



Request for Proposal

**Title: Geo-referenced Occurrence Data Spreadsheets and
Preparation/Writing of four Draft Recovery Strategies for:
Prairie Skink, Non-pollinating Yucca Moth
Western Silvery Aster, and Bert's Predacious Diving Beetle**

RFP Closing Date/Submission Deadline: January 31, 2014 2:00 P.M.

Duration of Contract:

Start Date : **Date of Signing**

Termination Date : **July 31, 2014**

The purpose of this Request for Proposal is twofold:

1) for the provision of four excel spreadsheets on geo-referenced data on known occurrences of four species: Prairie Skink, Western Silvery Aster, Non-pollinating Yucca Moth and Bert's Predacious Diving Beetle, (hereafter referred to as the *four species*) (including date of observation and the reliability of the observation when such information is available); and

2) for the provision of a draft Recovery Strategy for each of the *four species*. Each Recovery Strategy must be based on best available scientific information and be compliant with the requirements of the federal *Species at Risk Act*.

All Technical and Financial bids must provided by email to the Contracting Authority listed below on or before the closing date and time:

Contracting Authority

Carl Bathgate

Head, Materiel Management

Environment Canada

Prairie & Northern Region

Eastgate Offices

9250-49th Street NW

Edmonton, AB T6B 1K5

e-mail : carl.bathgate@ec.gc.ca

Phone: (780) 951-8659

Environment Canada reserves the right not to accept the proposal received.

The successful bidder will be expected to enter into a Short Form Service contract with Environment Canada.



**STATEMENT OF WORK
K4E21-13-0798**

**Title: Geo-referenced Occurrence Data Spreadsheets and
Preparation/Writing of four Draft Recovery Strategies for:
Prairie Skink, Non-pollinating Yucca Moth
Western Silvery Aster, and Bert's Predacious Diving Beetle**

Submission Deadline: 31 January, 2014 2:00 P.M.

Duration of Contract:

Start Date : **Date of Signing**

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Background:

The federal government, through the competent Minister(s), must prepare a recovery strategy for all extirpated, endangered, and threatened species listed under the *Species at Risk Act* (SARA). A recovery strategy is a planning document that identifies what needs to be done to arrest or reverse the decline of a species. It sets goals and objectives and identifies the main areas of activities to be undertaken. Recovery strategies are needed for:

- Prairie Skink *Plestiodon septentrionalis*, an endangered lizard found in southwestern Manitoba;
- Western Silvery Aster *Symphyotrichum sericeum*, a threatened vascular plant found in southeastern Manitoba and Ontario;
- Non-pollinating Yucca Moth *Tegeticula corruptrix*, an endangered moth found in southeastern Alberta;
- Bert's Predacious Diving Beetle *Sanfilippodytes bertae*, an endangered beetle that exists in southern Alberta location.

A draft recovery strategy is to be written for each of these four species, and each must be based on the best available scientific information and be compliant with the requirements of the federal *Species at Risk Act*. Geo-referenced data on known occurrences, (including the date of observation and the reliability of the observation if such information is available) is also needed for each of the four species in order to write certain portions of the associated recovery strategies.

**Contractor Responsibilities:****Part A:**

For each of the four species, the Contractor will:

- a) obtain data on known, recorded occurrences (including information on the dates of observations and the reliability of the observations, if such information is available) and,
- b) provide a first draft of such geo-referenced occurrence data in an excel spreadsheet according to the schedule described in the Deliverables section below.

