix "A", payments will be made for the services rendered in accordance with Appendix "B", and their approval by the Project Authority.



6.7 Invoicing Instructions

The Contractor must use its own form of invoice. Payment will only be made upon submission of a satisfactory invoice comprising the following information:

- a) the date;
- b) name address of Agriculture and Agri-Food Canada;
- c) item/reference number, deliverable and/or description of work;
- d) contract number 01B46-13-0160;
- e) the amount invoiced and the breakdown of costs;

One (1) original and one (1) copy of the invoice together with attachments shall be forwarded to the Project Authority.

6.8 Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between both Parties, determined by the laws in force in the Province of Ontario.

The Contractor must comply with federal, provincial and municipal legislation and bylaws governing the services to be rendered and must procure at its own expense the certificates and permits required, as applicable.

6.10 Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- the Articles of Agreement
- the clauses set out in Part 6 of this RFP;
- the General Conditions, in Appendix “A” of this RFP;
- the Statement of Work, in Appendix “B” of this RFP;
- RFP document;
- the contractor’s proposal (Technical and Financial Bid).

6.11 Insurance Requirements

The Contractor shall obtain insurance coverage that is necessary to fulfill its obligations under the contract and to ensure compliance with any applicable law. Insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the contract.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies. Non-compliance with this condition may result in disqualification of a bid.



APPENDIX "A"
GENERAL CONDITIONS



APPENDIX "B" STATEMENT OF WORK

1. PROJECT BRIEF

1.1 Purpose of Document

The purpose of this document is to provide a project outline, the services the Contractor must provide throughout the duration of this project, specify the deliverables required and to describe the content and format of the required deliverables. It also describes key team member's roles and responsibilities and provides some definitions.

1.2 Project Specific Information

1.2.1 Project title

Services required for the monitoring network and maintenance and data acquisition of the Black Brook Watershed
At: The Potato Research Centre in Fredericton, NB

1.3 Project General Information

In the province of New Brunswick (NB) and much of the rest of Atlantic Canada, potato is often the predominant cash crop for farmers. However, potato production in this region is typically associated with high level of soil erosion due to the combination of high disturbance of soil, rolling landscape and maritime climate. The risk of losing fertile soil and sediment and nutrient losses due to soil erosion is of great concern to the landowners and the general public. For decades, scientists in the Potato Research Centre (PRC) have conducted many soil erosion and watershed hydrology related research projects in the potato belt of NB. A small watershed, the Black Brook Watershed (BBW), located near to the town of Grand Falls has been the focus of study for many years. Over time, a monitoring-system network has been established in this watershed, which now consists of 5 weather stations, 11 surface water gauging stations, 11 piezometers plus 40 domestic wells for groundwater monitoring. This monitoring system was highly valued and BBW was selected as one of seven watersheds across Canada for the Watershed Evaluation of Beneficial Management Practices (WEBs) project from 2004 to 2013. A recently approved project under Growing Forward II (GF2) builds on the successes of previous studies to carry out a comprehensive watershed project with three interlinked research components (biophysical assessment, watershed modelling, and socio-economic analysis) and a development and technology and knowledge-transfer component. Maintaining the monitoring network and data acquisition is a fundamental requirement for data collection of this project.

1.4 Scope of Work

AAFC employees at the Potato Research Centre (PRC) will be responsible for the day-to-day tasks such as site cleaning and water sample collection. AAFC will also be responsible for water sample transportation from the BBW site to PRC. The water samples will be analyzed by AAFC in the hydrologic lab in PRC for sediment and nutrient contents. The data will be provided to the contractor as raw data.

