



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

December 17, 2013

Solicitation number K8A41-13-9009

PROJECT TITLE: Chemical Management Plan 2 (CMP2) Scoping Project for Substance Information

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 January 28, 2014** 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 **K8A41-13-9009** on the outside of all proposal/courier envelopes.
2. Include the following in your proposal, in sufficient detail for evaluation purposes:
 - (a) a brief statement indicating your understanding of the work;
 - (b) a summary of your related experience;

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

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

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

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

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

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

Yours sincerely,

Shawn Davis
Procurement and Contracting Officer
Materiel and Contract Management Branch

Attachments:

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

MANDATORY PROPOSAL INSTRUCTIONS

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

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

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

Incomplete proposals will be considered non-responsive and rejected.

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

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

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

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



OFFER OF SERVICE

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

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).

Period	Proposed Firm, All-Inclusive Per-Substance Price	Proposed Firm, All-Inclusive, Per Task Pricing (Breakdown of Per-Substance Price)
Initial Contract Period: Contract Award to March 31, 2014	Per-Substance Price (P1): \$ _____ (Must not exceed \$12,500.00)	Task 1 \$ _____ Task 2 \$ _____ Task 3 \$ _____ Task 4 \$ _____ Task 5 \$ _____ Task 6 \$ _____ Task 7 \$ _____ Task 8 \$ _____ Task 9 \$ _____
Option Period 1: April 1, 2014 to March 31, 2015	Per-Substance Price (P2): \$ _____ (Must not exceed \$13,125.00)	Task 1 \$ _____ Task 2 \$ _____ Task 3 \$ _____ Task 4 \$ _____ Task 5 \$ _____ Task 6 \$ _____ Task 7 \$ _____ Task 8 \$ _____ Task 9 \$ _____



<p>Option Period 2: April 1, 2015 to March 31, 2016</p>	<p>Per-Substance Price 3 (P3): \$ _____ (Must not exceed \$13,781.25)</p>	<p>Task 1 \$ _____ Task 2 \$ _____ Task 3 \$ _____ Task 4 \$ _____ Task 5 \$ _____ Task 6 \$ _____ Task 7 \$ _____ Task 8 \$ _____ Task 9 \$ _____</p>
<p>Option Period 3: April 1, 2016 to March 31, 2017</p>	<p>Per-Substance Price 4 (P4): \$ _____ (Must not exceed \$14,470.31)</p>	<p>Task 1 \$ _____ Task 2 \$ _____ Task 3 \$ _____ Task 4 \$ _____ Task 5 \$ _____ Task 6 \$ _____ Task 7 \$ _____ Task 8 \$ _____ Task 9 \$ _____</p>

2.2 Bidder's Evaluated Price = (P1 + P2 + P3 + P4) ÷ 4 = \$ _____

(Canadian Currency)

- 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 , 2014, 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

Title:

Chemical Management Plan 2 (CMP2) Scoping Project for Substance Information

1. 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 grounds¹:

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

2. Purpose

To conduct scoping and research for data on substances, hydrates, mixtures, products, articles and commercial activities to better inform stakeholder engagement and the development of information gathering approaches under the Chemicals Management Plan (CMP), and the National Greenhouse Gas Inventory or the Greenhouse Gas Emissions Reporting Program.

3. Background

The work under this contract is to support two Government of Canada Priorities, (i) the Chemicals Management Plan, and (ii) the National Greenhouse Gas Inventory.

- (i) Canada's Domestic Substance List (DSL), forms the basis for distinguishing new substances from the inventory of 'existing substances' that were manufactured, imported or used in Canada on a commercial scale in the mid 1980's. As a first step in scientifically assessing all existing chemical substances known to be in commerce in Canada, *CEPA 1999* required that the approximately 23,000 existing substances (i.e. substances on the DSL) be examined to determine if they were potentially harmful to human health or the environment, and to identify which ones warranted further attention. This resulted in a large-scale priority-setting exercise called "Categorization" wherein Government of Canada scientists worked with their partners to identify substances that were persistent, bioaccumulative, inherently toxic, or substances to which people might have the greatest potential for exposure.

