



Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Environment Canada
45 Alderney Drive
Dartmouth, NS
B2Y 2N6

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefor.

Propositions aux : Travaux publics et Services gouvernementaux Canada

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No. - N° de l'invitation K4B20-13-0367	Type - Genre	Update - Mise à jour
Solicitation closes - L'invitation prend fin at - à 14:00 on - ie 2014-01-10	PWGSC File No. - N° de référence de TPSGC	

Please ensure this area appears in window of return envelope
S'assurer que cette partie figure dans la fenêtre de l'enveloppe-réponse

Canada

PWGSC-TPSGC 9400-2 (06/2010)

Page of de

Date of Solicitation - Date de l'invitation 2013-12-13	
Address Inquiries to - Adresser toute demande de renseignements à : Carole Daigle - carole.daigle@ec.gc.ca or alternative: Isabelle MacDonald - isabelle.macdonald@ec.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone 902-426-0935	Facsimile No. N° de télécopieur 902-426-2690
Destination 45 Alderney Drive 16th Floor Mailroom Dartmouth, NS B2Y 2N6	

Instructions:
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B. including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:
Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B. y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Facsimile No. - N° de télécopieur	
Telephone No. - N° de téléphone	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Signature	Date

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3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Environment Canada Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex D. The total amount of Goods and Service Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory & Point Rated Technical Criteria

The Mandatory and Point Rated Technical Criteria are included in Annex C – Evaluation Criteria.

Technical proposals will be evaluated and scored in accordance with Annex C – Mandatory Requirements and Evaluation Criteria. It is suggested that bidders address these criteria in sufficient detail in their proposal to ensure that the evaluation team may adequately assess capabilities to perform this work.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2013-04/25), Evaluation of Price

2. Basis of Selection

See Annex B – Basis of Selection

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

Former Public Servant in Receipt of a Pension – (Bidder to complete)

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 Adjustment Directive – (Bidder to complete)

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

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 adjustment 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.

2.2 Status and Availability of Resources

2.2.1 SACC Clause A3005T (2010-08-16) Status and Availability of Resources

2.4 Education and Experience

2.4.1 SACC Manual clause A3010T (2010-08-16) Education and Experience

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.

4.2 Project Authority

The Technical Authority for the Contract is: *(to be provided upon Contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

The Technical 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 Technical Authority; however, the Technical 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.

4.3 Contractor's Representative *(Bidder to complete)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

5. Payment

5.1 Basis of Payment

5.1.1 Payment for the Work performed shall be made on the following basis:

Payment is subject to satisfactory performance of the terms and conditions of the contract, approval of the Technical Authority, receipt of deliverables, and submission of invoices after completion of work citing contract number K4B20-13-0367 directly to the Technical Authority.

5.1.2 The Contractor shall not arrange or incur any expenditure(s) on behalf of Canada without prior authorization by the **Contracting Authority**.

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are _____ *(to be determined on award)*. Good and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-06-27) Higher Complexity - Services;
- (c) Annex a, Statement of Work;
- (d) Annex B, Basis of Selection;
- (e) Annex C, Mandatory Requirements and Evaluation Criteria;
- (f) Annex D, Basis of Payment;
- (g) the Contractor's bid dated _____.

10. Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

development (e.g. selection of model covariates; selection of model form and structure; methods to assess detection probability; methods to adjust abundance to density; multi-model comparisons; model assessment/goodness of fit) and model evaluation procedures (e.g. selection of standard internal or external model evaluation procedures; rationale and process to create building and validation data sets; interpretation of evaluation procedures). The contractor will provide evidence of successful model implementation and will provide a description and interpretation of the spatial and aspatial model output.

3. Using these models, the contractor will
 - a. Describe the biophysical habitats associated with high species abundances, and explain the contrast, if any, among spatial units within species, and between areas of high and low predicted abundance;
 - b. Estimate total population sizes using habitat-specific density estimates, and the associated uncertainty of these estimates;
 - c. Create maps of predicted density.
 - d. Produce species-habitat maps that use similar habitat and landuse data within each BCR and BCR-province to allow for comparisons of occupancy, abundance, and density across these different strata.
4. The contractor will develop, to the extent where data exists to do so, a site-selection model to highlight the habitat protection options for the following goals:
 - i. Identify sufficient high quality breeding habitat in Canada to support population estimates outlined by COSEWIC. Subsequently, outline the proportion required in each BCR, and by BCR per provincial/territorial jurisdiction:
 - a. 1.2 million Canada Warblers (600,000 breeding pairs),
 - b. 450,000 Olive-sided Flycatchers, and
 - c. 400,000 Common Nighthawk.
 - ii. Identify high quality breeding habitat in Canada to support population estimates outlined by Partners in Flight online database (<http://rmbo.org/pifpopestimates/Database.aspx>). Subsequently, outline the proportion required in each BCR, and by BCR per provincial/territorial jurisdiction based on available habitat:
 - a. 3.0 million Canada Warblers,
 - b. 900,000 Olive-sided Flycatchers, and
 - c. 900,000 Common Nighthawk.
 - iii. Identify sufficient high quality breeding habitat in Canada to support 1.8 million Olive-sided Flycatchers. Subsequently, outline the proportion required in each BCR, and by BCR per provincial/territorial jurisdiction.
 - iv. Identify sufficient high quality breeding habitat in Canada to support 4,500,000 individual Canada Warblers. Subsequently, outline the proportion required in each BCR, and by BCR per provincial/territorial jurisdiction.

(If one or more of these steps cannot be completed by March 31st 2014 due to limitations in programming, resources, or data, the Contractor will provide a detailed workplan for completion beyond this date.)