Professional services are requested for a consecutive of three years, with reduced amount of work from year to year:

1) Year 1 (2013/14 fiscal year)

A) On-site: monitoring system maintenance

- Ensure the proper functioning of the monitoring devices;
- Download monitoring data from the data-loggers and convert the raw data to excel file format;
- Trouble shooting whenever a failure of the monitoring system has occurred or unexpected behaviors of the monitoring system have raised concerns;



- B) Off-site: data processing and analysis
 - Compile the raw data to establish proper linkages among different parameters (e.g., flow rate and nutrient concentrations in the water samples);
 - Quality assurance and quality control (QA/QC) of the data acquisition and processing;
 - Statistical analysis of the data to reveal the trends with time and space of some key hydrological and water quality parameters
 - C) Training and technical support
 - Provide hands-on training and technical support to highly qualified personnel in PRC for monitoring system maintenance and data processing and analysis
- 2) Year 2 (2014/15 fiscal year)
- A) On-site: monitoring system maintenance
 - Trouble shooting whenever a failure of the monitoring system has occurred or unexpected behaviors of the monitoring system have raised concerns;
 - Seasonal check and adjustment of the monitoring network to prepare it for the summer season and the winter season, respectively.
 - B) Off-site: data processing and analysis
 - Ensure the implementation of QA/QC procedure and the data quality;
 - C) Training and technical support
 - Provide instructions to highly qualified personnel in PRC for trouble shooting and seasonal check
 - Provide instructions on QA/QC procedure and statistical analysis of the data
- 3) Year 3 (2015/16 fiscal year)
- A) On-site: monitoring system maintenance
 - Trouble shooting whenever a failure of the monitoring system has occurred or unexpected behaviors of the monitoring system have raised concerns;
 - B) Off-site: data processing and analysis
 - Ensure the implementation of QA/QC procedure and the data quality;
 - C) Training and technical support
 - Provide instructions to highly qualified personnel in PRC when needed



1.5 DELIVERABLES

No.	Description	Timeline
Yr 1-1	Submit monthly briefing notes (1-2 pages) on the status of the monitoring system;	By the 10 th of the month for the previous month in the first year
Yr 1-2	Submit a report after every event of failure or unexpected behavior of the monitoring system to describe the nature of the event, the procedure taken to solve the problem or address the concern, or if the further steps required, the suggested resolution;	Within 15 days of the event
Yr 1-3	Submit every three months, a spreadsheet with the compiled data;	By the 10 th of the month for the 3 previous months in the first year
Yr 1-4	Submit by March 21, 2014, a complete dataset for the year and a report describing the major patterns of the data;	March 21, 2014
Yr 1-5	Submit by March 21, 2014, a document providing instructions on maintaining the monitoring network and detailed steps for the QA/QC and data analysis	March 21, 2014
Yr 2-1	Submit a report after every event of failure or unexpected behavior of the monitoring system to describe the nature of the event, the procedure taken to solve the problem or address the concern, or if the further steps required, the suggested resolution;	Within 15 days of the event
Yr 2-2	Submit by May 31, 2014, a document describing the procedure taken for the seasonal check and adjustment of the monitoring network for summer	May 31, 2014
Yr 2-3	Submit by January 31, 2015, a document describing the procedure taken for the seasonal check and adjustment of the monitoring network for winter	January 31, 2015
Yr 3-1	Submit a report after every event of failure or unexpected behavior of the monitoring system to describe the nature of the event, the procedure taken to solve the problem or address the concern, or if the further steps required, the suggested resolution;	Within 15 days of the event
Yr 3-2	Submit by March 21, 2015, a report summarizing the contract work and the results of the data analysis;	March 21, 2015

1.6 Period of the contract

The contract will commence upon contract award and will conclude on or before March 25, 2016.



1.7 Travel Requirements

AAFC does not intend to pay travel and related expenses as these expenses are to be included in the professional fee.

1.8 Personnel replacement and substitution

The Contractor must provide the services of the personnel named in the Contract to perform the work, unless the Contractor is unable to do so for reasons beyond his / her control.

