



Environment Canada Environnement Canada

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

February 6, 2014

Solicitation number K2A52-13-0014

PROJECT TITLE: Status report for the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) on Sockeye Salmon (*Oncorhynchus nerka*) in the Fraser River watershed of British Columbia

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 February 27, 2013** 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 **K2A52-13-0014** 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).

<u>Category of Personnel</u>	<u>Per Diem Rates</u>	<u>Number of Days Assigned</u>	<u>Total</u>
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2.2 Administrative Expenses:

(Courier, long distance calls, reproduction, etc.).

\$ N/A

2.3 Travel Expenses:

Reimbursable at cost in accordance with the attached Travel Directive, to a financial limitation of

\$ N/A

My/Our estimate for travel expenses is based upon the following anticipated travel requirements:

**2.4 TOTAL PROPOSAL PRICE
(Canadian Currency)**

\$
(Total of 2.1 + 2.2 + 2.3 above)

+ G.S.T. \$

TOTAL: \$



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

Terms of Reference - K2A52-13-0014

Status report for the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) on Sockeye Salmon (*Oncorhynchus nerka*) in the Fraser River watershed of British Columbia

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 grounds:

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;

Purpose:

This contract is for professional services to prepare a status report for the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) on Sockeye Salmon (*Oncorhynchus nerka*) in the Fraser River watershed of British Columbia. The report will be used as the basis for a COSEWIC assessment of the status of this species.

Background:

The Committee on the Status of Endangered Wildlife in Canada (COSEWIC) assesses which wild species, including mammals, birds, amphibians, reptiles, fishes, arthropods, molluscs, vascular plants, mosses, and lichens, are at risk of extinction or extirpation from Canada and to what degree. Assessments are based on comprehensive wildlife species status reports on each wildlife species. Contracts are administered via the COSEWIC Secretariat housed in Environment Canada.

COSEWIC status reports commissioned after May 2001 are "living documents." After the report is concluded, any subsequent updates to status reports will be prepared simply by adding new information to the existing report and, where appropriate, updating factual information. COSEWIC will be cited as the author on the report's cover page (ownership and copyright will rest with the Crown). Report Writers who produce the initial status report or, in the future, who add information to the "living document" to produce an updated status report, will be acknowledged as having prepared the status report. Over time, the Acknowledgements will list the contributors (Report Writers) who have provided their expertise.

At the request of Environment Canada, the contractor will provide to the Crown a written permanent waiver of Moral Rights¹ from all authors of the report, in a form acceptable to Environment Canada.

The contractor will be granted a license to use, copy, reproduce and publish portions of the Provisional Report provided that 1) the Contractor will not publish the entire Provisional Report, or distribute it to any third party, and 2) the Contractor acknowledges that the Crown has contributed Crown Copyright in the Provisional Report and includes the following notice and disclaimer in any new document which incorporates portions of the report: “*Notice: Some of the information used or referenced in this document is Crown Copyright, compiled on behalf of COSEWIC under a contract with Environment Canada, however, comments or conclusions made by the author using this information do not necessarily reflect the opinions of Environment Canada or COSEWIC.*”

COSEWIC has determined that Fraser River Sockeye Salmon are a priority for assessment, and the status report that is the subject of this contract will be the basis for the COSEWIC assessment.

Scope:

The scope of this contract is to support COSEWIC in its role under the *Species at Risk Act*, to assess risk of extinction or extirpation for Canadian species.

Objectives:

Compile and analyze the best available information pertaining to the status of all Designatable Units of Sockeye Salmon in the Fraser River drainage, to prepare a COSEWIC status report that will be used by COSEWIC to evaluate the status of all Fraser River Designatable Units of Sockeye Salmon. Note, information on recognizing Designatable Units can be found on the COSEWIC website at: http://www.cosewic.gc.ca/eng/sct2/sct2_5_e.cfm

Statement of Work:

The contractor (“Report Writer”) will use the best available information on the Sockeye Salmon (*Oncorhynchus nerka*) in the Fraser River drainage, including scientific, community, and Aboriginal Traditional Knowledge (ATK) to write a comprehensive status report that will form the basis of an assessment on the status of the Sockeye Salmon (*Oncorhynchus nerka*) in the Fraser River drainage in Canada.