The contractor will identify spatial units where additional observational data or monitoring effort is most needed to achieve the preceding goals for each species.

Flycatcher, Canada Warbler, and Common Nighthawk and the path forward for complete identification of critical habitat for all three species (Task 5) must be submitted to the Technical Authority.

4. On or before March 24, 2014 - Final Report 1 (after review of Draft Report 1 by the Technical Authority). Final Report 1 must incorporate and address the Environment Canada comments from Draft Report 1. The contractor must submit the final version of the report to the Technical Authority by March 24, 2014, and be prepared to make final alterations and changes based on any final comment from Environment Canada on or before March 31, 2014.
5. On or before March 31, 2014 - Final Report 2 (after review of Draft Report 2 by the Technical Authority). Final Report 2 must incorporate and/or address all comments from the Technical Authority. It must be submitted to the Technical Authority on or before 31 March 2014.
6. On or before March 31, 2014 - For all reports, the contractor must provide all digital copies of the models, and the files for implementation and output, as well as, all end result shapefiles, and PDF versions (digital and hard copy) of the resulting map products.
7. On or before March 31, 2014 - Any and all compiled data sources associated with this project must be submitted in digital format only.

TRAVEL:

There will be no travel requirements for this contract.

COMMUNICATIONS:

During the contract period the Contractor shall remain in regular contact with the Technical Authority either by telephone or in person to ensure the project is progressing well. Communications will occur every two weeks for the duration of the project.

INTELLECTUAL PROPERTY:

The Contractor will own the foreground intellectual property arising from work under this contract subject to providing an acceptable license back to the Crown. Acceptable means a non-exclusive, perpetual, irrevocable, world-wide, fully-paid and royalty-free license to the Crown to exercise all Intellectual Property Rights in the Foreground Information that vest in the Contractor but may limit commercial exploitation by the Crown.

BUDGET:

The maximum budget for this work will not exceed \$50,000.00, plus applicable taxes.

ANNEX C

MANDATORY REQUIREMENTS AND EVALUATION CRITERIA

Point rated requirements will NOT be evaluated if mandatory requirements are not met.

Bidders must meet all the mandatory requirements described below. This will be evaluated as either "Yes" or "No". Proposals receiving "No" for any mandatory requirement will *not* be considered further.

MANDATORY REQUIREMENTS

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.

Criteria: Companies...	Page #	Yes	No
<ul style="list-style-type: none"> <u>MUST</u> include one business reference for relevant, related work performed by your company/institution. References are required to validate assertions of skill and expertise made in your proposal. Provide name and contact information (both email and telephone). Please ensure references are aware that they are listed as a reference for this contract. References should be able to: 1) confirm that you completed work for them, and 2) describe the quality of that work relative to the expectations laid out in work agreements including timelines, technical quality of deliverables, and relative breadth of expertise. 			
<ul style="list-style-type: none"> <u>Must</u> clear identify that they have suitable staff available to complete the work (e.g. project manager, senior scientist, and senior biologists/landscape ecologists/quantitative ecologists) and a work plan that aligns with the timelines associated with the deliverables. 			

<p>experience with:</p> <ul style="list-style-type: none"> - habitat modeling of avian point count data and geospatial data; - habitat use and selection for Canada Warbler, Olive-sided Flycatcher and Common Nighthawk; - literature on species at risk critical habitat identification. <p>Senior biologist/ landscape ecologist/ quantitative ecologist has:</p> <ul style="list-style-type: none"> • Significant experience (more than 10 years) – 25 points • Moderate experience (1-10 years) – 10 points • Little direct experience (less than 1 year) – 0 points 			
<p>3. Innovation</p> <p>The proposal should clearly state how the bidder intends to conduct the work outlined in this request for proposals. This should include; how they will meet the project objectives, their methodology or approach, how they will obtain the necessary data and information, and how they will ensure deadlines are meet.</p> <ul style="list-style-type: none"> • 25 points for Very Good: Proposal indicates willingness to do all work requested, provides detailed and specific explanations of how it will be conducted, and includes innovative approaches that add value to the project. Proposal exceeded expectations. • 15 points for Good: Proposal indicates willingness to do all work requested and provides detailed and specific explanations of how it will be conducted. Proposal meets expectations. • 5 points for Acceptable: Proposal indicates willingness to do all work requested but only provides a basic and general explanation of how it will be conducted. Proposal just meets expectations. • 0 points for Unacceptable: Proposal indicates specific deficiencies and problems with explanations of how it will be conducted. Proposal does not meet expectations. 		25	
<p>5. Quality of Proposal</p> <p>The proposal should be easy to read, understand, and evaluate. It should clearly address all requirements outlined in the statement of work.</p> <ul style="list-style-type: none"> - 20 points for Very Good: Proposal is exceptionally well written clear and well organized, easy to read, understand and evaluate 		20	

ANNEX D

BASIS OF PAYMENT

40% Of Value of Contract upon submission and acceptance of Draft Report 1 – on or before March 3, 2014

30% Of Value of Contract upon submission and acceptance of Draft Report 2 – on or before March 14, 2014

15% of Value of Contract upon submission and acceptance of Final Report 1 – on or before March 24, 2014

15% of Value of Contract upon submission and acceptance of Final Report 2, all digital copies of the models, and the files for implementation and output, as well as, all end result shapefiles, and PDF versions (digital and hard copy) of the resulting map products. Any and all compiled data sources associated with the project in digital format.

Contractor must submit an invoice for each payment, as detailed in the Basis of Payment 5.1.1.