Part B:

For each of the four species, the Contractor will:

- a) prepare a first draft of each recovery strategy in accordance with the attached “*RS_Template_Guidance_Federal_EN_(September 2010 final).doc*” and the attached “*RS_Template_Federal_Feasible_EN (FINAL, 2012)*” ;
- b) provide formatted content for sections of each recovery strategy, as described in Appendix A: Table of Contents and according to the schedule described in the Deliverables section below;
- c) insert into the appropriate sections of each recovery strategy, any additional content provided by the Departmental representative;
- d) Specifically, prepare anew, the following sections for each recovery strategy:

Acknowledgments

Executive Summary

Recovery Feasibility Summary

1. COSEWIC Species Assessment Information
2. Species Status Information
3. Species Information including
 - 3.1 Species Description
 - 3.2 Population and Distribution and
 - 3.3 Needs of the (insert Species Common Name)
4. Threats
 - 4.1 Threat Assessment and
 - 4.2 Description of Threats
6. Broad Strategies and General Approaches to Meet Objectives
 - 6.1 Actions Already Completed or Currently Underway
 - 6.2 Strategic Direction for Recovery
 - 6.3 Narrative to Support the Recovery Planning Table



7. Critical Habitat :
 - 7.1 Identification of the Species' Critical Habitat (biophysical attributes only)
 - 7.3 Examples of activities likely to result in destruction of Critical Habitat (biophysical attributes only)
8. Measuring Progress
10. Statement on Action Plans
11. References

Appendix A: Effects on the Environment and Other Species

When preparing the section on Threats, the Contractor will:

- a) ensure it is written in accordance with the Government of Canada's Guidelines: SARA Identifying Threats (2008, attached) and
- b) will use threat categories and threat names that match those in Appendix B (Threats) when reasonable to do so.

When creating the Broad Strategy and General Approaches table, the Contractor will:

- a) select from the list of names of Broad Strategies in Appendix C, those that are appropriate for and relevant to recovery of the species;
- b) provide up to three Research and Management Approaches, for each Broad Strategy, and
- c) prioritize each Research and Management approach as high, medium or low according to the importance of each in helping to recover the species

In preparing the section on Critical Habitat, the contractor will only describe the biophysical features of the critical habitat consistent with the habitat features described in section 3.3 – Needs of the Species. It is not necessary to provide location information.

Part C:

For each of the four species, the Contractor will incorporate any and all comments or edits provided by the Departmental Representative after their review of the first drafts, into:

- a) revised second drafts of the geo-referenced occurrence data spreadsheets and
- b) revised second drafts of each of the four Recovery Strategies,

The Contractor will then submit these revised second drafts to the Departmental Representative according to the schedule described in the Deliverables section below.

**Environment Canada Responsibilities:**

1. Will provide the Contractor with the following documents:
 - a) *RS_Template_Guidance_Federal_EN_(September 2010 final).doc*
 - b) *RS_Template_Federal_Feasible_EN (FINAL, 2012)*
 - c) Government of Canada's *Guidelines: SARA Identifying Threats* (2008)
2. Will identify all or parts of those sections in each of the four recovery strategies that the Contractor will be responsible for writing, and those that the Departmental Representative will be responsible for, either in whole or in part.
3. May provide additional content information (to be inserted into the appropriate sections) to the Contractor for those sections of each recovery strategy that are the responsibility of the Departmental Representative.
4. Will provide comments on the first draft of two of the four geo-referenced occurrence data sheets submitted by the Contractor by April 30, 2014.
5. Will provide comments on the first draft of two of the four recovery strategies submitted by the Contractor by April 30, 2014.
6. Will provide comments on the first draft of the remaining third and fourth geo-referenced occurrence data sheets and recovery strategies submitted by the Contractor by June 30, 2014.

**Deliverables:**

1. The Contractor will provide the first draft of two of the four geo-referenced data spreadsheets and at least two of the four draft recovery strategies on or before March 28, 2014.
2. The contractor will provide the first draft of the remaining two geo-referenced data spreadsheets and the remaining two recovery strategies on or before May 30, 2014.
3. After receiving review comments by the Departmental Representative, the Contractor will provide a revised second draft of the deliverables identified in Deliverables (1) on or before June 30, 2014.
4. After receiving review comments by the Departmental Representative, the Contractor will provide a revised second draft of the deliverables identified in Deliverables (2) on or before July 31, 2014.
5. All deliverables are to be delivered to the Departmental Representative electronically in MS Word (for the RS) and Excel (for the geo-referenced spreadsheet).