¹ Moral rights, as defined by the Copyright Act, include a) the right of having the author's name associated with the Work, where reasonable in the circumstances; and b) the right to the integrity of the Work such as preventing the Work from being changed, corrected or amended.

The content and format of the report will conform to the *Information for Preparing COSEWIC Status Reports* found on the COSEWIC web page <http://www.cosewic.gc.ca>, which specifies headings, the content under each heading, range maps, other figures, and appendices. The report will also follow the more specific guidelines used by the Marine Fishes Subcommittee of COSEWIC. The Report Writer will also be required to use the typographic and editorial style set out in these instructions. Any illustrations or graphics used must be originals prepared by the Report Writer or, if not, appropriate authorization of their use must be obtained and clearly cited in the report.

The Report Writer will be expected to actively seek out all relevant and important existing sources of scientific, community, and ATK. In addition to other sources of information, the Report Writer will contact the COSEWIC representative(s) for the jurisdiction(s) and relevant Wildlife Management Boards responsible for the wildlife species, recovery team co-chairs (as applicable) and the appropriate Conservation Data Centre to obtain the most recent information on the wildlife species. Contact information for the above agencies / organizations is provided in the *Instructions for preparing COSEWIC Status Reports*.

The Report Writer is required to contact the COSEWIC Secretariat at least two months before the deliverable due date of the draft report (contact information is provided in the Instructions for preparing COSEWIC Status Reports) to obtain detailed instructions and ensure that methodologies and concepts are applied correctly and consistently in the preparation of wildlife species distribution maps and the calculations of extent of occurrence, area of occupancy, and index of area of occupancy. Much of this information has been compiled in reports by Fisheries and Oceans Canada (DFO), which provide starting points that will need to be updated and tailored to the relevant Designatable Units and timelines used in the status report. In addition, the Report Writer must submit to the COSEWIC Secretariat all survey data (wildlife species observations / time series, localities, search effort), whether collected during fieldwork performed in the course of writing the status report or obtained from other sources. Every effort should be made to ensure that the data obtained from these sources can be transferred to COSEWIC by obtaining proper permissions.

In 2005, COSEWIC initiated an effort to solicit community knowledge on species for which status reports are commissioned. COSEWIC may receive information on species from the Community Knowledge section of its website http://www.cosewic.gc.ca/eng/sct6/sct6_7_e.cfm. Information obtained through this source, including additional contact names, will be forwarded to the Report Writer for consideration and incorporation into the status report.

It is the responsibility of Report Writers to include ATK relevant to the wildlife species status assessment. This will be facilitated through the ATK Subcommittee, which has reports on ATK for this species, and which will also

review any ATK gathered by the Report Writer. All holders of ATK contacted must be appropriately acknowledged. Report Writers must contact the COSEWIC Secretariat ATK coordinator before commencing work on the status report. Contact information for the ATK coordinator and more information about gathering ATK are provided in the *Instructions for preparing COSEWIC Status Reports*.

Once completed, the report will be subjected to the COSEWIC'S standard review process. The Draft Report, after receiving approval by the relevant COSEWIC Species Specialist Subcommittee (SSC) Co-chair, will be reviewed by the relevant SSC members, the ATK Subcommittee, the jurisdiction(s), relevant Wildlife Management Boards, recovery team co-chairs (as applicable) and any other external reviewers recommended by the SSC. Comments and suggestions will be forwarded to the Report Writer with instructions from the SSC Co-chair for changes that must be incorporated to produce the Provisional Report. Another review of the report will follow, and the Report Writer will be given specific instructions for modification of the report to produce the Post-Provisional Report based on comments from the review. At this point the contract is concluded. Following the COSEWIC assessment, a final document entitled COSEWIC Assessment and Status Report will be published on the SARA public registry (<http://www.sararegistry.gc.ca/>) and /or archived at the COSEWIC Secretariat.

