



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 - le 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 figuré dans la fenêtre de l'enveloppe-réponse ↑

Canada

PWGSC-TPSGC 9400-2 (06/2010)

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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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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to 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, 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 Annexes include the Statement of Work, the Basis of Selection, Mandatory Requirements and Evaluation Criteria, Basis of Payment

2. Summary

Environment Canada – Canadian Wildlife Service has a legal requirement under the *Species at Risk Act* section 37 to deliver a Recovery Strategy for Species at Risk in Canada. The content of this recovery document is outlined in section 41 of SARA. Section 41 (1c) indicates that critical habitat must be identified to "... the extent possible, based on the best available information, including the information provided by COSEWIC, and examples of activities that are likely result in its destruction".

Presently, Environment Canada is working to simultaneously develop recovery documents for five landbird species, three of which are boreal species – Olive-sided Flycatcher, Canada Warbler, and Common Nighthawk. These 3 species will be the focus for this contract effort, in accordance with Annex A – Statement of Work titled "Critical habitat identification for Olive-sided Flycatcher, Canada Warbler, and Common Nighthawk in Canada" of the solicitation document.

The geographic scope of the project is Canada as a whole. Analyses will be provided at up to three scales: National, Bird Conservation Region (BCR), and BCRs within each Province or Territory.

Considering the Canada-wide distribution of these migratory birds, and their relatively large population numbers, a landscape-scale approach is being considered to identify critical habitat for the species. Habitat modelling is considered the optimal tool to achieve critical habitat identification in the short-term.

The period of this contract is from date of award to March 31, 2014.

Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in Part 5, article 2, Certifications.

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid – four (4) hard copies

Section II: Financial Bid – one (1) hard copy

Section III: Certifications – two (2) hard copies

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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.

1. Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder agrees that they are in compliance with the government of Canada's Code of Conduct for Procurement at the time of bid submission and will adhere to the code for the duration of the contract.

2. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Former Public Servant Certification – to be completed by Bidder

Contracts awarded to 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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 – (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

PART 6 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled _____, dated _____.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

2.1 General Conditions

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract (to be provided upon Contract award)

The period of the contract is estimated to be from January 1, 2014 up to and including March 31, 2014.

3.2 Delivery Date

All the deliverables must be received on or before March 31, 2014.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Carole Daigle
Contracting Officer
Environment Canada
45 Alderney Drive
Dartmouth, NS
B2Y 2N6

Telephone: 902-426-0935
Facsimile: 902-426-2690
E-mail address: carole.daigle@ec.gc.ca

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.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. two (2) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

5.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

6. Invoicing Instructions

Invoices are to be sent directly to the Technical Authority, *(will be provided upon contract award)*. Payment is subject to satisfactory performance of the terms and conditions of the contract, receipt of deliverables, approval of the Technical Authority, and submission of invoices after completion of work citing contract number K4B20-13-0367.

7. Certifications

7.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

8. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

9. 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.

- (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.

ANNEX A

STATEMENT OF WORK

The scope of work for this contract relates to 3 species: 1) Olive-sided Flycatcher; 2) Canada Warbler; and 3) Common Nighthawk. All tasks outlined in this section must be completed for these three species.

The contractor will use the most comprehensive and up to date data available across the entire Canadian breeding range of the three focal species, including spatially linked avian data (e.g. Breeding Bird Survey, Breeding Bird Atlas, Parks Canada, Environment Canada, other available data sources including those from government, academic, industrial, ENGO agencies), habitat data, and landuse data current as of the date of the contract. It will be the responsibility of the contractor to gather the data needed for this contract from the various sources. For the purposes of this statement of work:

- "Habitat data" means biophysical covariates including but not limited to Forest Resource Inventory (FRI) data that includes stand attributes such as forest age, dominant species of tree, and climatic predictors. Habitat data should be able to predict response of birds at a stand level.
- "Landuse data" includes national data products describing the intensity of human footprint in aggregate or by industry, as currently available.