Method of Payment:

Estimate as supplied: **Basic proposed dollar amount, plus GST**

Contract is to be paid by benchmark and/or in full, upon acceptance of all specified deliverables. Departmental Representative must review and approve deliverables prior to any compensation.

If the Contract is to be paid by benchmark, then up to 2 benchmarks will be considered as follows:

1. March 31, 2014 – following receipt of Deliverable 1.
2. August 15, 2014- following receipt of Deliverables 2, 3 & 4.

The Departmental Representative will serve as point of contact for the contractor and verify satisfactory work completion in accordance with the Statement of Work. Following review, receipt of completed work, and acceptance of the final invoice, payment shall be made within 30 days.

**INTELLECTUAL PROPERTY RIGHTS:**

Environment Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to the Canada, on the following grounds:

(6.4.1) the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

**Submission of Quotations: All submissions MUST include RFP # K4E21-13-0798
All submissions must be received no later than January 31, 2014 to:**

Carl Bathgate,
Head, Materiel Management
Assets, Contracting and Environmental Management Directorate
Environment Canada
Prairie & Northern Region
Eastgate Offices
9250-49th Street NW
Edmonton, AB T6B 1K5

carl.bathgate@ec.gc.ca
Telephone: (780) 951-8659

Information to be included on the bid:

For Technical Proposal: (The technical proposal consists of all information in response to the Evaluated Criteria)

1 – Use Evaluated Proposal Criteria for bid according to the guidance provided in the Table below:

For Financial Proposal:

2 – **In Separate Envelope:** Financial Bid

Note that all proposals MUST include Technical Evaluation responses in a SEPARATE envelope from Financial Bid Proposal.

TECHNICAL PROPOSAL CRITERIA:

All bidders should consider and include the following information as part of their proposal when preparing information to answer and comply with the technical evaluation portion of their submission. Resumes may be accepted in place of a technical proposal if they include all mandatory criteria and demonstrate the required point rated criteria:



EVALUATION CRITERIA

- 1. Mandatory Criteria:** Bidders must meet these criteria in order to be further considered.
 Failure to meet mandatory criteria will result in being eliminated from further consideration.

TECHNICAL EVALUATION	CRITERIA DEFINITIONS		Reference page in proposal	Criteria Met	Criteria NOT met
Mandatory Criteria					
M1. Author or co-author of a minimum of 3 scientific documents related to biological conservation	Documents can include theses, articles in peer-reviewed scientific journals, unpublished documents prepared for clients. Provide full citations for each document.				
M2. A minimum of 5 years of experience in undertaking and/or reporting on science-based projects in the field of biological conservation	Provide project titles, a short 1-2 sentence description of purpose and your role, and an estimate of the total amount of your time (in years and months) from the start to completion				
M3. A minimum of 1 project over 1-5 years in which you worked on a conservation-based, governmental policy or planning document	Provide project title, and a short 2-3 sentence description of the bidder's role in the project (e.g., writing a document(s) for clients, managing project(s), solving problems, leading teams, editing document(s), recommending policy, recommending strategies etc.				