Project Description and Deliverables, and Milestone Payment:

A detailed proposed schedule of deliverables and payments should be included in the bid submission. The schedule for submitting deliverables will be finalized following negotiations between the successful bidder, the Marine Fishes SSC Co-Chair, and the COSEWIC Secretariat. For all payments, the deliverable must first be approved as acceptable by the Co-Chair. If there are changes required prior to acceptance, the contractor will receive these within 2-8 weeks (lengthier review period will apply to draft and final reports) and will have 1 month to make the changes. Suggested key deliverables are provided below.

All work should be submitted in electronic format.

1. Draft Status Report accepted by Species Specialist Subcommittee (SSC) Co-chair, and submission of raw data for all graphs and tables in Excel spreadsheet format. Normally, payment of 60% of total professional fees will be paid upon completion of this deliverable.
2. Provisional Status Report accepted by the SSC Co-chair, which incorporates all changes pursuant to the review of the Draft Report. Normally, payment of 30% of total professional fees will be paid upon completion of this deliverable.

3. Post-Provisional Status report, accepted by the SSC Co-chair, which incorporates all changes pursuant to the review of the Provisional Status Report. Normally, payment of 10% of total professional fees will be paid upon completion of this deliverable.

Project Cost

Total value of contract not to exceed \$40,000.00 (excluding GST/HST).

Submission of Proposals:

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.

2. Cost Component

The cost quotation should identify the level of effort and estimated cost for each task in the work plan, the estimated cost of professional and support personnel, materials, equipment communications and supplies.

The total cost of this project shall not exceed \$40,000.00 (GST/HST is excluded).

3. Company Expertise Component

The proposal should identify:

- Academic qualifications, including an undergraduate degree relevant to the work
- Any 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)

Proposal Evaluation Criteria

Applicant's total score	Information and content provided is...
UNSATISFACTORY: 0-69%	considered non-compliant
GOOD: 70-100%	considered compliant

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

The proposal should include a detailed description of the approach, methodology and the work plan describing how the Contractor would carry out the study to achieve the above objectives. Any relevant information to enable Environment Canada to adequately score the proposal based on the criteria listed below should be included.

Bid Evaluation Grid

Table 1. Mandatory Evaluation Criteria

Mandatory Criteria	Rated Criteria	Met/Not Met
1 Academic Qualifications	Does the proposal indicate that the bidder has an undergraduate degree relevant to the work	

Table 2. Technical Evaluation Criteria

	Rated Criteria	Maximum score*	Score
1 Demonstrated familiarity with species and experience	R1. Does the proposal indicate demonstrated familiarity with species and experience relevant to the work? Identification of requirements for:	Max. 55 points	

	a. A Masters of Science degree relevant to the work	3	
	b. A Doctoral degree relevant to the work	3	
	c. Direct experience with the species -Proposal clearly identifies extensive direct work experience with the species (4) -Proposal clearly identifies some direct work experience with the species (2) -Proposal does not identify direct work experience with the species (0)	4	
	d. Demonstrated familiarity with the species' distribution -Proposal clearly identifies familiarity with the species distribution (2) -Proposal identifies some familiarity with the species distribution but the text is vague (1) -Proposal does not identify familiarity with the species distribution (0)	2	
	e. Demonstrated familiarity with the species' life history -Proposal clearly identifies familiarity with the species' life history (2) -Proposal identifies some familiarity with the species' life history but the text is vague (1) -Proposal does not identify familiarity with the species' life history (0)	2	
	f. Demonstrated familiarity with the species' designatable units (conservation units) -Proposal clearly identifies familiarity with the species designatable units (conservation units) (2) -Proposal identifies some familiarity with the species designatable units (conservation	2	