¹ Implementation Guide – Policy on Title to Intellectual Property Arising under Crown Procurement Contracts

With the completion of Categorization in 2006, the Government committed to addressing the approximately 4300 chemicals identified under Categorization by 2020, under a new initiative known as the Chemicals Management Plan. The Chemicals Management Plan was designed to protect human health and the environment by assessing chemicals used in Canada and by taking action on chemicals found to be harmful. In the first phase of the Program, approximately 1100 chemicals were addressed between 2006 and 2011. The current phase of the Program (renewed in 2011), commits to addressing a further 1500 chemicals by 2016 with the remainder to be addressed between 2016 and 2020. In order to meet these commitments, scientific data as well as the commercial status of chemicals in Canada are critical to make scientifically valid risk assessment and management decisions based on the best available data, to focus on chemicals of higher concern and to set priorities for the next phase of the CMP.

- (ii) As a party to the United Nations Framework Convention on Climate Change (UNFCCC), Canada must prepare and annually submit a national inventory of its anthropogenic emissions and removals of greenhouse gases (GHG). Canada's National System for monitoring, analyzing and reporting GHG emissions and removals is consistent with the requirements of the Canadian Environmental Protection Act, 1999 and complies with the UNFCCC GHG monitoring and reporting requirements. Resulting from revisions of the UNFCCC Reporting Guidelines, national inventories expand their coverage to new GHGs, primarily used and/or produced in industrial sectors.

To support its monitoring and tracking of GHG emissions in Canada, the Government of Canada established the Greenhouse Gas Emissions Reporting Program (GHGRP) in March 2004 to collect GHG emissions information annually from the largest emitting Canadian facilities on a mandatory basis. This information is gathered under the authority of section 46 of the *Canadian Environmental Protection Act, 1999* and is used to support the development of the National GHG Inventory, to meet GHG information needs of the public and other stakeholders, and to support the development of regulations.

Information gathering is a critical step for both the CMP and the federal GHG monitoring and reporting activities in order to inform priority setting and strategic decision making. It is important to clearly identify the key sectors, companies engaged in the manufacture, use, import and export of the targeted substance groupings to achieve better data quality, reduce data gaps and achieve a more complete data collection initiative to allow the government to make better informed decisions.

4. Objectives

This task authorization contract aims to provide an expert contractor to:

1. Conduct a search of and compile data for the substances, mixtures, articles or industrial processes, related to studies, commercial status, products and uses, as required.

2. Complete an analysis of the information on substances that are regulated by other jurisdictions and compare to Canada's data needs.
3. Identify any potential issues and concerns regarding data collection as well as identify information on human health and ecological concerns for substances in the target substance groupings.
4. Identify substance pathways in Canada by industrial sector

5. TASK AUTHORIZATION ("TA")

- a. **Purpose of TA** : Services to be provided under the Contract on an as-and-when-requested basis will be ordered by Canada using the Task Authorization ("TA") process.
- b. **Process of Issuing a TA** : If a requirement for a specific task is identified, a draft "statement of task" will be prepared by the Client and sent to the Contractor. Once it receives the statement of task, the Contractor must submit a response to the Authority identified in the TA detailing the cost and time to complete the task. The Contractor's response must be based on the rates set out in the Contract. The Contractor will not be paid for providing the response or for providing other information required to prepare and issue the TA. The Contractor must provide any information requested by Canada in relation to the preparation of a TA within three working days of the request, unless otherwise specified.
- c. **Approval Process** : If Canada approves the Contractor's task response, Canada (by its authorized representative, as described in this contract) will issue the TA by forwarding a signed copy of the final TA form to the Contractor. Whether or not to approve or issue a TA is entirely within Canada's discretion.
- d. **Contents of a TA** : A Task Authorization must contain the following information, if applicable :
 - i. a task number;
 - ii. the details of any financial coding to be used;
 - iii. the number of resources in each category required;
 - iv. a statement of work for the task outlining the activities to be performed and identifying any deliverables;
 - v. the duration of the task is to be carried out (start and end dates);
 - vi. milestone dates for deliverables and payments (if applicable);
 - vii. the number of person-days of effort required;
 - viii. the specific work location;
 - ix. the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - x. any other constraints that might affect the completion of the task.
- e. **Charges for Work under a TA** : The Contractor must not charge Canada anything more than the price set out in the Task Authorization unless Canada has