Should the Contractor at any time be unable to provide the services of the resource(s) named in the Contract, the Contractor shall be responsible for providing replacement personnel at the same cost, who shall be of similar or greater ability or attainment, and whom shall be acceptable to the Departmental Representative.

1.9 Reporting

Regular communication will be maintained between the Contractor and the Project Authority and designates in accordance with the timeline set out under the deliverables. Further communication may be made by telephone and/or e-mail to deal with any issues that may arise.

1.10 Project Authority

The AAFC Project Authority has overall responsibility for the progress of the project, including management, administration and coordination of the activities as set out in this document.



APPENDIX "C" BASIS OF PAYMENT

- 1) A payment to the Contractor will be made every three months for three times of an amount each time equal to 10% of the total value of the contract upon receipt of and approval of items Yr 1-3 of the "Deliverables" described in Appendix B, Statement of work;
- 2) An amount equal to 20% of the total value of the contract each time upon receipt and approval of items Yr 1-4 and Yr 1-5 of the "Deliverables" respectively;
- 3) An amount equal to 10% of the total value of the contract each time upon receipt and approval of items Yr 2-2 and Yr 2-3 and Yr 3-2 of the "Deliverables", respectively.



**APPENDIX “D”
EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Technical Evaluation

1.1 Basis of Selection

Bidders must meet the mandatory requirements of this Request for Proposals and achieve the minimum points required for each criteria described at section 1.3. Proposals that do not meet these minimum requirements shall not be given further consideration.

1.2 Mandatory Requirements

- i) Bidders must submit in a sealed envelope separate Technical, Financial and Certification requirements sections to the Bid, i.e. the Bid must be structured in three parts (I, II, III) as indicated below:
 - I – Technical Bid (not mentioning any price)
 - II – Financial Bid;
 - III – Certifications
- ii) Bidders must submit a signed Financial Bid, as per PART III of this RFP. In the event of a proposal submitted by a contractual joint venture, the bid shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture.
- iii) Bidder must fill all Certifications Requirements (FORM A, FORM B and FORM C). If any of the forms forming part of the RFP are not applicable, the Bidders should nonetheless complete the forms as “Not Applicable”.

1.3 Rated Requirements

Bidders for the contract must provide the Curriculum Vitae (CV) for those Principal Investigators (PIs) who will be responsible for at least 25% of the research activity including writing the reports and manuscripts identified in the list of deliverables. The ability of the contractor to carry out the project will be evaluated based on the qualification of those PIs. Bidders are also required to submit a technical proposal, which will be evaluated for its rigor of science and completeness to meet contract requirements. The evaluation will be conducted using the following four criteria:

1.3.1 Criterion-1. Education of the PIs

All PIs are required to submit their self-evaluation based on Table 1. They are also required to provide proofs (e.g., photocopy of diploma) to support their evaluation. Evaluation without sufficient proofs will be downgraded. The score for this criterion will be the average points for all PIs.

Table 1. Evaluation scale for the education of Principal Investigators (PIs)

Points	Degree	Major	Research Area
30	PhD	agricultural or environmental sciences	Hydrology or water quality
25	MSc	agricultural or environmental sciences	Hydrology or water quality
25	PhD	agricultural or environmental sciences	others
20	MSc	agricultural or environmental sciences	others
15	PhD	others	others
10	MSc	others	others
5	B.Sc.	agricultural or environmental sciences	others



0 None of the above

1.3.2 Criterion-2. Successful completion of relevant research projects by the PIs in the past

The bidders are required to identify 5 most relevant research projects the PIs had worked on in the past 15 years. Abstracts or summary reports of these 5 projects must be submitted with the bid. These projects will be evaluated based on Table 2. The score for this criterion will be the sum of points for all five projects (a maximum of 50). Bidders with a score less than 25 will be disqualified.