	<p>units) but text is vague (1) -Proposal does not identify familiarity with the species designatable units (conservation units) (0)</p> <p>g. Demonstrated familiarity with the species' fisheries -Proposal clearly identifies familiarity with the species' fisheries (2) -Proposal identifies some familiarity with the species fisheries but the text is vague (1) -Proposal does not identify familiarity with the species' fisheries (0)</p> <p>h. Demonstrated familiarity with population dynamics related to this species -Proposal clearly identifies a familiarity with population dynamics related to the species (5) -Proposal identifies some familiarity with population dynamics related to the species but text is vague (3) -Proposal clearly identifies some familiarity with population dynamics of related taxa (1) -Proposal does not identify familiarity with population dynamics related to the species (0)</p> <p>i. Demonstrated familiarity with threats to this species -Proposal clearly identifies familiarity with threats to this species (2) -Proposal identifies some familiarity with threats to this species but the text is vague (1) -Proposal does not identify familiarity with threats to this species (0)</p> <p>j. Demonstrated familiarity with species' information that is not stated in points c - i but that is relevant to COSEWIC status</p>	<p>2</p> <p>5</p> <p>2</p> <p>4</p>	
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	<p>reports</p> <ul style="list-style-type: none"> -Proposal clearly identifies familiarity with species information that is not stated above but that is relevant to COSEWIC status reports (4) -Proposal identifies some familiarity with species information that is not stated above but that is relevant to COSEWIC status reports but the text is vague (2) -Proposal does not identify familiarity with species information that is not stated above but that is relevant to COSEWIC status reports (0) <p>k. Demonstrated experience using quantitative skills in population dynamics</p> <ul style="list-style-type: none"> -The proposal clearly demonstrates extensive experience using quantitative skills in population dynamics (10) -The proposal clearly demonstrates some experience using quantitative skills in population dynamics (8) -The proposal demonstrates some experience using quantitative skills in population dynamics but is lacking in some details (6) -The proposal demonstrates some experience using quantitative skills in population dynamics but the text is vague (4) -The proposal demonstrates minimal experience using quantitative skills in population (2) -The proposal does not include experience using quantitative skills in population (0) <p>l. Demonstrated experience using statistics</p> <ul style="list-style-type: none"> -The proposal clearly demonstrates extensive experience using statistics (8) 	<p>10</p> <p>8</p>	
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	<p>-The proposal demonstrates some experience using statistics (6) -The proposal demonstrates some experience using statistics but text is vague (4) -The proposal demonstrates minimal experience using statistics (2) -The proposal does not demonstrated experience using statistics (0)</p> <p>m. Demonstrated experience with stock assessments</p> <p>-The proposal clearly demonstrates extensive experience using stock assessments (8) -The proposal demonstrates some experience using stock assessments (6) -The proposal demonstrates some experience using stock assessments but the text is vague (4) -The proposal demonstrates minimal experience using stock assessments but the text is vague (2) -The proposal does not demonstrate experience using stock assessments (0)</p>	8	
2 Writing Experience	<p>R2.Does the proposal indicate relevant writing experience</p> <p>Identification of requirements for:</p> <p>a. The applicant has prior experience with COSEWIC and other status reports</p> <p>-The proposal clearly demonstrates extensive experience with COSEWIC and other status reports (10) -The proposal clearly demonstrates some experience with COSEWIC and other status reports (8) -The proposal clearly demonstrates some experience</p>	<p>Max. 25 points</p> <p>10</p>	

with COSEWIC and other status reports but is lacking some details (6)

-The proposal clearly demonstrates some experience with COSEWIC and other status reports but text is vague (4)

-The proposal demonstrates minimal experience with COSEWIC and other status reports but text is vague (2)

-The proposal does not demonstrate experience with COSEWIC and other status reports (0)

- b. The applicant has prior experience incorporating suggested editorial comments from other experts into written documents

3

-The proposal clearly demonstrates extensive experience incorporating suggested editorial comments from other experts into written documents (3)