issued a TA amendment authorizing the increased expenditure. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before being incorporated into the Work.

f. **Consolidation of TAs for Administrative Purposes** : The Contract may be amended from time to time to reflect all Task Authorizations issued and approved by the Contracting Authority to date, to document the Work performed under those TAs for administrative purposes.

g. **Refusal of Task Authorizations** :

Unless specified otherwise in the RFP, the Contractor is required to submit a response in response to every draft statement of task issued by Canada. Canada may immediately, and without further notice, terminate the Contract for default if the Contractor does not submit a response in response to a draft statement of task issued during the Contract Period.

6. Statement of Work

In the provision of services, the Contractor shall, as described in the Task Authorization (TA) documents issued, provide to the satisfaction of the Project Authority services, which may include the following tasks:

Task 1: Workplan: The contractor must submit a detailed work plan for approval by the Departmental Representative. The Contractor must modify the work plan based on input from the Departmental Representative, and only begin the work when the work plan has been approved. The work plan shall provide a detailed description of the approach to be used to complete the required reports, including:

- what databases and other sources of information are to be used;
- approximate times required to conduct the searches;
- how quality control and quality assurance will be conducted;
- the method of analysis to identify potential challenges to data collection;
- the format and structure of the draft and final reports.

Task 2: Conduct searches of literature, including online searches, indices, databases, material safety data sheets, and other relevant sources of information.

Task 3: Identify the similarities and differences of the chemical names, common names, synonyms, and associated CAS Registry Numbers of the substances as used by industry in Canada and internationally. This should include trade names, industry references, and other relevant identification information.

Task 4: Complete an analysis of the substances to determine quality and reliability of the data, as well as identify potential data gaps to facilitate targeted data collection.

Task 5: Identify key stakeholders, sectors and associations engaged with the manufacture, use, import and export of substances identified for under a task authorization.

Task 6: Compile available data on quantities imported, exported, produced, distributed, used and disposed of, in Canada, by industrial sector.

Task 7: Identify potential challenges for collection of data on substances for which a task authorization is issued, and provide recommendations to reduce risk of major reporting issues for potential mandatory data collection activities targeting industry, including areas of potential non-compliance.

Task 8: Identify and compile studies or technical information on uses and processes resulting in emissions of the substances in Canada, existing control technologies and their efficiency.

Task 9: Identify and compile studies on exposure to the substances within each of the target substance groupings.

If there is a need to contact a key association or stakeholder during the course of completing one of the above tasks, the contractor must first advise the Departmental Representative and obtain written approval to do so.

7. Project Deliverables

The pricing for Tasks 2-9 must include the preparation of both a draft and a final version of a report on the substance.

The following deliverables will be required for each substance.

Draft Report: A draft report shall be submitted to the Departmental Representative after completion of Tasks 1-9. The draft report will present the results of the specific Tasks required on individual Task Authorizations (excluding Task 1, which does not need to be included in the report). One electronic copy of the report is to be submitted. Each draft report shall be submitted within 3 months of the Task Authorization being issued. Comments will be provided by Environment Canada on the Draft Report for each substance.