Table 2. Evaluation scale for the research projects completed by the PIs

Points	PI's role	Project Subject
10	lead	Hydrology or water quality
8	co-lead	Hydrology or water quality
7	co-applicant	Hydrology or water quality
5	collaborator	Hydrology or water quality
8	lead	Other agricultural or environmental sciences
6	co-lead	Other agricultural or environmental sciences
5	co-applicant	Other agricultural or environmental sciences
3	collaborator	Other agricultural or environmental sciences
4	lead	Others
3	co-lead	Others
2	co-applicant	Others
1	collaborator	Others
0		none of the above

1.3.3 Criterion-3. Publications by the PIs in the past

The bidders are required to identify 5 most relevant publications the PIs have worked on in the past 15 years. Abstracts of the 5 publications must be submitted with the bid. These publications will be evaluated based on Table 3. The score for this criterion will be the sum of points for all five publications (a maximum of 50). Bidders with a score less than 25 will be disqualified.

Table 3. Evaluation scale for the publications by the PIs

Points	PI's role	Publication Type	Publication Subject
10	First or corresponding author	Peer-reviewed journal	Hydrology or water quality
8	co-author	Peer-reviewed journal	Hydrology or water quality
6	First or corresponding author	Major report*, Book chapter	Hydrology or water quality
4	co-author	Major report*, Book chapter	Hydrology or water quality
4	First or corresponding author	Others	Hydrology or water quality
3	co-author	Others	Hydrology or water quality
7	First or corresponding author	Peer-reviewed journal	Other agricultural or environmental sciences
5	co-author	Peer-reviewed journal	Other agricultural or environmental sciences
4	First or corresponding author	Major report*, Book chapter	Other agricultural or environmental sciences
3	co-author	Major report*, Book chapter	Other agricultural or environmental sciences
3	First or corresponding author	Others	Other agricultural or environmental sciences



Points	PI's role	Publication Type	Publication Subject
2	co-author	Others	Other agricultural or environmental sciences
4	First or corresponding author	Peer-reviewed journal	Others
3	co-author	Peer-reviewed journal	Others
3	First or corresponding author	Major report*, book chapter	Others
2	co-author	Major report*, book chapter	Others
2	First or corresponding author	Others	Others
1	co-author	Others	Others
0			None of the above

* Excluding reports for projects identified for criterion 2

1.3.4 Criterion-4. Quality of the technical proposal

The bidders are required to submit a technical proposal (maximum 5 pages) to describe the methodology, approach and work plan for the project. The technical proposal will be evaluated based on the 6 items listed in Table 4. Researchers (AAFC employees) from the soil and water research group in PRC will perform the evaluation independently. Average score from all evaluators will be calculated for each item. Bidders must meet a minimum of 6 for the average score of each item and a minimum of 60 for the sum of average scores for all items (a maximum of 120).

Table 4. Evaluation scale for the technical proposal

Items	Low	Medium	High
Understanding of the project requirements	Limited, superficial or unclear understanding of requirements; reiteration of SOW	General understanding, goes beyond the SOW	Clear perceptive appreciation of implications of requirements
Understanding of the objectives and desired outcome	Limited, superficial or unclear understanding of the objectives and outcomes	General understanding, goes beyond the SOW	Clear perceptive appreciation of implications of objectives and outcomes
Quality and clarity of the methodology	Limited, superficial or unrealistic methodology or approach	Methodology and approach may be adequate but lack of clarity	Clear and well thought-out methodology and approach
Logic and feasibility of the approach	Approach is flawed, unfeasible or unclear	Approach lacks complete clarity but appears to be feasible	Approach is realistic, and clearly logical and feasible
Recognition of Problems and Solutions proposed	Limited, superficial or unclear recognition of problems	Only a general recognition of problems, unclear or unrealistic solutions	Clear understanding and perceptive recognition of problems; realistic solutions
Work Plan, schedule and deliverables	Limited, superficial, unrealistic or inadequate workplan	General workplan and schedule, not entirely assuring delivery	Clear, perceptive, realistic workplan and schedule, role of each PI is clear.
Points	0 - 5	6 - 15	16 - 20



1.3.5 Final score for the Technical proposal

The sum of the points for the four criteria will be the final score for the bid (a maximum of 250 points).