Tasks

1. The contractor will evaluate the various data sources to determine the spatial units of each component analysis and species. This will include a determination of which components, if any, are feasible for the three species. The habitat model should be designed to answer the following questions:
 - i. What are the biophysical attributes of the species' habitat?
 - ii. Which areas are likely needed to protect the existing population?
 - iii. What level of anthropogenic disturbance would limit the usefulness of existing habitat?
 - iv. What is the species' population trend in specific areas?

Forest Resource Inventory (FRI) data will be the preferred source for habitat covariates used in the models. When not available, remote sensing products such as Landsat can be used in lieu (e.g. Land Cover of Canada 2005). The Contractor and Project authority will mutually agree on the choices of spatial units, habitat covariates and other details prior to final analysis, but no later than January 15, 2014. It will be essential that the entire range of the three focal species have complete habitat and observational data coverage, including areas of central and western British Columbia that are outside the boreal region, but known to contain high densities of Olive-sided Flycatcher.

2. The contractor will develop models of the distribution and abundance of the focal species as a function of best available habitat and landuse covariates for the identified spatial units. Models should be capable of predicting density of males per hectare and take into account uncertainty in density estimation procedures. The models should also account for various forms of survey bias related to the distance over which the focal species can be detected in different habitats. The contractor will specify the type of model used for each region of the country (i.e. FRI only model, remote sensing only model, or a combination of the two land cover classifications). The contractor must provide explanations of model

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.

5. The contractor will provide recommendations and additional advice to Environment Canada as necessary to create a **schedule of studies** for further information required to more precisely define critical habitat for the focal species, and a field sampling program that could be used to validate the habitat models. The sampling plan for field validation must also include a description of the approach to evaluate predictive habitat models (e.g. formal accuracy assessment using field validation and verification procedures; comparison of model predictions to field validation and verification data; accuracy scoring methods), and the *a priori* target accuracy level (including rationale for the target accuracy level).
6. The contractor will provide a draft report (Draft Report 1) containing all modelling methods and results (Tasks 1-4) to Environment Canada at least 3 weeks prior to the final deliverable end date for review to allow for a 2 week review period by Environment Canada staff.
7. The contractor will provide a draft report (Draft Report 2) containing recommendations for a schedule of studies (Task 5) to Environment Canada at least 3 weeks prior to the final deliverable end date for review to allow for a 2 week review period by Environment Canada staff.
8. The contractor will provide a final report (Final Report 1) containing all modelling methods and results (Tasks 1-4) to Environment Canada.
9. The contractor will provide a final report (Final Report 2) containing recommendations for a schedule of studies (Task 5) to Environment Canada.

DELIVERABLES:

Two Final Reports and supporting Draft Reports (in MS Word Format, in both hard copy and electronic format):

Draft 1/Report 1 – Distribution and Abundance Models for Three Focal Species

Draft 2/Report 2 – Recommendations on Schedule of Studies

1. On or before January 15, 2014 – Meeting with Technical Authority on phone or in person to discuss methods and approaches outlined in Task 1.
2. On or before March 3, 2014 - Contract objectives and Tasks 2-4 will be submitted to the Technical Authority as a detailed draft report (Draft Report 1) written in MS Word format. This includes all methods (model development, model implementation, model output, model evaluation), and results, including model descriptions and summaries as tables.

The report must be submitted in hard copy and digital format, and also include digital finished map products (i.e. shape files and PDFs). The initial draft will be referred to as Draft Report 1 and must be received by March 3, 2014 for review by Environment Canada (2 week review period). This report must contain the following:
 - a. Specify and justify the model form and structure.
 - b. Describe the implementation of the models, and demonstrate that each of the models has been successfully implemented.
 - c. Describe and interpret spatial and aspatial model output.
 - d. Describe and justify any and all model evaluation procedures.
3. On or before March 14, 2014 - Draft Report 2 - detailing recommendations and advice for a schedule of studies relevant for the identification of critical habitat for Olive-sided

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 B

BASIS OF SELECTION

Any proposal not meeting the mandatory requirements will be considered non-responsive and will be given no further consideration.