Final Report: A final report shall be submitted to the Departmental Representative. This report shall include the final compilation of information related to the objectives of the project and all revisions required by the Departmental Representative in the comments provided on the Draft Report. Three bound copies and one electronic copy (Microsoft Office Suite 2003 or 2007) of the report are to be submitted. The final reports shall be submitted 2 weeks after the comments on the Draft Report are received by the Contractor.

8. Option to Extend

It is understood and agreed that the contractor grants to Environment Canada the irrevocable option to extend the term of the proposed contract for three (3) x one (1) year periods, from 01 April 2014 to 31 March 2015, 01 April 2015 to 31 March 2016, and 01 April 2016 to 31 March 2017 under the same terms and conditions.

Environment Canada may exercise these options at any time by sending a notice to the contractor at least fifteen (15) days prior to the contract expiry date. The contractor agrees that, during the extended period of the contract, the rate/prices will be in accordance with the provisions of the contract.

9. Project Schedule

Work on this project will commence immediately after signing the contract.

Teleconferences will be arranged on an *ad hoc* basis when needed to address any problems that may have developed and to provide further direction.

10. Project Cost

Environment Canada has established funding for this project as follows:

Initial Contract Period (Contract Award to March 31, 2014): a maximum amount of \$61,946.90 for all Task Authorizations, excluding applicable tax.

Option Period 1 (April 1, 2014 – March 31, 2015): a maximum amount of \$65,044.25 for all Task Authorizations, excluding applicable tax.

Option Period 2 (April 1, 2015 – March 31, 2016): a maximum amount of \$68,296.46 for all Task Authorizations, excluding applicable tax.

Option Period 3 (April 1, 2016 – March 31, 2017): a maximum amount of \$71,711.28 for all Task Authorizations, excluding applicable tax.

11. Submission of Proposals

The proposal should describe in sufficient detail the technical qualifications and relevant experience of the contractor and key professional staff and sources of reference data/information.

The proposal should include technical, cost and company expertise components which respond to the following requirements:

11.1 Technical Component

The proposal should include a statement of understanding, not to exceed one page in length, of the work to be undertaken and why it has been requested. The proposal

should present a work plan and describe how the contractor would carry out the tasks to achieve the project objectives.

The contractor should include with the proposal the methodology that will be used to complete the duties described in the Statement of Work and clearly identify his/her qualifications relevant to literature search and retrieval, data analysis and gaps identification, modeling techniques, and hazard evaluation.

11.2 Cost Component

To establish a firm, all-inclusive, per-substance cost for Tasks 1-9, the cost quotation must identify the level of effort and firm cost for a single task authorization for the substance boron decahydrate, a substance being looked at under the Chemicals Management Plan (see section 3 above). The proposed cost for boron decahydrate will become the firm, all-inclusive, per-substance cost for all substances.

The cost quotation must include a breakdown of the firm cost for each of the nine (9) tasks in the Statement of Work (section 6). The firm, all-inclusive, per-substance cost must include all professional and support personnel, materials, equipment, communications, supplies and everything required to complete the work. Please note that all tasks will not necessarily be requested for every substance. The per-task breakdown of costs will establish a firm price for each task, and these prices must be adhered to when costing out individual task authorizations during the contract period.

The total proposed cost for all nine (9) tasks included in this single task authorization for boron decahydrate must not exceed \$12,500 (excluding applicable tax) in the Initial Contract Period. This limit must be adhered to for all substances.

Bidders will have the opportunity to propose a per substance, and per task, prices for each option year as well, with per-substance maximums as follows:

Option Period 1: The total proposed cost for all nine (9) tasks included in this single task authorization must not exceed \$13,125.00 (excluding applicable tax).

Option Period 2: The total proposed cost for all nine (9) tasks included in this single task authorization must not exceed \$13,781.25 (excluding applicable tax)

Option Period 3: The total proposed cost for all nine (9) tasks included in this single task authorization must not exceed \$14,470.31 (excluding applicable tax)

The cost proposal must be submitted using the table in the Offer of Service.