2. Financial Bid

The Financial Bid shall be a firm all inclusive amounts, including but not limited to any fees paid to sub-contractors. No other costs, fees or expenditures will be refunded to the company under any contract issued.

The Bidder must submit a firm price for the entire contract. This amount shall represent the maximum obligation of AAFC in terms of the contract and shall therefore include all aspects of the services to be rendered, including all costs and expenses associated with full execution of the services as well as the usual risks, obligations and responsibilities of the bid, general costs and all other applicable expenses, as well as the profits.

3. Method of Selection “BEST VALUE SELECTION”

To be considered compliant, a bid must meet all the MANDATORY requirements as outlined in this Request for Proposal (RFP) document. Accordingly, only the compliant bids will be evaluated for their technical content.

The rating of each RFP will be made in accordance with a “Best Value Selection” process as described in the example below, with 80 points being allocated to the technical bid and 20 points to the financial bid.

The bid that scores the highest number of rating points will be recommended for the award of a Contract.

In order to be considered responsive, a proposal **must obtain the minimum points for each criterion as described above under section 1.3, Rated requirements** for Technical Proposal.

For those bidders who meet all the Mandatory Requirements, this involves evaluation of your Technical Bid on a point rating basis with an established pass mark for each criterion. The ratio of Price versus Technical bid is shown in the RFP, making the relationship clear to all potential bidders.

An **example** is as follows:

1. Evaluation Criteria as set out in the RFP:

a. Technical Bid = 80 Points

b. Cost:

Ratio of importance - Price to Technical Bid
 Financial Bid = 20 points / Technical Bid = 80 points

At Contract Selection Stage, the Contractor with the highest technical score (assuming passed all criterions) receives a full 80 points. All lower scoring proposals that passed are then prorated accordingly.

In similar fashion, the lowest priced proposal that achieved a pass mark in each criterion receives a full 20 points for the price component. All higher priced proposals are again prorated.

The total of both components are then added to provide the Best Value Selection and the successful Contractor.

EXAMPLE: Assuming four (4) bids met the Mandatory requirements and were point rated against their Technical content.



	<u>BID #1</u>	<u>BID #2</u>	<u>BID #3</u>	<u>BID #4</u>
Technical	142 points	138 points	126 points	112 points
Price	\$43,000	\$37,000	\$39,000	\$33,000

Calculations:

Bid #1	Full marks for best technical				=	80.0 points
	Price	$\frac{\$33,000.}{\$43,000}$	X	20pts	=	<u>15.3 points</u>
					TOTAL	95.3 points
Bid #2	Technical	$\frac{138}{142}$	X	80pts	=	77.7 points
	Price	$\frac{\$33,000.}{\$37,000}$	X	20pts	=	<u>17.8 points</u>
					TOTAL	95.5 points
Bid #3	Technical	$\frac{126}{142}$	X	80pts	=	71.0 points
	Price	$\frac{\$33,000.}{\$39,000}$	X	20pts	=	<u>16.9 points</u>
					TOTAL	87.9 points
Bid #4	Technical	$\frac{112}{142}$	X	80pts	=	63.1 points
	Price	Full marks for lowest price				<u>20.0 points</u>
					TOTAL	83.1 points

In this example, Winning Bid is BID #2



FORM A – EMPLOYMENT EQUITY PROGRAMS

1. The Federal Contractors Program for Employment Equity (FCP-EE) requires that some suppliers bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a supply arrangement. If the Supplier is subject to the FCP-EE, evidence of its commitment must be provided before the issuance of a supply arrangement.

Suppliers who have been declared ineligible contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contract Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP-EE for a reason other than the reduction of their workforce to less than 100 employees. Any arrangements from ineligible contractors will be declared non-responsive.