-The proposal demonstrates some experience incorporating suggested editorial comments from other experts into written documents (2)

-The proposal demonstrates some experience incorporating suggested editorial comments from other experts into written documents but text is vague (1)

-The proposal does not demonstrate experience incorporating suggested editorial comments from other experts into written documents (0)

- c. Evidence of ability to meet deadlines

4

-The proposal clearly identifies the ability to meet deadlines with specific examples (4)

-The proposal identifies the ability to meet deadlines but some details are lacking (2)

-The proposal does not identify

	<p>the ability to meet deadlines with specific examples (0) Publication record demonstrates writing experience -The proposal includes reference to publications written by applicant that are directly relevant to the species (5) -The proposal includes reference to publications written by applicant that are directly relevant to related taxa (3) -The proposal includes reference to publications written by applicant but publications are not directly relevant to the species or related taxa (1) -The proposal does not include references to publications written by applicant (0)</p> <p>d. Ability to integrate ATK into the report -The proposal clearly identifies a familiarity with ATK and how to integrate it into a report (3) -The proposal identifies a familiarity with ATK and how to integrate it into a report but is missing some details (2) -The proposal identifies a familiarity with ATK but no indication of an ability to integrate it into a report (1) -The proposal does not include reference to ATK (0)</p>	<p>5</p> <p>3</p>	
<p>3 Work plan and budget</p>	<p>R3.Does the proposal indicate an appropriate workplan?</p> <p>Identification of requirements for:</p> <p>a. Applicant’s work plan demonstrates a clear and realistic plan for preparation of the report - proposal clearly identifies the major tasks, timelines and milestones/deliverables for all the requirements in the Statement of Work (20)</p>	<p>Max. 20 points</p> <p>20</p>	

	<p>-The proposal clearly identifies the major tasks, timelines and milestones/deliverables for most of the requirements in the Statement of Work (15)</p> <p>-The proposal clearly identifies the major tasks, timelines and milestones/deliverables for some of the requirements in the Statement of Work, but is missing some details (10)</p> <p>-The proposal identifies the major tasks, timelines and milestones/deliverables for some of the requirements in the Statement of Work but does not do so in a clear manner, and is missing many details (5)</p> <p>-The proposal does not present a workplan (0)</p>		
Total		100	

APPENDIX B: Selection Method

Technical Rating

The proposal that obtained the highest score for the technical evaluation, as presented in appendix A, will be assigned a weight of 70%. All other proposals that meet the minimum score requirements for the technical evaluation will be prorated.

Cost Rating

The proposal presenting the lowest cost while meeting the minimum score requirements for the technical evaluation will be assigned a weight of 30%. All other proposals that meet the minimum score requirements for the technical evaluation will be prorated.

Both the technical rating and the cost rating will be used to determine the final score, as illustrated by the example below:

Equation 1:

$$Total\ Points = \frac{Bidder's\ Rated\ Score}{Highest\ Bidder's\ Rated\ Score} \times 70 + \frac{Lowest\ Bidder\ Price}{Bidder's\ Price} \times 30$$

Example:

Bidder	Bidder's Rated Score	Bidder's Price	Points for Technical/ Management Components	Points for Price	Total Points
Bidder A	80	\$30,000	$(80 \div 90) \times 70 = 62.2$	$(30,000 \div 30,000) \times 30 = 30$	$62.2 + 30 = 92.2$
Bidder B	85	\$40,000	$(85 \div 90) \times 70 = 66.1$	$(30,000 \div 40,000) \times 30 = 22.5$	$66.1 + 22.5 = 88.6$
Bidder C	90	\$35,000	$(90 \div 90) \times 70 = 70$	$(30,000 \div 35,000) \times 30 = 25.7$	$70 + 25.7 = 95.7^*$

*In this example, Bidder C will be recommended for award of the contract.

In the event of a tie, the proposal receiving the highest score for the technical evaluation will be selected.