The evaluated price of the proposal will be the average of the proposed per substance price for all periods, as per the following formula:

Evaluated Price = (price for Initial Contract Period + price for Option Period 1 + price for

Option Period 2 + price for Option Period 3) ÷ 4

11.3 Company Expertise Component

The proposal should identify:

- The professional staff to be assigned to the project and their expected contribution to the project,
- Staff experience directly relevant to the work,
- Relevant company experience directly related to the work (for prime and sub-contractors, if applicable)

12. Travel

Travel is not required for this contract.

13. Confidentiality

The consultant shall not disclose, either during or after completion of the contract, any confidential information provided. Written permission must be obtained from the Crown before sharing or release of any information produced as a result of the contract.

EVALUATION OF PROPOSALS

BASIS OF SELECTION AND EVALUATION OF PROPOSALS

The Contractor selection will be based on the highest combined rating of technical evaluation (as per Table 1, below) and price proposal. The evaluation will be based on the highest responsive combined rating of technical evaluation and price. The ratio will be 70% for the technical evaluation and 30% for the Bidder's Evaluated Price (calculated by averaging the bidder's per-substance price for all contract periods). To establish the technical evaluation score, the overall technical criteria score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

To establish the pricing score, each responsive bid will be prorated against the lowest Evaluated Price and the ratio of 30%. For each responsive bid, the technical evaluation score and the pricing score will be added to determine its combined rating.

Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical evaluation and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical evaluation score and price, respectively. The total available points equal 50 and the lowest evaluated price is \$7,000.

Table 1. Basis of Selection - Highest Combined Rating Technical evaluation criteria (70%) and Price (30%)

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	69/77	59/77	63/77
Bidder's Evaluated Price	\$8,500.00	\$8,000.00	\$7,000.00
Calculations			
Technical evaluation criteria Score	$69/77 \times 70 = 62.7$	$59/77 \times 70 = 53.6$	$63/77 \times 70 = 57.3$
Pricing Score	$7,000/8,500 \times 30 = 24.7$	$7,000/8,000 \times 30 = 26.3$	$7,000/7,000 \times 30 = 30$
Combined Rating	87.4	79.9	87.3
Overall Rating	1st	3rd	2nd

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

Proposals MUST meet the mandatory criteria of Table 2 and MUST achieve the minimum scores identified in each section of Table 3, and in R4. Proposals must also achieve the minimum overall score for Technical Evaluation Criteria of 58 out of 77. Proposals not meeting the minimum requirements on the rated criteria will be deemed non-compliant and be given no further consideration.

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

Table 2. Mandatory Evaluation Criteria

	Mandatory Criteria	Met/Not Met
M1	At least two team members must have a degree in a science or applied science discipline. Proof of degrees must be provided upon request.	
M2	The bidding firm must demonstrate in the proposal that it has successfully carried out three projects relating to scoping and researching data on substances, hydrates, mixtures, products or articles in commercial activities within the past 5 years.	

Table 3. Technical Evaluation Criteria

	Rated Criteria	Maximum Score	Score
1. UNDERSTANDING OF THE REQUEST FOR PROPOSAL (MAX. 10 POINTS) MINIMUM REQUIRED: 7 POINTS	R1. Does the proposal indicate a clear and logical understanding of the Objectives and the Statement of Work?	Max. 10 points	
	The proposal must demonstrate a full understanding of requirements for the following work elements (no partial points will be awarded):		
	a) Demonstrated understanding of data sources and methodologies to collect the information required.	2.5	
	b) Demonstrated understanding of possible risks and challenges to obtaining data, along with recommendations to overcome these challenges.	2.5	
	c) Demonstrated understanding and considerations for quality assurance/quality control of the data.	2.5	