2. If the Supplier does not fall within the exceptions enumerated in 3. (a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP-EE, the Supplier must fax (819-953-8768) a copy of the signed form [LAB 1168](#), Certificate of Commitment to Implement Employment Equity (<http://www1.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc?=e>), to the Labour Branch of HRSDC.
3. The Supplier certifies its status with the FCP-EE, as follows:

The Supplier

- (a) is not subject to the FCP-EE, having a workforce of less than 100 permanent full time, part-time or temporary employees in Canada,
- (b) is not subject to the FCP-EE, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
- (c) is subject to the requirements of the FCP-EE, having a workforce of 100 or more permanent full time, part-time or temporary employees in Canada, but has not previously obtained a certificate number from HRSDC, (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) is subject to the FCP-EE, and has a valid certificate number as follows: _____ (e.g. has not been declared ineligible contractor by HRSDC).

Further information on the FCP-EE is available on the following HRSDC Web site:

<http://www.hrsdc.gc.ca/en/labour/equality/fcp/index.shtml>.

Name of individual, Corporation, Partnership, etc. (print or type)	Name & Title of Authorized Signatory(ies) (print or type)
Signature(s) of Individuals or Authorized Signatory(ies)	Dated this _____ day of _____ 2013



FORM B – WORK FORCE REDUCTION PROGRAM

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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, consultants must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" means a 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 and includes:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made up 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 Public Service.

"pension" means a pension payable pursuant to the *Public Service Superannuation Act*, R.S. 1985, c. P-36, as indexed pursuant to the *Supplementary Retirement Benefits Act*, R.S. 1985, c. S-24.

Former Public Servant in Receipt of a Pension

Is the Consultant a FPS in receipt of a pension as defined above?

YES () NO ()

If so, the Consultant must provide the following information:

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

Work Force Reduction Program

Is the Consultant a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Consultant 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 fee 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 the proposal, the Proposer certifies that the information submitted by the Consultant in response to the above requirements is accurate and complete.

Nom of the Consultant: _____

Signature: _____

Date: _____



FORM C – SUBCONTRACTING

If there is to be no subcontracting, proposer must confirm it on Form C and sign.

Contractor’s list of subcontractors

It is my/our intention to employ the following subcontractors whom I/we believe, following investigation, to be reliable and competent for the performance of the portion of services being subcontracted. All other services will be performed by me/us.

Liste des sous-traitants de L’entrepreneur

J’ai (nous avons) l’intention de faire appel aux sous-traitants suivants qui, je crois (nous croyons), après avoir effectué une enquête, sont dignes de confiance et compétents pour l’exécution des travaux sous-traités. Je (nous) assurerai tous les autres services.

Nom de l'entreprise / Name of company	Services donnés en sous-traitance/ Services to be subcontracted	Nombre d’années en association avec ce sous- traitant/Number of years that you are associated with that subcontractor	Nombre d’années d’expérience du sous-traitant dans ce domaine/Years of experience of subcontractor in the field	Portion du contrat (%) / Portion of the contract (%)

Je m’engage (nous nous engageons) à ne pas confier d’autres services en sous-traitance à des personnes ou à des sociétés, à moins d’obtenir l’autorisation écrite du ministre de l’Agriculture

It is agreed that I (we) shall not subcontract with any other individual or organization or for any other work, without the consent of the Minister of Agriculture

Name

Position

Signature

Date

FORM D



Government of Canada / Gouvernement du Canada

PROTECTED (when completed)

PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

OFFICE USE ONLY		
Reference number	Department/Organization number	File number

NOTE: For *Privacy Act* Statement refer to Section C of this form and for completion instructions refer to attached instructions. Please typewrite or print in block letters.