II. Point-Rated Criteria: Bidders will be awarded points according to rating criteria listed below (750 pts)

Point-rated Criteria (750 pts)	Criteria definitions	Max Points	Score
<p>PR1. Provide evidence of your experience and ability to write documents related to conservation, natural resource and species at risk recovery planning in Canada. (max = 250 points).</p> <ul style="list-style-type: none"> • ≥ 5 scientific documents, all relevant to natural resource policy development or planning -250 points; • 5 documents, but only 3-4 relevant to natural resource policy development or planning -200 pts; • 3-4 documents, all relevant to natural resource policy development or planning - 150-200 points; • 3-4 documents, but fewer than 2 related to conservation policy or planning - 100 points; • 2- 3 documents, all relevant to policy and planning -50 pts; • fewer than 2 documents relevant to natural resource planning and policy -0 pts 	<p>Provide the title and a short one-two sentence description of up to 5 relevant documents that you have previously written and that are relevant to natural resource policy development or planning. The description should indicate how the document was used, by whom and for what purpose.</p> <p>Bidders NOTE: Documents may include theses, policy and planning documents, reports >10 pages, and peer-reviewed scientific publications but should not include memos, letters, or presentations.</p>	<p>250</p>	
<p>PR 2. Provide evidence of your work experience and role in conservation, natural resource and/or species at risk planning projects (max=250 points).</p> <ul style="list-style-type: none"> • At least 4 projects over the course of at least 10 years involving government agencies -250 pts; • at least 3 projects over 5 to 10 years involving governments- 150 pts; • at least 2 projects over 5 years involving governments – 100 pts; • or at least 1 project over 1 to 5 years – 50 pts. 	<p>Provide the title and a short, one-two sentence description of up to 4 relevant projects in which you worked closely with federal and/or provincial government agencies whose mandates relate to natural resource conservation and use. Provide government names involved in each project and indicate which years the project occurred. Also indicate your role or level of responsibility in each project.</p>	<p>250</p>	



Point-rated Criteria (750 pts)	Criteria definitions	Max Points	Score
<p>PR 3. Provide evidence of your ability and experience in writing about complex issues in a clear and unambiguous manner (maximum 250 pts). Provide one example of a science-based document in the field of environmental conservation that you have prepared within the past 3 years. The document evaluation will be based on:</p> <ul style="list-style-type: none"> ● presentation of scientific content in laypersons' terms (50 pts) ● good sentence structure and clarity (50 pts) ● coherent flow from one sentence/paragraph to the next, including the ability to create clear linkages to other sections of the report (100 pts) ● organization and format (40 pts) ● grammar, spelling and punctuation (10 pt). 	<p>Provide one example of a science-based document, preferably in pdf or Word format, written in layman's language, that you have prepared in the past 3 years. The document should be one that presents policy or planning alternatives and recommendations for addressing an environmental problem or issue.</p>	<p>250</p>	



Financial Proposal Evaluation: Note that all proposals submitted by mail MUST include Technical Evaluation responses in a SEPARATE envelope from Financial Bid Proposal.

The Basis of Selection to issue the resulting Contract is:

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, will be recommended for award of a contract. The total possible technical score is 60 while the total possible financial score is 40. Where two or more proposals achieve the identical highest combined technical (60%) and financial (40%) score, the proposal with the lowest total price will be recommended for award of a contract.

For each response:

Calculation of Technical Score

The technical score will be calculated by prorating the technical score obtained by the Bidder's responsive Bid against the total possible score of 750.

$$\text{Technical Score} = \frac{\text{Bidder's technical score}}{\text{Total possible technical score (750 points)}} \times 60 \text{ points}$$

Calculation of Financial Score

For purposes of evaluation the sum of the full potential contract period, exclusive of taxes, will be used to establish the total estimated cost of the Bidder's responsive Bid, i.e. sum of the contract period and the two option periods. The financial score will be calculated by awarding full points (40) to the responsive Bid with the lowest total estimated cost and prorating the total estimated cost of the Bidder's responsive Bid against the lowest priced responsive Bid.

$$\text{Financial Score} = \frac{\text{Lowest total estimated cost (\$)}}{\text{Bidder's total estimated cost (\$)}} \times 40 \text{ points}$$

Calculation of Total Score

$$\text{Bidder's technical score (out of 60 points) + Bidder's financial score (out of 40 points)] = \text{Bidder's total score (out of 100 points)}$$

PRICING (must not exceed \$40,000)	
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TOTAL POINTS:

Total Points	Total Points = Technical Bid Points + Pricing Points
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APPENDIX A: Table of Contents Format for Recovery Strategies

Table of Contents

Recommendation and Approval Statement [PCA Only].....	<u>Error! Bookmark not defined.</u>
Preface	<u>Error! Bookmark not defined.</u>
Acknowledgments	<u>Error! Bookmark not defined.</u>
Executive Summary.....	<u>Error! Bookmark not defined.</u>
Recovery Feasibility Summary	<u>Error! Bookmark not defined.</u>
1. COSEWIC ¹ Species Assessment Information.....	<u>Error! Bookmark not defined.</u>
2. Species Status Information	<u>Error! Bookmark not defined.</u>
3. Species Information.....	<u>Error! Bookmark not defined.</u>
3.1 Species Description.....	<u>Error! Bookmark not defined.</u>
3.2 Population and Distribution	<u>Error! Bookmark not defined.</u>
3.3 Needs of the <i>Species Common Name</i> (eg.Prairie Skink)	<u>Error! Bookmark not defined.</u>
4. Threats	<u>Error! Bookmark not defined.</u>
4.1 Threat Assessment	<u>Error! Bookmark not defined.</u>
4.2 Description of Threats.....	<u>Error! Bookmark not defined.</u>
6. Broad Strategies and General Approaches to Meet Objectives.....	<u>Error! Bookmark not defined.</u>
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7.3 Activities Likely to Result in the Destruction of Critical Habitat.....	<u>Error! Bookmark not defined.</u>
8. Measuring Progress	<u>Error! Bookmark not defined.</u>
11. References	<u>Error! Bookmark not defined.</u>
Appendix A: Effects on the Environment and Other Species	<u>Error! Bookmark not defined.</u>



APPENDIX B: Threat Categories & names

THREATS	HIGH	MEDIUM	LOW
1 Accidental Mortality			
1a Collisions with vehicles			
1b Accidental trapping/poisoning			
1c Tillage and seeding operations			
1d Collisions with infrastructure (e.g. fences)			
1e Application of pesticides and other chemicals			
2 Changes in Ecological Dynamics or Natural Processes			
2a Alterations to natural grazing and fire regimes			
2b Alterations of water regimes (e.g. dams and irrigation)			
2c Pest control on ground squirrels and prairie dogs			
2d Increased predation pressure and nest parasitism			
2e Competitive exclusion			
2f Decreased prey availability			
3 Climate and Natural Disasters			
3a Inclement or extreme weather conditions			
3b Increased risk of drought			
4 Disturbance or Harm			
4a Industrial activities (e.g. oil and gas noise)			
4b Pest Control (targeted poisoning/shooting)			
4c Recreational activities			
4d Traffic noise			
4e Visual disturbance from increased number of vertical structures			
5 Exotic, Invasive and Introduced Species			
5a Invasion and establishment of exotic plants			
5b Exotic and Introduced Diseases			
6 Habitat Loss and Degradation			
6a Conversion of native habitat to crop and forage production			
6b Conversion of native habitat to industrial infrastructure			
6c Creation of roads in native habitat			
6d High-intensity prolonged grazing			
6e Destruction or degradation of wetland habitat			
7 Natural Processes or Activities			
7a Reduced genetic diversity			
7b Disease			
7c Small population size			
TOTAL NUMBER OF THREATS			



APPENDIX C: Broad Strategies

Broad Strategy 1: RESEARCH as part of an Adaptive Management Framework

Broad Strategy 2: POPULATION MANAGEMENT and SPECIES PROTECTION

**Broad Strategy 3: HABITAT ASSESSMENT, MANAGEMENT and
CONSERVATION**

Broad Strategy 4: REGULATION AND POLICY

Broad Strategy 5: COMMUNICATION, COLLABORATION and ENGAGEMENT

Broad Strategy 6: CONSERVATION PLANNING

Broad Strategy 7: MONITORING AND ASSESSMENT