	d) Demonstrated understanding of considerations and methodologies for handling confidential business information (CBI).		
2. APPROACH, METHODOLOGY, WORKPLAN (MAX. 40 POINTS) MINIMUM REQUIRED: 34 POINTS	<p>R2. Are the approach and methodology logical, thorough and well defined for each of the following tasks in the Statement of Work?</p> <p>a) Conduct searches of literature, including online searches, indices, databases, material safety data sheets, and other relevant sources of information</p> <p>The approach is logical and well defined; the steps in the methodology are logical and clearly identified; and challenges are identified and addressed</p> <p>The approach is logical and defined; steps are logical and identified; and challenges have been identified but not addressed</p> <p>The approach is identified; steps are identified with some information missing in their description; and challenges are identified but not addressed</p> <p>The approach is vague; steps are identified but not well defined; and challenges are either not identified or not addressed</p> <p>The approach is vague; steps are missing; and challenges are not identified nor addressed</p> <p>The approach and methodology are not presented.</p>	<p>Max. 40 points</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p>	

	<p>b) Identify the similarities and differences of the chemical names, common names, synonyms, and associated CAS Registry Numbers of the substances as used by industry in Canada and internationally. This should include trade names, industry references, and other relevant identification information.</p> <p>The approach is logical and well defined; the steps in the methodology are logical and clearly identified; and challenges are identified and addressed</p> <p>The approach is logical and defined; steps are logical and identified; and challenges have been identified but not addressed</p> <p>The approach is identified; steps are identified with some information missing in their description; and challenges are identified but not addressed</p> <p>The approach is vague; steps are identified but not well defined; and challenges are either not identified or not addressed</p> <p>The approach is vague; steps are missing; and challenges are not identified nor addressed</p> <p>The approach and methodology are not presented.</p> <p>c) Complete an analysis of the substances to determine quality and reliability of the data, as well as identify potential data gaps to facilitate targeted data collection.</p> <p>The approach is logical and well defined; the steps in the methodology are logical and clearly identified; and</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p> <p>5</p>	
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	<p>challenges are identified and addressed</p> <p>The approach is logical and defined; steps are logical and identified; and challenges have been identified but not addressed</p> <p>The approach is identified; steps are identified with some information missing in their description; and challenges are identified but not addressed</p> <p>The approach is vague; steps are identified but not well defined; and challenges are either not identified or not addressed</p> <p>The approach is vague; steps are missing; and challenges are not identified nor addressed</p> <p>The approach and methodology are not presented.</p>	<p>4</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p>	
	<p>d) Identify key stakeholders, sectors and associations engaged with the manufacture, use, import and export of the substance identified.</p> <p>The approach is logical and well defined; the steps in the methodology are logical and clearly identified; and challenges are identified and addressed</p> <p>The approach is logical and defined; steps are logical and identified; and challenges have been identified but not addressed</p> <p>The approach is identified; steps are identified with some information missing in their description; and challenges are identified but not addressed</p>	<p>5</p> <p>4</p> <p>3</p>	

	<p>The approach is vague; steps are identified but not well defined; and challenges are either not identified or not addressed</p> <p>The approach is vague; steps are missing; and challenges are not identified nor addressed</p> <p>The approach and methodology are not presented.</p>	<p>2</p> <p>1</p> <p>0</p>	
	<p>e) Compile available data on quantities imported, exported, produced, distributed, used and disposed of, in Canada, by industrial sector</p> <p>The approach is logical and well defined; the steps in the methodology are logical and clearly identified; and challenges are identified and addressed</p> <p>The approach is logical and defined; steps are logical and identified; and challenges have been identified but not addressed</p> <p>The approach is identified; steps are identified with some information missing in their description; and challenges are identified but not addressed</p> <p>The approach is vague; steps are identified but not well defined; and challenges are either not identified or not addressed</p> <p>The approach is vague; steps are missing; and challenges are not identified nor addressed</p> <p>The approach and methodology are not presented.</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p>	
	<p>f) Identify potential challenges for collection of data on the substance</p>		