A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)

New
 Update
 Upgrade
 Transfer
 Supplemental
 Re-activation

The requested level of reliability/security check(s)

Reliability Status
 Level I (CONFIDENTIAL)
 Level II (SECRET)
 Level III (TOP SECRET)

Other _____

PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT

Indeterminate
 Term
 Contract
 Industry
 Other (specify secondment, assignment, etc.) _____

Justification for security screening requirement

Position/Competition/Contract number	Title	Group/Level (Rank if applicable)
Employee ID number/PR/IR/Rank and Service number (if applicable)	If term or contract, indicate duration period	From
Name and address of department / organization / agency	Name of official	Telephone number
		Facsimile number

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)

Surname (Last name) _____ Full given names (no initials) underline or circle usual name used _____ Family name at birth _____

All other names used (i.e. Nickname) _____

Sex: Male Female

Date of birth: Y | M | D
 Country of birth: _____
 Date of entry into Canada if born outside Canada: Y | M | D

RESIDENCE (provide addresses for the last five years, starting with the most current)

Home address _____ Daytime telephone number () _____ E-mail address _____

1	Apartment number	Street number	Street name	Civic number (if applicable)	From	To
					Y M	present
City		Province or state	Postal code	Country	Telephone number ()	

2	Apartment number	Street number	Street name	Civic number (if applicable)	From	To
					Y M	Y M
City		Province or state	Postal code	Country	Telephone number ()	

Have you previously completed a Government of Canada security screening form? Yes No

If yes, give name of employer, level and year of screening. _____ Y

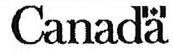
CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)

Have you ever been convicted of a criminal offence for which you have not been granted a pardon? Yes No

If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction)

Charge(s) _____ Name of police force _____ City _____

Province/State _____ Country _____ Date of conviction Y | M | D





PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

Surname and full given names	Date of birth <table border="1"> <tr> <td>Y</td> <td>M</td> <td>D</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Y	M	D			
Y	M	D					

C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official)

Checks Required (See Instructions)	Applicant's initials	Name of official (print)	Official's initials	Official's Telephone number
1. <input type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references				()
2. <input type="checkbox"/> Criminal record check				()
3. <input type="checkbox"/> Credit check (financial assessment, including credit records check)				()
4. <input type="checkbox"/> Loyalty (security assessment only)				()
5. <input type="checkbox"/> Other (specify, see instructions)				()

The Privacy Act Statement
 The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the *Government Security Policy (GSP)* of the Government of Canada, and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. Depending on the level of security screening required, the information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the Government Security Policy. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employment or contract is terminated, or until I otherwise revoke my consent, in writing, to the authorized security official.

 Signature Date (Y/M/D)

D REVIEW (To be completed by the authorized Departmental/Agency/Organizational Official responsible for ensuring the completion of sections A, B and C)

Name and title	Telephone number
Address	Facsimile number

E APPROVAL (To be completed by authorized Departmental/Agency/Organizational Security Official only)

I, the undersigned, as the authorized security official, do hereby approve the following level of screening.

Reliability Status
 Approved Reliability Status Not approved

 Name and title

 Signature Date (Y/M/D)

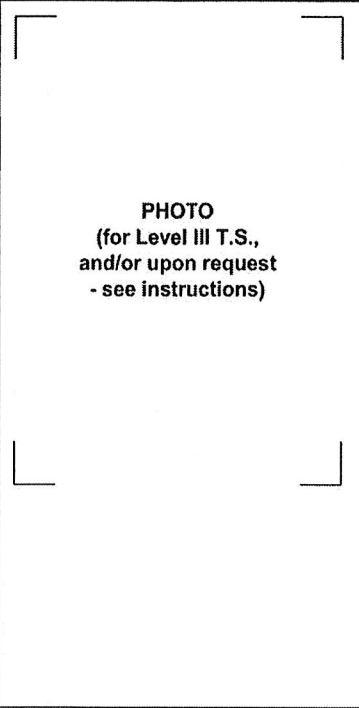
Security Clearance (if applicable)
 Level I Level II Level III Not recommended