A contract will be awarded based on best value taking into account technical merit and price for those proposals meeting the mandatory requirements.

The technically responsive proposal that obtains the highest combined rating of technical merit and price (e.g. adding the technical score with the financial score to result in a Total Score) will be recommended for award of a contract.

The total possible technical score is 70 while the total financial score is 30. Where two or more proposals achieve the identical highest combined technical (70%) and financial (30%) score, the proposal with the lowest **total price** will be recommended for award of a TA Contract.

For each proposal:

Calculation of Technical Score: the technical score is calculated by prorating the technical score obtained by the proposal against the total possible score of 70.

$$\text{TECHNICAL SCORE} = \frac{\text{Bidder's TECHNICAL SCORE}}{\text{Total Possible TECHNICAL SCORE}} \times 70 \text{ points}$$

Calculation of Financial Score: the financial score is calculated by giving full points (30) to the lowest priced responsive proposal (based on the proposal's **Total Estimated Cost**) and prorating all other responsive proposal financial scores accordingly.

The calculation used to determine points for all other Bidders (other than the lowest) will be Lowest TOTAL ESTIMATED COST (\$) divided by Bidder's TOTAL ESTIMATED COST, multiplied by 30 points, as follows:

$$\text{FINANCIAL SCORE} = \frac{\text{Lowest TOTAL ESTIMATED COST (\$)}}{\text{Bidder's TOTAL ESTIMATED COST (\$)}} \times 30 \text{ points}$$

Calculation of Total Score:

[Bidder's **TECHNICAL SCORE** (out of 70 points)] + [Bidder's **FINANCIAL SCORE** (out of 30 points)]

= Bidder's **TOTAL SCORE** (out of 100 points).

ANNEX C

MANDATORY REQUIREMENTS AND EVALUATION CRITERIA

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

<p>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.</p> <p><u>MANDATORY REQUIREMENTS</u></p> <p>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.</p>			
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. 			

Point Rated 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	Page #	Max points	Score
The rated criteria should be based on the SOW, in sufficient detail.			
<p>1. Relevant experience of contractor and proposed team with landscape ecology analyses and ecological modeling of boreal systems, particularly related to birds.</p> <p>Experience with:</p> <ul style="list-style-type: none"> - compilation, summary, and analysis of geospatial data layers for large spatial extents (e.g. Bird Conservation Regions (BCR)); - classification and extraction of covariates from multiple sources of geospatial data layers; - compilation, management, summary, and analysis of avian data from multiple data sources (>50,000 survey records); - advanced modeling of avian count data; - advanced modeling of detection probability for avian count data from multiple data sources; - analytical methods for adjustment of predicted counts to density estimates for avian species from multiple data sources; - creation and production of avian abundance and density maps - density estimation of boreal birds and the modeling of boreal bird-habitat relationships; - key contacts and researchers active in boreal regions of Canada of relevance to this project. <p>Senior biologist/ landscape ecologist/ quantitative ecologist has:</p> <ul style="list-style-type: none"> • Significant experience (more than 10 years) – 30 points • Moderate experience (1-10 years) – 15 points • Little direct experience (less than 1 year) – 0 points 		30	
<p>2. Relevant experience of contractor and proposed team with boreal songbird ecology</p> <p>The proposal should show that the contractor has breadth of knowledge, technical and quantitative skills, and specific work</p>		25	

<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	

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<ul style="list-style-type: none">- 10 points for Good: Proposal is easy to read, understand, and evaluate- 5 points for Acceptable: Proposal lacks clarity and is poorly organized- 0 points for Unacceptable: Proposal does not meet expectations.			
Total Points		100	

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.