	<p>identified and provide recommendations to reduce risk of major reporting issues for potential mandatory data collection activities targeting industry, including areas of potential non-compliance.</p> <p>The approach is logical and well defined; the steps in the methodology are logical and clearly identified; and challenges are identified and addressed</p> <p>The approach is logical and defined; steps are logical and identified; and challenges have been identified but not addressed</p> <p>The approach is identified; steps are identified with some information missing in their description; and challenges are identified but not addressed</p> <p>The approach is vague; steps are identified but not well defined; and challenges are either not identified or not addressed</p> <p>The approach is vague; steps are missing; and challenges are not identified nor addressed</p> <p>The approach and methodology are not presented.</p> <p>g) Identify and compile studies or technical information on uses and processes resulting in emissions of the substances in Canada, existing control technologies and their efficiency.</p> <p>The approach is logical and well defined; the steps in the methodology are logical and clearly identified; and challenges are identified and addressed</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p> <p>5</p>	
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	<p>The approach is logical and defined; steps are logical and identified; and challenges have been identified but not addressed</p>	4	
	<p>The approach is identified; steps are identified with some information missing in their description; and challenges are identified but not addressed</p>	3	
	<p>The approach is vague; steps are identified but not well defined; and challenges are either not identified or not addressed</p>	2	
	<p>The approach is vague; steps are missing; and challenges are not identified nor addressed</p>	1	
	<p>The approach and methodology are not presented.</p>	0	
	<p>h) Identify and compile studies on exposure to the substances within each of the target substance groupings.</p>		
	<p>The approach is logical and well defined; the steps in the methodology are logical and clearly identified; and challenges are identified and addressed</p>	5	
	<p>The approach is logical and defined; steps are logical and identified; and challenges have been identified but not addressed</p>	4	
	<p>The approach is identified; steps are identified with some information missing in their description; and challenges are identified but not addressed</p>	3	
	<p>The approach is vague; steps are identified but not well defined; and challenges are either not identified or not addressed</p>	2	

	<p>The approach is vague; steps are missing; and challenges are not identified nor addressed</p> <p>The approach and methodology are not presented.</p> <p>R3. Does the workplan identify milestones and how the contractor will achieve the objectives?</p> <p>The proposal clearly identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for some of the requirements identified in the Statement of Work</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for many of the requirements identified in the Statement of Work</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for the requirements identified in the Statement of Work</p>	<p>1</p> <p>0</p> <p>Max. 5 points</p> <p>5</p> <p>3</p> <p>1</p> <p>0</p>	
<p>3. PROJECT TEAM EXPERIENCE (MAX. 22 POINTS)</p> <p>R4: MINIMUM 6 POINTS REQUIRED AND A MINIMUM OF 3 POINTS MUST BE FROM A SINGLE PERSON</p>	<p>R4. Does the Project Team's cumulative experience (excluding the Project Manager) make it well suited to complete the assignment?</p> <p>How many combined years of experience has the Project team (excluding the Project</p>	<p>Max. 15 points Min. 6 total points, and Min. of 3</p>	

<p>R5: MINIMUM 3 POINTS REQUIRED</p>	<p>Manager) accumulated in scoping and researching data on substances in commercial activities since January 2006. Experience must be clearly described in the proposal.</p> <p>To pass R4, three points must be contributed by a single team member. If this condition is not met, the proposal will be deemed non-compliant with R4.</p> <p>1 point per year</p> <p>R5. Does the Project Manager have the appropriate experience and skill set to manage projects of this nature?</p> <p>How many years does the Project Manager have (since January 2006) in the capacity of Project Manager, on projects involving scoping and researching data on substances in commercial activities. Experience must be clearly described in the proposal.</p> <p>1 point per year</p>	<p>points must be contributed by a single team member</p> <p>Max. 7 points Min. 3 points</p>	
<p>TOTAL POSSIBLE POINTS</p>		<p>77 (minimum required: 58/77)</p>	