 Name and title

 Signature Date (Y/M/D)

Comments

 Signature Date (Y/M/D)





SERVICE CONTRACT ARTICLES OF AGREEMENT

Contract No.		
Consignee	Year	Serial
01B46	2013	0160

NOTE: ALL PARTS REQUIRE ORIGINAL SIGNATURE

<p>BETWEEN: Her Majesty in right of Canada (referred to in the contract as "Her Majesty") represented by the Minister of Agriculture and Agri-Food (referred to in the contract as the "Minister").</p> <p>_____</p> <p>THE MINISTER'S ADDRESS</p> <p>_____</p>	<p style="text-align: center;">AND</p> <p>The Contractor (referred to in the contract as the "Contractor")</p> <p>_____</p> <p>CONTRACTOR NAME AND ADDRESS</p> <p>_____</p>
---	---

<p>A 1 Departmental Representative For the purposes of the contract, the Minister hereby designates</p> <p>_____</p> <p style="text-align: center;">Name (Please print)</p> <p>_____</p> <p style="text-align: center;">Title (Please print)</p> <p>as the Departmental Representative or anyone authorized by the Departmental Representative to act on his behalf.</p>	<p>A 2 The Contractor shall have the work carried out under the direction and control of:</p> <p>_____</p> <p style="text-align: center;">Name (Please print)</p> <p>_____</p> <p style="text-align: center;">Title (Please print)</p>
---	--

A 3 Appropriate Laws
This contract shall be governed by, and construed in accordance with the laws in force in the Province of: _____

A 4 Date of Completion of Work and Statement of Work
The Contractor shall between the date of these Articles of Agreement and the ____ day of _____ perform and complete with care, skill, diligence and efficiency the work described in **Appendix B, STATEMENT OF WORK.**

A 5 Contract Amount:
Subject to the terms and conditions of the contract and in consideration for the performance of the work, the Minister shall pay to the Contractor a **sum not in any circumstances to exceed:**

\$ _____

In accordance with Section 40 of the *Financial Administration Act*, payment under the contract is subject to there being an appropriation for the particular service for the fiscal year in which any commitment hereunder would come in the course of payment.

Français au verso

A 6 Method of Payment

Subject to the Terms of Payment set out in **Appendix A, GENERAL CONDITIONS**, payment for work shall be made on the following basis:

Payment on completion (one payment only) 100% upon completion and acceptance by the Departmental Representative of the work.

or

Progress Payments

upon completion and acceptance, by the Departmental Representative, of the work described in part _____ of the **STATEMENT OF WORK**.

upon completion and acceptance, by the Departmental Representative, of the work described in part _____ of the **STATEMENT OF WORK**.

upon completion and acceptance, by the Departmental Representative, of the work described in part _____ of the **STATEMENT OF WORK**.

upon completion and acceptance, by the Departmental Representative, of the work described in part _____ of the **STATEMENT OF WORK**.

or

according to the payment schedule attached as Appendix _____

A 7 Signed for the Minister by:

Name _____ Title _____
(Please print) (Please print)

Signature Date

A 8 Signing of these Articles of Agreement constitutes acknowledgement of receipt and acceptance of **Appendix A, GENERAL CONDITIONS, Appendix B, STATEMENT OF WORK** and, if applicable, the substitute payment schedule Appendix and forms the contract between the Minister and the Contractor.

Signed by / for the Contractor by:

Name _____ Title _____
(Please print) (Please print)

Signature Date

NOTE: ALL PARTS REQUIRE ORIGINAL SIGNATURES

See A6142 - Appendix A for General Conditions

Français au verso



**STATEMENT OF WORK
APPENDIX B**

Contract No.		
Consignee	Year	Serial
01B46	2013	0160

Requirements: Background, Scope of Work, Constraints, Deliverables, Time Schedule, Personnel, Work Progress Report(s), Approval and Acceptance, Departmental Support.